



Municipal Corporation of Delhi Application for e-Mutation (PTR) 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-Mutation**” link.
7. A citizen can apply for e-Mutation in the different six categories called Nature of e-Mutation.
 - a. Categories under Nature of e-Mutation
 - i. Transfer on account of the sale deed
 - ii. Devolution/ inheritance (in case of death)
 - iii. Conveyance deed/agreement of sell
 - iv. Relinquishment of property duly registered with the sub-registrar office
 - v. Gift deed
 - vi. Other (release deed/partition deed/grant of LOA)
 - b. List of documents required for each Nature of e-Mutation

Nature of e-Mutation	List of Documents
For all types	<p>General Documents</p> <ul style="list-style-type: none"> • Complete Chain of documents • Affidavit regarding dues/ Clearance of up-to-date property tax Annexure "F" • Indemnity Bond on Rs. 100/- Stamp Paper duly attested by Notary Annexure "B" • Declaration regarding UPIC about Applicant.
Transfer on account of Sale Deed	<ul style="list-style-type: none"> • Copy of valid instrument (s) of transfer - deed of such transfer must be duly stamped and registered. Transfer duty on such stamp duty must have been paid • Application for Change of Name with Rs. 3/- Court fee stamp affixed on it - Annexure "A" • Affidavit on Rs. 10/- Stamp Paper duly attested by Notary --- Annexure "C"



Devolution/ Inheritance (in case of death)	<ul style="list-style-type: none"> • Death Certificate of the earlier owner • Copy of Will or Succession Certificate • Affidavit on Rs 10/- Stamp paper duly attested by a notary ---Annexure "D" • Affidavit / No objection from another legal heir (s) / co-assesses on Rs. 10/- Stamp Paper duly attested by Notary in case of "Unregistered Will" (Annexure-C); along with ID Proof ---Annexure "E" • In the case of Registered Will, an affidavit from the person on whom the title devolves; along with ID proof --- Annexure "G"
Conveyance Deed/ Agreement to Sell	<ul style="list-style-type: none"> • Copy of Agreement of Sell duly registered in the office of Sub-Registrar • Application for Change of Name mutation with Rs. 3/- Court fee stamp affixed on it Annexure "A" • Affidavit on Rs. 10/- Stamp paper duly attested by Notary ----- Annexure "C" • Transfer Duty, if any
Relinquishment of Property duly registered with the sub-registrar's office	<ul style="list-style-type: none"> • Application for Change of Name with Rs. 3/- Court fee stamp affixed on it - Annexure "A" • Copy of Relinquishment Deed duly registered with the sub-registrar's office • Death Certificate of the earlier owner • Affidavit on Rs. 10/- Stamp Paper duly attested by Notary (Annex-B) • Transfer Duty, if any
Gift Deed	<ul style="list-style-type: none"> • Copy of valid instrument (s) of Gift - deed of such transfer must be duly stamped and registered. Transfer duty on such stamp duty must have been paid • Application for Change of Name mutation with Rs. 3/- Court fee stamp affixed on it -- Annexure "A" • Affidavit on Rs. 10/- Stamp Paper duly attested by Notary --- Annexure "H"
Others	<ul style="list-style-type: none"> • Release deed/Partition deed/Grant of LOA • Application for Change of Name mutation with Rs. 3/- Court fee stamp affixed on it -- Annexure "A" • Transfer Duty, if any • Affidavit on Annexure I/J/K as per the requirement

8. Citizen must fill all the mandatory information and then click on the "Submit" button after that citizen have to pay the fees.
9. 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.

-----END-----