



**Municipal Corporation of Delhi**  
**Application for e-Change of name**  
**Standard Operating Procedure (SOP)**

**Note:** This SOP is made with an assumption that the Citizen is already in possession of UPIC. Citizens who have not obtained UPIC yet are suggested to read the [User Manual](#) to know the process of obtaining UPIC.

1. Visit MCD web portal at URL: <https://mcdonline.nic.in/>
2. Choose Desire Corporation (North Delhi Municipal Corporation / South Delhi Municipal Corporation / East Delhi Municipal Corporation) and click on **“Pay Property Tax”** link.
3. **On the Citizen Login page** registered citizen can directly log-in into the system by using mobile no.
4. If your mobile No. is not registered, please click on **“New user click here for Sign Up”** (at the bottom of the page) registration page will open, fill mandatory information and then click on the **“Submit”** button. You will be redirected to the Citizen Login Page with the message **“Registered successfully”**. Now, enter registered Mobile number and click on **“Get OTP”** button to receive OTP on your registered mobile number, enter the OTP received and click on Login button to log in to the system.
5. On successful login, you will be redirected to the registered properties details page.
6. On registered properties details page click on the **ACTIONS** button (provided against the property detail) then click on the **“Apply for e-Change of name”** link.
7. A citizen can apply for e-Change of name in the different categories called Nature of e-Change of name.
  - a. Categories under Nature of e-Change of name
    1. Registered Sale Deed/Registered Agreement to Sale/ Conveyance Deed by land owning agency/Registered Gift Deed:
      - 2.1 Inherent in case of death Where Registered Will is available
      - 2.2 (a) Inherent in case of death Where Un-Registered Will is available (only for legal heir)
      - 2.2 (b) Inherent in case of death Where Un-Registered Will is available (more than one legal heirs & only one of them applied for mutation)
      - 2.2 (c) Inherent in case of death Where Un-Registered Will is available (more than one legal heir & all applied for mutation)
      - 2.3 (a) In case of Non execution of Will by the deceased (single legal heir)
      - 2.3 (b) In case of Non execution of Will by the deceased (if more than one legal heir & all applied for mutation)
      - 2.4 (c) In case of Non execution of Will by the deceased (If more than one legal heir & only one of them applied for mutation)
    3. (a) Cases of Registered Relinquishment Deed/Release Deed/Exchange Deed (Registered Relinquishment Deed)
    3. (b) Cases of Registered Relinquishment Deed/Release Deed/Exchange Deed (Registered Release Deed/Exchange Deed)
    4. Registered Partition Deed/Family Settlement Agreement
    5. Court Orders/Court Decree/Amalgamation/Demerger order
  - b. List of documents required for each Nature of e- Change of name



| Nature of e-Mutation   | List of Documents  |
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| For all types  | <p><b>General Documents</b></p> <ul style="list-style-type: none"> <li>• Applicant(s) photo</li> <li>• Property Photo</li> <li>• ID Proof of applicant (s)</li> </ul>  |
| <p><b>1. Registered Sale Deed/Registered Agreement to Sale/Conveyance Deed by land owning agency/Registered Gift Deed:</b></p> | <ul style="list-style-type: none"> <li>• Indemnity Bond on Rs. 100/- stamp paper (duly notarized).</li> <li>• Receipts of upto date payment of property tax</li> <li>• Death certificate of previous owner, if applicable</li> <li>• Complete chain of ownership documents</li> <li>• Affidavit on Rs. 10/- stamp paper (duly notarized).</li> </ul>   |
| <p><b>2.1 Inherent in case of death Where Registered Will is available</b></p>   | <ul style="list-style-type: none"> <li>• Affidavit on Rs. 10/- stamp paper (duly notarized), with a confirmation that this is the only will or the last will of the previous owner &amp; never has been changed at any point of time and there is no court case is pending before any court of law</li> <li>• Indemnity Bond on Rs. 100/- stamp paper (duly notarized).</li> <li>• Death certificate of previous owner</li> <li>• Copy of Registered Will</li> <li>• Receipts of upto date payment of property tax</li> <li>• Complete chain of ownership documents</li> </ul> |
| <p><b>2.2 (a) Inherent in case of death Where Un-Registered Will is available (only for legal heir)</b></p>                    | <ul style="list-style-type: none"> <li>• Affidavit on Rs. 10/- stamp paper (duly notarized), with a confirmation that this is the only will or the last will of the previous owner and there is no court case is pending before any court of law</li> <li>• Indemnity Bond on Rs. 100/- stamp paper (duly notarized).</li> <li>• Death certificate of previous owner</li> <li>• Copy of Un-registered Will</li> <li>• Surviving Member Certificate</li> <li>• Receipts of upto date payment of property tax</li> </ul>   |



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|  | <ul style="list-style-type: none"> <li>• Complete chain of ownership documents</li> </ul>  |
| <p><b>2.2(b) Inherent in case of death Where Un-Registered Will is available (more than one legal heirs &amp; only one of them applied for mutation)</b></p> | <ul style="list-style-type: none"> <li>• Affidavit on Rs. 10/- stamp paper (duly notarized), with a confirmation that this is the only will or the last will of the previous owner and there is no court case is pending before any court of law</li> <li>• Indemnity Bond on Rs. 100/- stamp paper (duly notarized).</li> <li>• Death certificate of previous owner</li> <li>• Copy of Un-registered Will</li> <li>• Surviving Member Certificate (SMC)</li> <li>• No Objection Certificate from other legal heirs along with photo ID proof</li> <li>• Receipts of upto date payment of property tax</li> <li>• Complete chain of ownership documents</li> <li>• Affidavit ID Proof of applicant(s)</li> </ul> |
| <p><b>2.2 (c) Inherent in case of death Where Un-Registered Will is available (more than one legal heir &amp; all applied for mutation)</b></p>              | <ul style="list-style-type: none"> <li>• Affidavit on Rs. 10/- stamp paper (duly notarized), with a confirmation that this is the only will or the last will of the previous owner and there is no court case is pending before any court of law</li> <li>• Indemnity Bond on Rs. 100/- stamp paper (duly notarized).</li> <li>• Death certificate of previous owner</li> <li>• Copy of Un-registered Will</li> <li>• Surviving Member Certificate (SMC)</li> <li>• Receipts of upto date payment of property tax</li> <li>• Complete chain of ownership documents</li> <li>• Affidavit ID Proof of applicant(s)</li> </ul>  |



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| <p><b>2.3(a) In case of Non execution of Will by the deceased (single legal heir)</b></p>  | <ul style="list-style-type: none"> <li>• Affidavit on Rs. 10/- stamp paper (duly notarized) with a confirmation that the previous owner has not left any Will.</li> <li>• Indemnity Bond on Rs. 100/- stamp paper (duly notarized).</li> <li>• Death certificate of previous owner</li> <li>• Surviving Member Certificate (SMC)</li> <li>• Receipts of upto date payment of property tax</li> <li>• Complete chain of ownership documents</li> <li>• ID Proof of applicant(s)</li> </ul> |
| <p><b>2.3 (b) In case of Non execution of Will by the deceased (if more than one legal heir &amp; all applied for mutation)</b></p>              | <ul style="list-style-type: none"> <li>• Affidavit on Rs. 10/- stamp paper (duly notarized), with a confirmation that the previous owner has not left any Will</li> <li>• Indemnity Bond on Rs. 100/- stamp paper (duly notarized).</li> <li>• Death certificate of previous owner</li> <li>• Surviving Member Certificate (SMC)</li> <li>• Receipts of upto date payment of property tax</li> <li>• Complete chain of ownership documents</li> </ul>                                     |
| <p><b>2.3 (c) In case of Non execution of Will by the deceased (If more than one legal heir &amp; only one of them applied for mutation)</b></p> | <ul style="list-style-type: none"> <li>• Affidavit on Rs. 10/- stamp paper (duly notarized).</li> <li>• Indemnity Bond on Rs. 100/- stamp paper (duly notarized).</li> <li>• Death certificate of previous owner</li> <li>• Surviving Member Certificate (SMC)</li> <li>• Succession Certificate/Letter of Administration</li> <li>• Receipts of upto date payment of property tax</li> <li>• Complete chain of ownership documents</li> </ul>  |
| <p><b>3. (a)Cases of Registered Relinquishment Deed/Release Deed/Exchange Deed(Registered Relinquishment Deed)</b></p>                           | <ul style="list-style-type: none"> <li>• Transfer Duty, if not paid- In case of Registered</li> <li>• Relinquishment Deed with consideration (death and other cases)</li> <li>• Affidavit on Rs. 10/- stamp paper (duly notarized).</li> <li>• Indemnity Bond on Rs. 100/- stamp paper (duly notarized).</li> <li>• Receipts of upto date payment of property tax</li> <li>• Death certificate, if applicable</li> <li>• Complete chain of ownership documents</li> </ul>                 |



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| <p><b>1. (b) Cases of Registered Relinquishment Deed/Release Deed/Exchange Deed(Registered Release Deed/Exchange Deed)</b></p> | <ul style="list-style-type: none"> <li>• Transfer Duty, if not paid - In case of Registered Release Deed/Exchange Deed with or without consideration</li> <li>• Affidavit on Rs. 10/- stamp paper (duly notarized).</li> <li>• Indemnity Bond on Rs. 100/- stamp paper (duly notarized).</li> <li>• Receipts of upto date payment of property tax</li> <li>• Transfer Duty, if not paid</li> <li>• Death certificate, if applicable</li> <li>• Complete chain of ownership documents</li> </ul>      |
| <p><b>2. Registered Partition Deed/Family Settlement Agreement</b></p>   | <ul style="list-style-type: none"> <li>• Transfer Duty, if not paid - In case of Registered Partition Deed/Family Settlement Agreement with consideration</li> <li>• Affidavit on Rs. 10/- stamp paper (duly notarized).</li> <li>• Indemnity Bond on Rs. 100/- stamp paper (duly notarized).</li> <li>• Receipts of upto date payment of property tax</li> <li>• Transfer Duty, if not paid</li> <li>• Death certificate, if applicable</li> <li>• Complete chain of ownership documents</li> </ul> |
| <p><b>3. Court Orders/Court Decree/Amalgamation/ Demerger order</b></p>  | <ul style="list-style-type: none"> <li>• Affidavit on Rs. 10/- stamp paper (duly notarized).</li> <li>• Indemnity Bond on Rs. 100/- stamp paper (duly notarized).</li> <li>• Receipts of upto date payment of property tax</li> <li>• Complete chain of ownership documents</li> <li>• ID Proof of applicant</li> <li>• Transfer Duty - May be raised as per court order.</li> <li>• Copy of the Court order</li> </ul>  |



4. Citizen must fill all the mandatory information and then click on the “Submit” button after that citizen have to pay the fees.
5. After submitting the application citizens have to wait for approval, once citizens get the approval from the department, he/she can download the certificate by clicking on the Actions button then clicking on the download certificate.
6. In case of application status shown close its mean citizen have to check the reason of closed and resubmit their application after change the details in property details section.

Reason of close: - Incorrect Ward/Zone/Colony

Wrong Category Of e-Change Of Name

Incorrect Applicant Details

Zone Change Due to Wrong Property Type

Others

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