

**User Manual**  
**for**  
**e-Change of name - PTR**



**Municipal Corporations of Delhi**  
**April 2024**





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## **1. Introduction**

The Municipal Corporations of Delhi keep track of ownership changes in the property tax records arising due to reasons like Registration of Sell and purchase at Sub Registrar offices, Transfer of property due to Death of Owner / Gift deeds/inheritance etc. As and when changes in the ownership of property occur, the new owner details must also be updated in the property tax records so that they can verify property tax paid by citizen's u/s 128 of the DMC Act 1957. It's the responsibility of the transferor to intimate MCD about the transfer of title of property and transferee to apply for mutation and get the owner's name changed in MCD property tax records afterwards. Property Tax Department reserves the right to reject an e- mutation application if the application or its attached documents are found to be incorrect.

Citizens are required to apply for e-Change of name at MCD Portal (<https://mcdonline.nic.in>) along with required documents and the prescribed fee. The application is processed at the concerned Zonal office. If everything is in order, an e-Change of name Certificate will be issued to the citizen online. In case, any deficiency is noticed or found in the application/documents it is sent back to the citizen, for rectification.

### **1.1. Purpose**

The purpose of this document is to make the citizens conversant with the process of e-filing of the e-Change of name application.

### **1.2. Intended Audience**

The targeted audiences are property owners who want to get change owners' names in the property tax records.

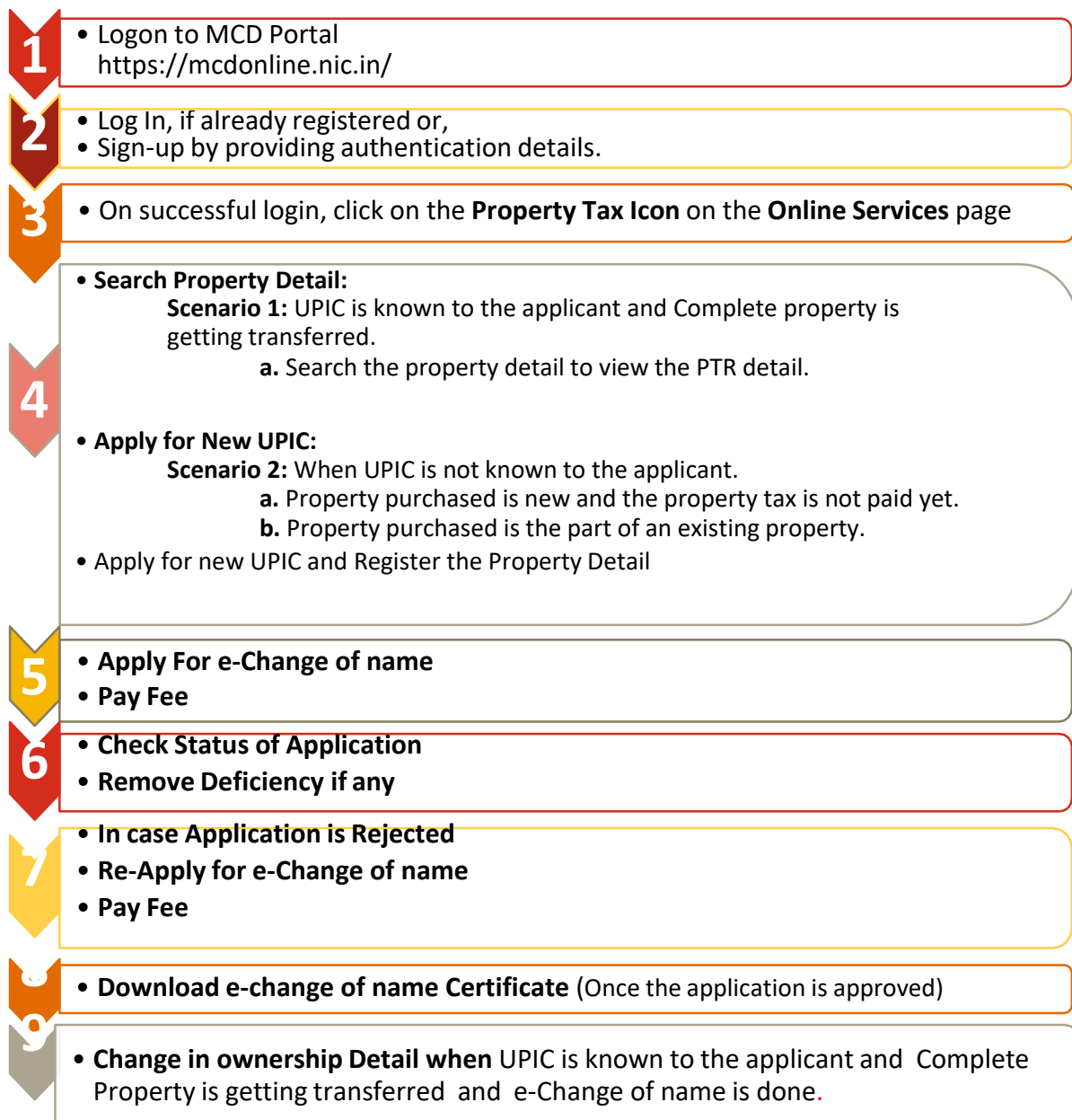
### **1.3. Background**

The Municipal Corporation of Delhi, which is nodal for the development and implementation of MC Suite of applications for all three MCDs, raised a request for the development of a software module for online handling of mutations cases in paperless, and faceless for the respective corporation. It is pertinent to mention here that the records of mutations performed by the SR office are already being made available to the respective MCD online for change of ownership title in the property records, it is functional w.e.f. 01-04-2019. This system also facilitates the property ownersto apply and get change ownership title in their property tax records before April 2019.

## 2. Steps for e-Change of name

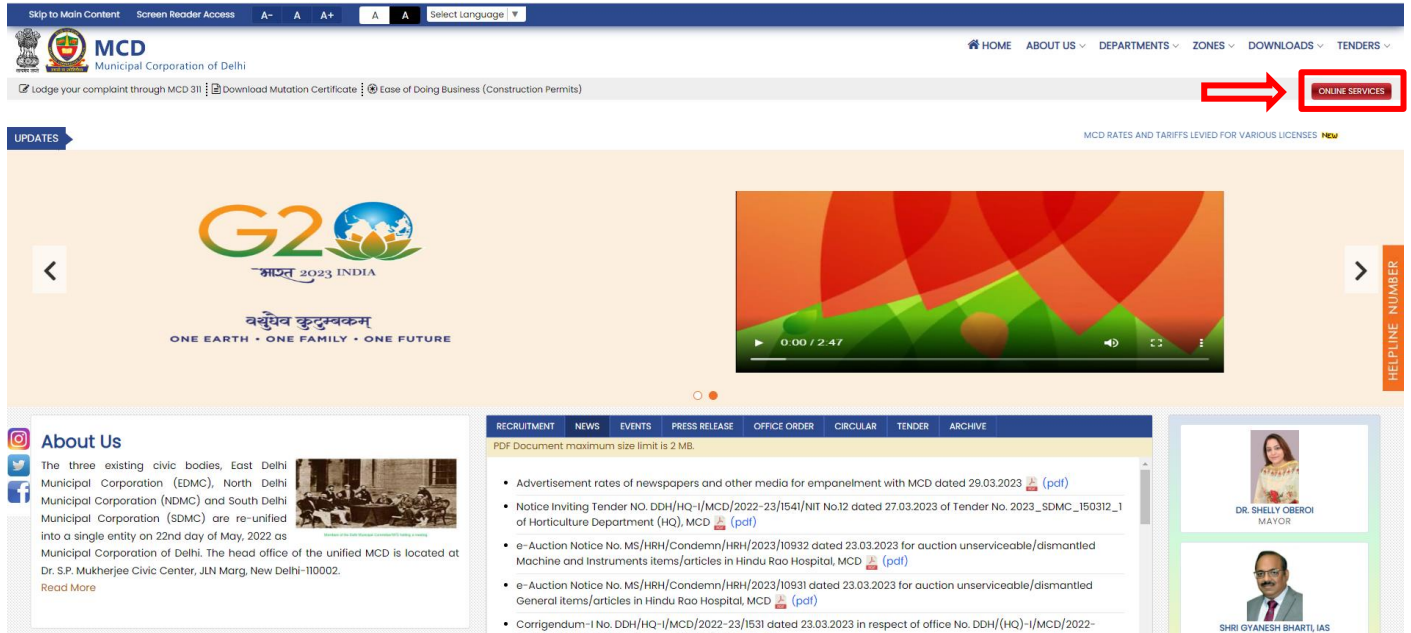
MCD Online Portal provide Single Sign-On Authentication (SSO) Services using which Citizens need to Register on MCD Portal <https://mcdonline.nic.in>. The main MCD Citizen-Centric Services are Registration of Birth / Death detail, Pay Property Tax, e-Mutation, Issuance or Renewal of Licenses for different licensing applications like (Factory Licenses, Heath Trade Licenses, General Trade Licenses, Veterinary Licenses etc.), e-Change of name can be applied by a user by following the simple steps shown below (in brief):

### 2.1. Flow for e-Change of name Application



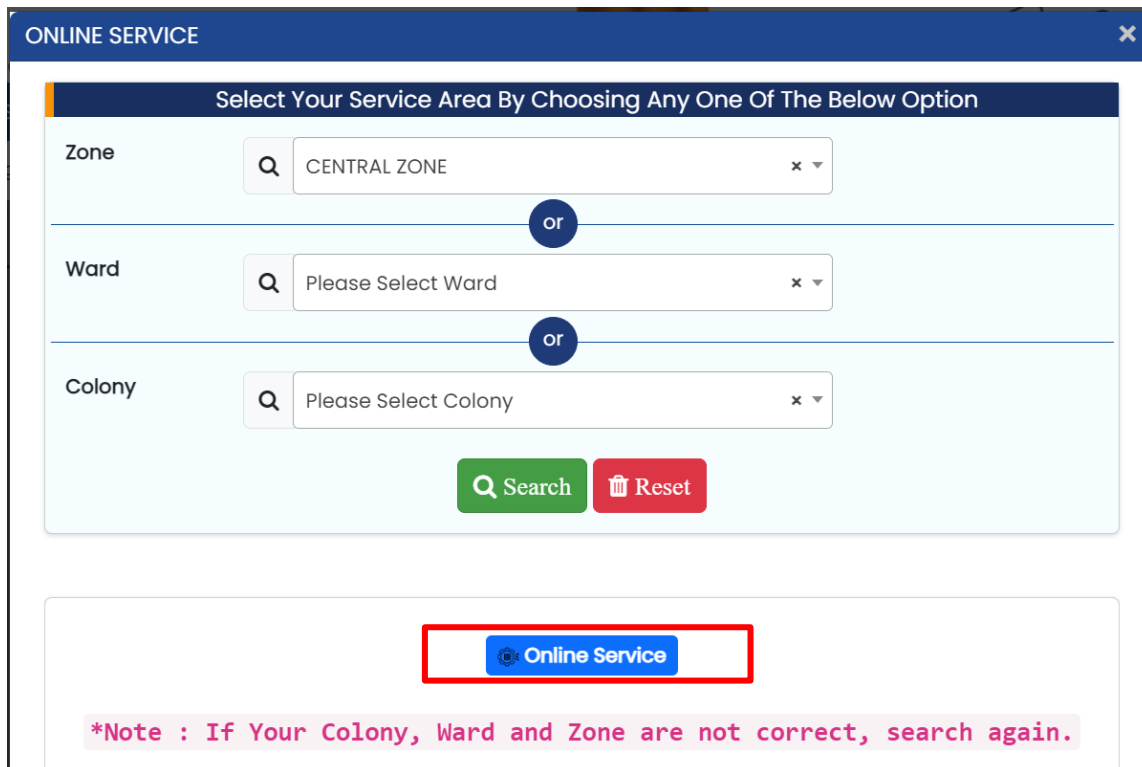
## 2.2. Registration on MCD Portal (Citizen Login)

- 1) Visit MCD portal <https://mcdonline.nic.in/>
- 2) Click on the **ONLINE SERVICES** link.



(SCR-01)

- 3) Please select your respected zone/ward/colony then click on Online Services.



(SCR-02)

## 2.2.1. Citizen Already Registered on MCD Portal

The screenshot displays the MCD Portal interface. At the top, there is a navigation bar with the MCD logo and links for 'Mobile App Leaflet' and 'User Manual'. Below this, a banner for the 'Amnesty scheme FY(2022-2023)' is visible. The main content area is divided into two sections: 'Important Instructions For Taxpayers' on the left and 'Login to Your Account' on the right. The 'Login to Your Account' section has a 'User Login' tab selected, showing a login form with fields for 'Registered Mobile No' and 'Mobile No/Email-Id for Govt Organisation', a 'GENERATE OTP' button, and an 'Enter OTP' field with 'LOGIN' and 'BACK' buttons. A 'HELP DESK' button is located on the right side of the login form. The footer contains a disclaimer and copyright information.

(SCR-03)

- 1) If the user is already registered, then enter **Registered Mobile Number** and click on Generate OTP button.
- 2) Enter the **OTP** received and click on the login button to log in.

## 2.2.2. Citizen Registration

- 1) In case of a user is new, then citizen must click on **“New user click here for Signup/Registration”**

**Note:** To avail of the Online Services citizens need to register on portal.

(SCR-04)

- 2) Fill in the Mandatory Details like Name, Father Name, Mobile Number, Email Address etc. on the Signup form.

(SCR-05)

- 3) To log in through **Mobile Number & OTP**, International users need to select **Country Code** and fill in their **Mobile Number**.
- 4) Get Mobile Number **Validated** using **OTP** and press **Submit** to Complete the Registration
- 5) After Registration citizens can **Sign in** using **Mobile Number & OTP** or “**Login Id and Password**”.
- 6) To Change Mobile number and other details using the “**Edit Profile**” option.
- 7) After successful login, the **ONLINE SERVICES** page will appear showing **Property Tax Icon**.

## 2.3. Sign-in on the MCD Online Portal

- 1) Go to MCD portal <https://mcdonline.nic.in>
- 2) Click on the online services' **ONLINE SERVICES** link.

(SCR-06)

(SCR-07)

- 3) Once the click on **Online Services** then selects **Property Tax** and enter your **Registered Mobile Number** and click on **Generate OTP** button.
- 4) Enter the **OTP** received and click on the **login** button to log in.

दिल्ली नगर निगम | Municipal Corporation of Delhi

Screen Reader Access

Select Language

MCD Municipal Corporation of Delhi

HOME PAGE ABOUT US DEPARTMENTS ZONES DOWNLOADS TENDERS ONLINE SERVICES

Lodge your complaint through MCD 311 Download Mutation Certificate Ease of Doing Business (Construction Permits) Geo Tag Property

All Citizen Centric Licensing Public Utilities Others

Intra Dashboard Login Form Process Engine Login (FE) Mobile App **Property Tax (PTR)** Registration of Birth & Death (RBD) Permission for Social Function (Hotel, Motel, Farmhouse & Other Areas)

(SCR 08)

Login to Your Account

User Login Officer Login Bank Login

Login Using  Mobile & OTP  Login-ID & Password

Registered Mobile No

India(91) Mobile No/Email-Id for Govt Organisation

GENERATE OTP Enter OTP

LOGIN BACK

New User Click Here For SignUp / Registration Forgot Password

HELP DESK

(SCR-09)

5) After that citizen dashboard will be displayed.

MCD Municipal Corporation of Delhi

Digital India Power To Empower

View Old Receipt prior to 2020||

**YOUR REGISTERED PROPERTY DETAILS ARE SHOWN BELOW (USE THEM TO PAY TAX)**

FOR E-CHANGE OF NAME, IF YOUR UPIC EXISTS ON DASHBOARD PROCEED THROUGH ACTIONS BUTTON.

So Far, You have not registered any property on this website.

E-Change Of Name Request (Dashboard) Search Property Register New Property Apply For New UPIC

Link Notice To My Account Request For Transfer UPIC UPIC Merging Request

PTR Filing Instructions

Search Property

Request For UPIC Transfer

PTR General Guidelines

Kindly Read SOP and User Manual before start :

Tax Rate and Use factor applicable for FY 2023-2024

Repository

MENU BAR HELP DESK

### 3. Search Property Details

In case, citizen purchased a property and is unable to find its detail on the Dashboard, he/she can search the property detail using the “SEARCH PROPERTY” Option.

#### 3.1. Scenario I - If the UPIC is known to the Applicant/Citizen



(SCR-11)

##### 3.1.1. Search property on UPIC

This option is for the taxpayers who already have UPIC i.e., 15 digit/alphanumeric Number assigned to the property. A citizen can search property on anyone Combination of parameters mentioned below:

- UPIC / Property ID **OR**,
- Receipt No. of tax paid & year of tax paid **OR**,
- Colony Name & Owner Name Enter Detail correctly and check once again and then press Submit button.

**Note:** If you search on the same UPIC again, you will get property details, but if you would liketo Register property again using the same UPIC it will refuse and may say that UPIC is already in use because the One-UPIC-One property pattern has been followed.

SEARCH PROPERTY DETAILS

UPIC / PROPERTY ID

or

RECEIPT NO. OF TAX PAID

YEAR OF TAX PAID

or

COLONY NAME

OWNER NAME(MINIMUM. 2 CHARACTER)

← Back
SEARCH
RESET

(SCR-12)

Details of property, year-wise tax paid etc. will be displayed. You will find an **“Action”** button of green color, click it, and select option choose the property to pay tax.

SEARCH PROPERTY DETAILS

UPIC / PROPERTY ID

or

RECEIPT NO. OF TAX PAID

YEAR OF TAX PAID

or

COLONY NAME

OWNER NAME(MINIMUM. 2 CHARACTER)

← Back
SEARCH
RESET

SHOW  ENTRIES SEARCH:

S.No.	Property ID	UPIC	Owner Name	Colony	Ward	Zone	Address	Property Type	Action
<b>PROPERTY DETAIL IN LEGACY SYSTEM</b>									
1	089430403020	190425200591100	PUSHPA BEDI	Chittaranjan Park (Pocket-40)	Kalkaji	Central Zone	POCKET-40, C R PARK, NEW DELHI	Residential Plotted	<span style="background-color: #4caf50; color: white; padding: 2px 5px;">← ACTIONS</span>
2	037513903020	190425206127000	Bhupesh Chandra Nandi	Chittaranjan Park	Chittranjan Park	South Zone	E-882,E-882 2 Chittaranjan P 110019.,11001	<div style="border: 2px solid red; padding: 2px; display: inline-block; text-align: left;"> <input checked="" type="checkbox"/> Use This Property To Pay Tax  <input type="checkbox"/> Payment Detail                 </div>	<span style="background-color: #4caf50; color: white; padding: 2px 5px;">← ACTIONS</span>
3	160594503020	190425200328000	Dipak Chatterjee,Bijoy Chatterjee,Amit Chatterjee	Chittaranjan Park	Chittranjan Park	South Zone	I-1797 Chittaranjan Park, New Delhi-110019	Residential Plotted	<span style="background-color: #4caf50; color: white; padding: 2px 5px;">← ACTIONS</span>

(SCR-13)

Property details get added to the Citizen Dashboard.

YOUR REGISTERED PROPERTY DETAILS ARE SHOWN BELOW (USE THEM TO PAY TAX) VIEW NOTICE/ORDERS

SHOW  ENTRIES SEARCH:

S.No	UPIC	Property Type	Owner Type	Owner Name	Address	Status	Registered On	Action
1	103010110016000	FARM HOUSE	INDIVIDUAL	rishabh tyagi	ghmf4941521 SOUTH	Registered:	10/12/2021	ACTIONS
2	114066010001700	RESIDENTIAL	INDIVIDUAL	anil kumar	house no. 6589 SOUTH WEST	Registered:	08/12/2021	ACTIONS
3	190425210038600	RESIDENTIAL	INDIVIDUAL	Sushil Kumar	12547 SOUTH	Registered:	30/11/2021	ACTIONS

Showing 1 to 3 of 20 entries Previous 1 2 3 4 5 6 7 Next

[Emutation Requests](#)
[Search Property](#)
[Register New Property](#)
[Apply For New UPIC](#)
[Request For Transfer UPIC](#)

(SCR-14)

### 3.1.2. Request for UPIC Transfer

In case the citizen purchased an entire existing property and the UPIC is known, then he/she can search for its detail. For the searched property a request for **UPIC TRANSFER** can be made by using Option **“REQUEST UPIC TRANSFER”** under the **Action** button.

**TRANSFER UPIC**

**SEARCH UPIC TO GET TRANSFERRED**

UPIC / PROPERTY ID

OR

REGISTERED MOBILE NUMBER OF TRANSFEROR

[← BACK](#)
[SEARCH](#)
[RESET](#)

SHOW  ENTRIES SEARCH:

S.No.	Property ID	UPIC	Owner Name	OwnerDetail	Address	Property Type	Action
1	206505100014800	206505100014800	erere ererew	INDIVIDUAL - SINGLE OWNER	223 NEW DELHI	Request UPIC Transfer	ACTIONS

(SCR-15)

After the Submission of the UPIC Transfer request, MCD Officer will examine the request and Transfer the UPIC based on the facts submitted. After the UPIC Transfer request is approved Property Detail will be available on the dashboard.

## 3.2. Scenario II - If the UPIC is NOT known to the Citizen

- In case a citizen has not found any property by using the **SEARCH PROPERTY** option **or**,
- The citizen brought a new property, and the property tax is not paid yet **or**,
- The Property purchased is part of an existing property.

Then the citizen can use the **“APPLY FOR NEW UPIC”** option for making a request to the MCD Official for allocation of new UPIC for his/her property. For this citizen require to register the

Property Detail first.

### 3.2.1. Apply for New UPIC

Applicant/citizen must fill in all the required Property Detail and attach the requisite Documents if any.

Following details are required to apply for UPIC ID:

- Ownership Category
- Ownership Type
- Property Category
- Location Detail
  - Colony
  - Ward
  - Zone
- Address Details
  - Plot Number or House Number or Flat Number or Farmhouse Number
  - Sector or Phase Number or Block/Pocket or Lane or Street
  - State
  - District
  - Country
- Owner Detail Consist of Name, Address, Age, Email, Phone Number etc.
  - ☑ The system will allocate the new **UPIC automatically**.



- Once the property details & owner details are added the status of the property gets changed to **“Registered”**

YOUR REGISTERED PROPERTY DETAILS ARE SHOWN BELOW (USE THEM TO PAY TAX) VIEW NOTICE/ORDERS

SHOW 3 ENTRIES SEARCH: 1700

S.No	UPIC	Property Type	Owner Type	Owner Name	Address	Status	Registered On	Action
2	114066010001700	RESIDENTIAL	INDIVIDUAL	anil kumar	house no. 6589 SOUTH WEST	Registered:	08/12/2021	ACTIONS

Showing 1 to 1 of 1 entries (filtered from 20 total entries) Previous 1 Next

[Emutation Requests](#)
[Search Property](#)
[Register New Property](#)
[Apply For New UPIC](#)
[Request For Transfer UPIC](#)

(SCR-18)

## 4. Apply for e-Change of name

### 4.1. Process of e-Change of name

- 1) Select the UPIC and apply for e-Mutation through the **“ACTIONS”** button on the property.



View Old Receipt prior to 2020 || View Old PTR Record Prior to 2020  
 To avail benefits under Amnesty scheme FYI  
 To avail benefits under SAMRIDHI scheme F

YOUR REGISTERED PROPERTY DETAILS ARE SHOWN BELOW (USE THEM TO PAY TAX) VIEW NOTICE/ORDERS

SHOW 3 ENTRIES

S.No	UPIC	Property Type	Owner Type	Owner Name	Address	Status	Action
1	1045101S0008100	RESIDENTIAL	INDIVIDUAL	rishabh	1589712 NEW DELHI	Registered:	ACTIONS
2	0381751S0001800	RESIDENTIAL	INDIVIDUAL	dshjthj Tyagi	A-48, Ajoy Apartments NEW	Registered:	ACTIONS
3	0130660S0002200	RESIDENTIAL	INDIVIDUAL	rishabh	A-57 ram nagar NEW DELHI	Registered:	ACTIONS

Showing 1 to 3 of 57 entries Previous 19 Next

[Apply for e-Change Of Name](#)

(SCR-19)

A citizen can apply for e-Mutation under any one of the different six categories called **Nature of e-Change of name.**

#### 4.1.1 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 heir & 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)
- 2.4 (b) In case of Non execution of Will by the deceased (if more than one legal heir & all applied for mutation)
- 2.5 (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

#### 4.1.2 The following screen appears once the citizen clicks on “Apply for e-Change of name”

APPLICATION FOR E-CHANGE OF NAME

\* Fields Are Mandatory To Fill

E-CHANGE OF NAME DETAILS

UPIC * <input type="text" value="0525652S0000300"/>	PROPERTY TYPE * <input type="text" value="INDIVIDUAL"/>	NATURE OF E-CHANGE OF NAME * <input type="text" value="1. Registered Sale Deed/Register"/>
--	--	---

PROPERTY ADDRESS DETAIL TO BE TRANSFER

COLONY * <input type="text" value="Ajanta Park"/>	WARD * <input type="text" value="TILAK NAGAR"/>	ZONE * <input type="text" value="WEST ZONE"/>
<input checked="" type="radio"/> PLOT/HOUSE/FLAT/FLOOR/SHOP NUMBER * <input type="text" value="ho. no. A-7 ajanta"/>		<input type="radio"/> FARM HOUSE NUMBER * <input type="text"/>
SECTOR/PHASE NUMBER <input type="text"/>		BLOCK/POCKET/LANE/STREET <input type="text"/>
COUNTRY * <input type="text" value="INDIA"/>	STATE * <input type="text" value="DELHI"/>	DISTRICT * <input type="text" value="NEW DELHI"/>
PINCODE * <input type="text" value="110085"/>	LANDMARK/ADDITIONAL INFO <input type="text" value="Landmark/Additional Info."/>	

ARE YOU TRANSFEREE (BUYER) : \*  YES  NO

Owner Name	Gender	DoB	Country Code	Mobile No	Ownership %	Address Detail
RIAHABH	MALE	01/01/2000	91	9911952616	100	HO. NO. A-7 SOUTH DELHI INDIA 110085

TRANSFEREE (BUYER) DETAILS

FIRST NAME * <input type="text" value="First Name"/>	MIDDLE NAME <input type="text" value="Middle Name"/>	LAST NAME <input type="text" value="Last Name"/>
GENDER * <input type="text" value="Select Gender"/>	MOBILE NO * <input type="text" value="India( 91) Enter Mobile No."/>	SHARE PERCENTAGE * <input type="text" value="100.00"/>
EMAIL ID * <input type="text" value="e.g : abc@xyz.com"/>	ADDRESS * <input type="text" value="Enter Address"/>	PAN <input type="text" value="Enter 10 Digits PAN No."/>
DOB * <input type="text" value="DD/MM/YYYY"/>	AGE (AS ON 30TH JUNE OF FY) <input type="text" value="Enter Age"/>	

[ADD OWNER](#) + ADD

ENTER ONE OF THE MOBILE NUMBERS OUT OF THE ABOVE TO LINK THE UPIC AND PAY TAX

MOBILE NO * <input type="text" value="India( 91) Enter Mobile No."/>	GENERATE OTP * <input type="button" value="GENERATE OTP"/>
---	---

**PROPERTY DETAILS TO BE TRANSFER (FLOOR/VACANT LAND /FLATS ETC DETAILS)**

PROPERTY TYPE \*

**APPLICATION FEE (IN RS.)**

APPLICATION FEE \*

**UPLOAD OWNERS/PROPERTY PHOTOS**

UPLOAD APPLICANT PHOTO \* (Format Should Be In JPEG, JPG, PNG Or GIF Format. Max.Size 2MB)  
 No file chosen

UPLOAD PROPERTY PHOTO \* (Format Should Be In JPEG, JPG, PNG Or GIF Format. Max.Size 2MB)  
 No file chosen

**UPLOAD DOCUMENTS ( In PDF Format And File Size Should Be Less Than 5MB ) [Sample Documents](#)**

INDEMNITY BOND ON RS.100/- STAMP PAPER (DULY NOTARIZED) *	<input type="text" value="Choose File"/> No file chosen
DEATH CERTIFICATE OF PREVIOUS OWNER, IF APPLICABLE *	<input type="text" value="Choose File"/> No file chosen
AFFIDAVIT REGARDING DUES/CLEARANCE OF UP-TO-DATE OF PROPERTY TAX-ANNEXURE-F *	<input type="text" value="Choose File"/> No file chosen
OTHERS SUPPORTING DOCUMENTS	<input type="text" value="Choose File"/> No file chosen
COMPLETE CHAIN OF OWNERSHIP DOCUMENTS *	<input type="text" value="Choose File"/> No file chosen
AFFIDAVIT ON RS.10/- STAMP PAPER DULY ATTESTED BY NOTARY *	<input type="text" value="Choose File"/> No file chosen
ID-PROOF OF APPLICANT *	<input type="text" value="Choose File"/> No file chosen

**DECLARATION \***

I hereby declare that submitted information & uploaded documents are correct as per my knowledge, in case found incorrect or invalid, I shall be responsible to face consequences thereof, and my request may be rejected.

[BACK TO DASHBOARD](#)

[PREVIEW](#)

[SUBMIT](#)

(SCR-20)

- 1) If the user is the second owner/buyer of the property and the citizen has already get done the UPIC transfer, then while applying for e-Mutation one must select “Yes” for the option “ARE YOU TRANSFEREE”
- 2) Based on the selection of the “Nature of the e-Change of name”, Citizens must upload the required documents, photos & details of the new owner. For documents details please refer to Annexure“A”
- 3) After filling the complete form, the user must click on submit button.
- 4) Citizens will be redirected to the payment gateway.

## Online Payment

\*\*\* Please Do Not Refresh The Page Until Your Payment Process Is Completed Successfully To Avoid Multiple Charges.

Application Reference : 1642841004401

Total Amount : Rs. 1500

\* For Credit Card Transactions, A Fee @1.7143% For AXIS (Inclusive Of Service Tax And Education Cess) Will Be Charged By Payment Gateway Service Providers.

### Success Rate

HDFCPayment	72%	PAYTMPayment	69%	AxisEasyCardPayment	90%	ICICIPayment	64%
-------------	-----	--------------	-----	---------------------	-----	--------------	-----

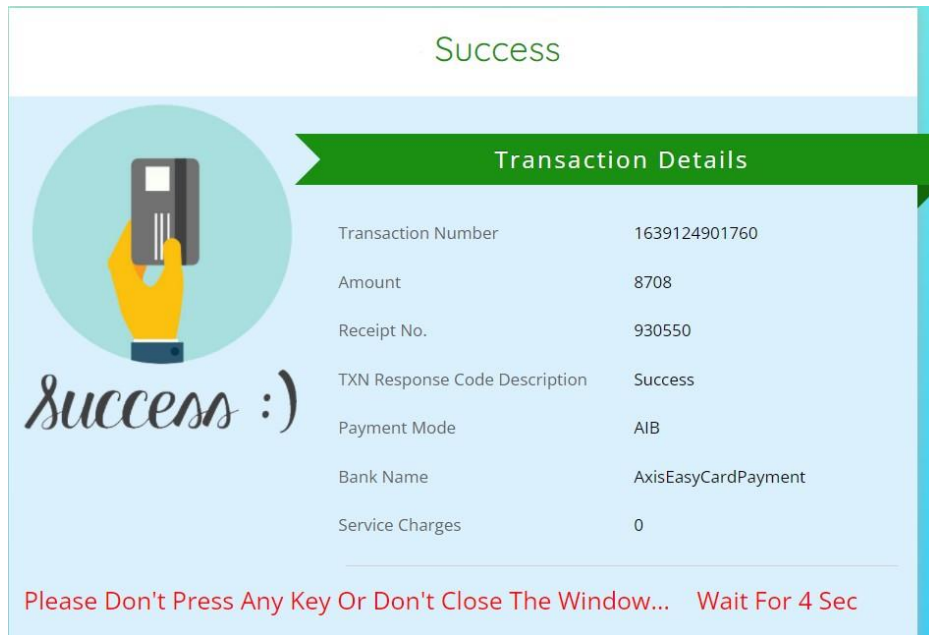
### Payment Gateway List \*

You Can Pay By Using Debit/Credit Cards And Net Banking Of Any Bank By Using The Payment Gateways Of HDFC, Axis, ICICI



(SCR-21)

- 1) Select the desired **Payment Gateway**.
- 2) On the payment gateway page, a citizen can make the payment of fee using any of the following options:
  - UPI
  - Net Banking
  - Credit / Debit Card
  - RuPay
  - Paytm
- 3) Payment successful
- 4) Payment verification



(SCR-22)

## 4.2. Payment Success

- 1) In case of payment was done successfully then the status of the application become **“Submit to Process”** as shown below

YOUR APPLIED MUTATION DETAILS ARE SHOWN BELOW (USE THEM TO PAY FEE)									
S.No	UPIC	Application No.	Colony	Zone	Owner name	Previous Owner name	Date of Application	Application Status	Action
1	114066010001700	1832357758	Ajay Enclave Extn.	WEST ZONE	pradeep singh , ritesh soni	anil kumar	09/12/2021	Submitted to Process	ACTIONS

(SCR-23)

- 2) Citizens can download the payment receipt by choosing **Fee Paid Details** under the **“ACTIONS”** button.

YOUR APPLIED MUTATION DETAILS ARE SHOWN BELOW (USE THEM TO PAY FEE)									
S.No	UPIC	Application No.	Colony	Zone	Owner name	Previous Owner name	Date of Application	App	Action
1	114066010001700	1832357758	Ajay Enclave Extn.	WEST ZONE	pradeep singh , ritesh soni	anil kumar	09/12/2021	Submitted to	Fee Paid Details View Submitted Form Verify Payment Status

Showing 1 to 1 of 1 entries (filtered from 15 total entries)

Back

(SCR-24)

- A sample view of the payment receipt is shown below:



**Municipal Corporation of Delhi**  
**e-CHANGE OF NAME APPLICATION FEE RECEIPT NO:MT-998077**

A Sum of Rs.1500 /- only has been received with thanks from Mr./Ms. [Name] towards the Application Fee for e-Change Of Name in Financial Year 2021-2022 as per the details given below:

Application No	1039242247
Property UPIC	158265900308700
Property Address	PLOT/HOUSE/FLAT/ SHOP No. 5043
	FARM HOUSE No.
	SECTOR/PHASE No.
	BLOCK/POCKET / LINE/STREET No.
	COLONY SOUTH EXT (NDSE)
	WARD KOTLA MUBARAK PUR
	ZONE CNZ
	LAND USE
Payment Mode	ONLINE
TRANSACTION ID	1681900093428
PAYMENT DATE	2023-04-19 15:58:13.43

**Note:** For information of all concerned that the Application Fee for e-Change Of Name has been paid ONLINE, the receipt has been generated by the system and hence require no signature

RECEIPT PRINTED ON :- 19/04/2023



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### 4.3. Payment Verification for unsuccessful transactions

- 1) In case of the payment transaction remain unsuccessful, the status will be shown as “**Payment Failure or pending/initiate for payment**”.

YOUR APPLIED MUTATION DETAILS ARE SHOWN BELOW (USE THEM TO PAY FEE)

S.No	UPIC	Application No.	Colony	Zone	Owner name	Previous Owner name	Date of Application	Application Status	Action
3	13517270000200	1383648344	RAJU EXTN, OLD PALAM ROAD	NAJAFGARH ZONE	anubhava	sushil kumar	08/12/2021	PAYMENT FAILURE	ACTIONS

Showing 1 to 1 of 1 entries (filtered from 15 total entries)

First Previous 1 Next Last

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- 2) Click on **ACTIONS** then click on “**Verify Payment Status**” for reconcile or click on “**PAY TAX**” and pay the fee amount

YOUR APPLIED MUTATION DETAILS ARE SHOWN BELOW (USE THEM TO PAY FEE)

S.No	UPIC	Application No.	Colony	Zone	Owner name	Previous Owner name	Date of Application	Application Status	Action
3	DWA200510001900	1339456437	BHARTHAL-URBAN VILLAGE	NAJAFGARH ZONE	bharti kaur , neelam kumari	rishabbh	17/11/2021	Pay Tax	ACTIONS

Showing 1 to 1 of 1 entries (filtered from 5 total entries)

First Previous 1 Next Last

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(SCR-27)

- 3) In case of payment is deducted from a citizen account and the payment status is shown as **“Unsuccessful/Failure”**. To verify the payment status. Use the payment verify facility under the actions button to verify the transition status.



View Old Receipt prior to 2020 || View Old PTR Record Prior to 2020  
To avail benefits under Amnesty scheme FYI  
To avail benefits under SAMRIDHI scheme F

YOUR REGISTERED PROPERTY DETAILS ARE SHOWN BELOW (USE THEM TO PAY TAX) VIEW NOTICE/ORDERS

SHOW 3 ENTRIES

S.No	UPIC	Property Type	Owner Type	Owner Name	Address	Status	Action
1	1045101S0008100	RESIDENTIAL	INDIVIDUAL	rishabh	1589712 NEW DELHI	Registered	<ul style="list-style-type: none"> <li>View Property/Owner Detail</li> <li>Edit Property/Owner Details</li> <li>Pay Tax</li> <li>De-Register Property</li> <li><b>Verify Payment Status</b></li> <li>Verify Amnesty Payment Status</li> <li>Payment PassBook</li> <li>Apply for e-Change Of Name</li> </ul>
2	0381751S0001800	RESIDENTIAL	INDIVIDUAL	dshj/fhj Tyagi	A-48, Ajay Apartments NEW	Registered	<ul style="list-style-type: none"> <li>View Property/Owner Detail</li> <li>Edit Property/Owner Details</li> <li>Pay Tax</li> <li>De-Register Property</li> <li>Verify Payment Status</li> <li>Verify Amnesty Payment Status</li> <li>Payment PassBook</li> <li>Apply for e-Change Of Name</li> </ul>
3	0130660S0002200	RESIDENTIAL	INDIVIDUAL	rishabh	A-57 ram nagar NEW DELHI	Registered	<ul style="list-style-type: none"> <li>View Property/Owner Detail</li> <li>Edit Property/Owner Details</li> <li>Pay Tax</li> <li>De-Register Property</li> <li>Verify Payment Status</li> <li>Verify Amnesty Payment Status</li> <li>Payment PassBook</li> <li>Apply for e-Change Of Name</li> </ul>

Showing 1 to 3 of 57 entries

Previous 19 Next

(SCR-28)

- 4) Once the payment transaction is verified and it became successful, a payment receipt will get generated and application status will become **“Submit to Process”**.



**Municipal Corporation of Delhi**  
**e-CHANGE OF NAME APPLICATION FEE RECEIPT NO:MT-**  
**998077**

A Sum of Rs.1500 /- only has been received with thanks from Mr./Ms. [Name] towards the Application Fee for e-Change Of Name in Financial Year 2021-2022 as per the details given below:

<b>Application No</b>	1039242247	
<b>Property UPIC</b>	158265900308700	
<b>Property Address</b>	PLOT/HOUSE/FLAT/ SHOP No. 57455	
	FARM HOUSE No.	
	SECTOR/PHASE No.	
	BLOCK/POCKET / LINE/STREET No.	
	COLONY	SOUTHEXT (NDSE)
	WARD	KOTLA MUBARAK PUR
	ZONE	CNZ
	LANDMARK	
<b>Payment Mode</b>	MODE	ONLINE
	TRANSACTION ID	1681900093428
	PAYMENT DATE	2023-04-19 15:58:13.43

**Note:** For information of all concerned that the Application Fee for e-Change Of Name has been paid ONLINE, the receipt has been generated by the system and hence require no signature

RECEIPT PRINTED ON :- 19/04/2023



(SCR-29)

## 5. Check e-Change of name Status

- 1) After paying the fee, citizens must click on the “e-Change of name Requests” button and see the status of the submitted application.

YOUR REGISTERED PROPERTY DETAILS ARE SHOWN BELOW (USE THEM TO PAY TAX) VIEW NOTICE/ORDERS

SHOW 3 ENTRIES SEARCH:

S.No	UPIC	Property Type	Owner Type	Owner Name	Address	Status	Registered On	Action
1	1045101S0008100	RESIDENTIAL	INDIVIDUAL	rishabh	1589712 NEW DELHI	Registered:	20/12/2022	ACTIONS
2	0381751S0001800	RESIDENTIAL	INDIVIDUAL	dshjfhj Tyagi	A-48, Ajay Apartments NEW	Registered:	02/12/2022	ACTIONS
3	0130660S0002200	RESIDENTIAL	INDIVIDUAL	rishabh	A-57 ram nagar NEW DELHI	Registered:	04/11/2022	ACTIONS

Showing 1 to 3 of 57 entries Previous 1 2 3 4 5 - 19 Next

[E-Change Of Name Request](#) [Search Property](#) [Register New Property](#) [Apply For New UPIC](#) [Link Notice To My Account](#) [Request For Transfer UPIC](#)

(SCR-30)

2) After clicking on the “e-Change of name Requests” button, the following screen appears.

YOUR APPLIED MUTATION DETAILS ARE SHOWN BELOW (USE THEM TO PAY FEE)

SHOW 10 ENTRIES SEARCH:

S.No	UPIC	Application No.	Colony	Zone	Owner name	Previous Owner name	Date of Application	Application Status	Action
1	176355106000200	1077592828	Asola Extn	Head Quarter	rahul jain, sushil	dfgfg	24/03/2023	Deficiency Rectified	ACTIONS
2	0130660S0002200	1149031395	PANCHSHEEL VIHAR	Head Quarter	rishabh	ris	13/04/2023	e-Change of name Certificate Issued	ACTIONS
3	0381751S0001800	1318375940	AMBARHAI VILLAGE	NAJAFGARH ZONE	dshjfhj Tyagi	egvhfgghf	08/04/2023	Processing Fee Received	ACTIONS
4	0130651S0001100	1448257179	Ajanta Park	WEST ZONE	risha tyagi	rajn	18/04/2023	Submitted to Process	ACTIONS
5	1045101S0008100	1511126360	PANCHSHEEL VIHAR	SOUTH ZONE	rishabh	cfghgfh	30/03/2023	Deficiency During Inspection	ACTIONS

Showing 1 to 5 of 5 entries First Previous 1 Next Last

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(SCR-31)

## 6. Check Deficiency

### 6.1. Deficiency raised by Assessing Official

Once the application is submitted successfully, there is a chance that while reviewing the application the Assessing Official may find some deficiency for which he/she may raise a deficiency.

YOUR APPLIED MUTATION DETAILS ARE SHOWN BELOW (USE THEM TO PAY FEE)

SHOW 10 ENTRIES SEARCH: 574

S.No	UPIC	Application No.	Colony	Zone	Owner name	Previous Owner name	Date of Application	Application Status	Action
2	158265900308700	1522732574	South Ext (NDSE)	CENTRAL ZONE	joy joy	test	25/11/2021	Deficiency During Inspection	ACTIONS

Showing 1 to 1 of 1 entries (filtered from 11 total entries) First Previous 1 Next Last

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(SCR-32)

In such cases, the citizen must perform the following steps:

1) Click on the Actions button followed by “Deficiency Rectification”.

YOUR APPLIED MUTATION DETAILS ARE SHOWN BELOW (USE THEM TO PAY FEE)

SHOW 10 ENTRIES SEARCH: 3851

S.No	UPIC	Application No.	Colony	Zone	Owner name	Previous Owner name	Date of Application	Application Status	Action
13	203490300000100	1497663651	AKAL GARH	WEST ZONE	Rishabh Tyagi	test test	22/01/2022	<a href="#">Verify Payment Status</a> <a href="#">Deficiency Rectification</a> <a href="#">Download Deficiency Letter</a>	<a href="#">ACTIONS</a> <a href="#">Ext</a> <a href="#">Last</a>

Showing 1 to 1 of 1 entries (filtered from 21 total entries)

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(SCR-33)

2) Citizen can download the deficiency letter by clicking on “Download Deficiency Letter”.



**Municipal Corporation of Delhi**  
**ASSESSMENT & COLLECTION DEPARTMENT**  
**SOUTH ZONE**

Ref No. : 1639459804

Date :-19-04-2023

To,

mu ar (Share 100%)  
 121aSector A121bLOCK DBalbir Nagar, BHATI, SZ, New Delhi,11004

**Sub: E-change of Name Application Deficiency Letter**

Dear Sir/Madam,

Your Application No. **1862758442** for E-change of Name of property w.r.t  
 [UPIC:176355360000300 12 1aSector A12 1bLOCK DBalbir Nagar, BHATI, SZ, New Delhi,110041]  
 found to be deficient due to the following reasons :

Reason of Deficiency :please fill valid documents

**Please resubmit the following documents to clear deficiency mentioned as under :**

AFFIDAVIT REGARDING DUES/CLEARANCE OF UP-TO-DATE OF PROPERTY TAX ANNEXURE F	✓
OTHERS SUPPORTING DOCUMENTS	✓

You are requested to remove the above deficiencies within a period of **15** days from the date of issue of this letter, otherwise your application will be rejected.

Your's faithfully,

OFFICE ATTENDANT

**Note:** This is a computer generated-certificate hence; a signature is not required.

(SCR-34)

3) After clicking on the **DEFICIENCY RECTIFICATION** link, the citizen can see the remarks posted by the Assessing Official.

**APPLICATION FOR E-CHANGE OF NAME**

**REMARK \***

REMARK \*(Max Length 520 Chars)

please upload correct document

\* Fields Are Mandatory To Fill

**E-CHANGE OF NAME DETAILS**

UPIC * <input type="text" value="158265900308700"/>	PROPERTY TYPE * <input type="text" value="INDIVIDUAL"/>	NATURE OF E-CHANGE OF NAME * <input type="text" value="1. Registered Sale Deed/Register"/>
--	--	---

**PROPERTY ADDRESS DETAIL TO BE TRANSFER**

COLONY * <input type="text" value="SOUTH EXT (NDSE)"/>	WARD * <input type="text" value="KOTLA MUBARAK PUR"/>	ZONE * <input type="text" value="CNZ"/>
<input checked="" type="radio"/> PLOT/HOUSE/FLAT/FLOOR/SHOP NUMBER * <input type="text" value="57455"/>		<input type="radio"/> FARM HOUSE NUMBER * <input type="text"/>
SECTOR/PHASE NUMBER <input type="text"/>	BLOCK/POCKET/LANE/STREET <input type="text"/>	
COUNTRY * <input type="text" value="INDIA"/>	STATE * <input type="text" value="DELHI"/>	DISTRICT * <input type="text" value="SOUTH"/>
PINCODE * <input type="text" value="110049"/>	LANDMARK/ADDITIONAL INFO <input type="text" value="Landmark/Additional Info."/>	

**ARE YOU TRANSFEREE (BUYER) :**  YES  NO

Owner Name	Gender	DoB	Country Code	Mobile No	Ownership %	Address Detail
RISHAB	MALE	01/01/2000	91	9911952619	100	57455 SOUTH DELHI INDIA 110049

**TRANSFEROR (SELLER) DETAILS**

FIRST NAME * <input type="text" value="Test"/>	MIDDLE NAME <input type="text" value="Middle Name"/>	LAST NAME <input type="text" value="Last Name"/>
GENDER * <input type="text" value="MALE"/>	MOBILE NO * <input type="text" value="India( 9955886677)"/>	SHARE PERCENTAGE * <input type="text" value="100.00"/>
EMAIL ID * <input type="text" value="mfjkhj@gmail.com"/>	ADDRESS * <input type="text" value="gjdthfgjdfhj"/>	PAN <input type="text" value="Enter 10 Digits PAN No."/>
DOB * <input type="text" value="13/04/2023"/>	AGE (AS ON 30TH JUNE OF FY) <input type="text" value="0"/>	

[ADD OWNER \\*](#) [+ ADD](#)

**PROPERTY DETAILS TO BE TRANSFER (FLOOR/VACANT LAND /FLATS ETC DETAILS)**

PROPERTY TYPE * <input type="text" value="Constructed"/>
---

**FLOOR(S) DETAILS**

FLOOR NO. * <input type="text" value="1ST FLOOR"/>
---

**APPLICATION FEE (IN RS.)**

APPLICATION FEE * <input type="text" value="1500"/>
--

**UPLOAD OWNERS/PROPERTY PHOTOS**

UPLOAD APPLICANT PHOTO \* (Format Should Be In JPEG, JPG, PNG Or GIF Format. Max.Size 2MB)

No file chosen

UPLOAD PROPERTY PHOTO \* (Format Should Be In JPEG, JPG, PNG Or GIF Format. Max.Size 2MB)

No file chosen

**UPLOAD DOCUMENTS ( In PDF Format And File Size Should Be Less Than 5MB ) [Sample Documents](#)**

INDEMNITY BOND ON RS.100/- STAMP PAPER (DULY NOTARIZED) *	<input type="button" value="Choose File"/> No file chosen	<a href="#" style="color: blue; font-size: small;">View Uploaded Document</a>
---	---	---

**DECLARATION \***

I hereby declare that submitted information & uploaded documents are correct as per my knowledge, in case found incorrect or invalid, I shall be responsible to face consequences thereof, and my request may be rejected.

**REMARK \***

REMARK \*(Max Length 250 Chars)

Please Enter Remark

[BACK TO DASHBOARD](#)

[PREVIEW](#)

[SUBMIT](#)

(SCR-35)

- 4) Citizens are required to rectify the deficiency by uploading the required documents and/or with remarks and submitting.

**Note:** End user need to submit the required documents for rectification within 10 days from the date of deficiency raised by Assessing Official failing which the extension option shall be provided to the end user for 3 days. By accessing the extension option, end user will be provided with additional 10 days to submit the required documents for rectification.

In case extension option is not availed by the end user, the application shall be auto rejected on the 14th day from the date of deficiency raised by Assessing Official.

YOUR APPLIED MUTATION DETAILS ARE SHOWN BELOW (USE THEM TO PAY FEE)

S.No	UPIC	Application No.	Colony	Zone	Owner name	Previous Owner name	Date of Application	Application Status	Action
3	055240110000200	1704546540	Anna Nagar	CENTRAL ZONE	rishabh ty	rohit	10/01/2022	Deficiency Rectified	← ACTIONS

Showing 1 to 1 of 1 entries (filtered from 3 total entries)

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(SCR-36)

- 5) After submission, the status becomes “**Deficiency Rectified**” and modified details are available to the officer for further processing.

## 7. Application Close

### 7.1. Application Closed by Assessing Official

In case of any reason application will be closed by assessing official then citizen have to click on **Re-open for e-Change of Name** option and submit their response after correcting the details.

YOUR APPLIED MUTATION DETAILS ARE SHOWN BELOW (USE THEM TO PAY FEE)

S.No	UPIC	Application No.	Colony	Zone	Owner name	Previous Owner name	Date of Application	Application Status	Action
1	158265900308700	1039242247	SOUTH EXT (NDSE)	CENTRAL ZONE	rishabh	jhaffngj	19/04/2023	Application Rejected	← ACTIONS
2	176355106000200	1077592828	Asola Extn	Head Quarter	rahul,jain,sushil	dfgfg	24/03/2023	Deficiency Rectified	← ACTIONS
3	013066050002200	1149031395	PANCHSHEEL VIHAR	Head Quarter	rishabh	ris	13/04/2023	e-Change of name Certificate issued	← ACTIONS
4	038175150001800	1318375940	AMBARHAI VILLAGE	NAJAFGARH ZONE	dshjfhj Tyagi	egvhfgghf	08/04/2023	Processing Fee Received	← ACTIONS
5	0130665150001100	1448257179	Ajanta Park	WEST ZONE	risha tyagi	rajin	18/04/2023	Submitted to Process	← ACTIONS
6	104510150008100	1511126360	PANCHSHEEL VIHAR	SOUTH ZONE	rishabh	cfghgh	30/03/2023	Deficiency During If	← ACTIONS
7	158265900218800	1517056800	Chittaranjan Park	SOUTH ZONE	test notice	rish	19/04/2023	Application Closed	← ACTIONS View Submitted Form Download The Closer Letter #Re-Open for e-Change Of Name

Showing 1 to 7 of 7 entries

(SCR-37)

## APPLICATION FOR E-CHANGE OF NAME

## REMARK \*

REMARK \*(Max Length 520 Chars)

enter

## \* Fields Are Mandatory To Fill

## E-CHANGE OF NAME DETAILS

UPIC \*

135172700000200

PROPERTY TYPE \*

INDIVIDUAL

NATURE OF E-CHANGE OF NAME \*

1. Registered Sale Deed/Register

## PROPERTY ADDRESS DETAIL TO BE TRANSFER

COLONY \*

Ajanta Park

WARD \*

TILAK NAGAR

ZONE \*

WEST ZONE

PLOT/HOUSE/FLAT/FLOOR/SHOP NUMBER \*

420

FARM HOUSE NUMBER \*

SECTOR/PHASE NUMBER

khatra mohola

BLOCK/POCKET/LANE/STREET

saitan gully

COUNTRY \*

INDIA

STATE \*

DELHI

DISTRICT \*

NEW DELHI

PINCODE \*

110025

LANDMARK/ADDITIONAL INFO

Landmark/Additional Info.

ARE YOU TRANSFEREE (BUYER) : \*  YES  NO

Owner Name	Gender	DoB	Country Code	Mobile No	Ownership %	Address Detail
ANKIT	MALE	15/03/1995	91	9911952619	100	25154 REYTRY AHDGG SOUTH EAST DELHI INDIA 110025

## TRANSFEROR (SELLER) DETAILS

FIRST NAME \*

rishabh

MIDDLE NAME

Middle Name

LAST NAME

Last Name

GENDER \*

MALE

MOBILE NO \*

India( 9955884455

SHARE PERCENTAGE \*

100.00

EMAIL ID \*

rish@gmail.com

ADDRESS \*

ajanta park delhi

PAN

Enter 10 Digits PAN No.

DOB \*

08/10/1971

AGE (AS ON 30TH JUNE OF FY)

51

ADD OWNER \* + ADD

**PROPERTY DETAILS TO BE TRANSFER (FLOOR/VACANT LAND /FLATS ETC DETAILS)**

PROPERTY TYPE \*

☰ Constructed ▼

**FLOOR(S) DETAILS**

FLOOR NO. \*

☰ GROUND FLOOR ▼

ADD FLOOR \* + ADD

**APPLICATION FEE (IN RS.)**

APPLICATION FEE \*

☰ 1500

**UPLOAD OWNERS/PROPERTY PHOTOS**

UPLOAD APPLICANT PHOTO \* (Format Should Be In JPEG, JPG, PNG Or GIF Format. Max.Size 2MB)

☰ Choose Files No file chosen



UPLOAD PROPERTY PHOTO \* (Format Should Be In JPEG, JPG, PNG Or GIF Format. Max.Size 2MB)

☰ Choose File No file chosen



**UPLOAD DOCUMENTS ( In PDF Format And File Size Should Be Less Than 5MB ) Sample Documents**

INDEMNITY BOND ON RS.100/- STAMP PAPER (DULY NOTARIZED) *	<span style="border: 1px solid #ccc; padding: 2px;">Choose File</span> No file chosen	View Uploaded Document
DEATH CERTIFICATE OF PREVIOUS OWNER, IF APPLICABLE *	<span style="border: 1px solid #ccc; padding: 2px;">Choose File</span> No file chosen	View Uploaded Document
AFFIDAVIT REGARDING DUES/CLEARANCE OF UP-TO-DATE OF PROPERTY TAX-ANNEXURE-F *	<span style="border: 1px solid #ccc; padding: 2px;">Choose File</span> No file chosen	View Uploaded Document
OTHERS SUPPORTING DOCUMENTS	<span style="border: 1px solid #ccc; padding: 2px;">Choose File</span> No file chosen	View Uploaded Document
COMPLETE CHAIN OF OWNERSHIP DOCUMENTS *	<span style="border: 1px solid #ccc; padding: 2px;">Choose File</span> No file chosen	View Uploaded Document
AFFIDAVIT ON RS.10/- STAMP PAPER DULY ATTESTED BY NOTARY *	<span style="border: 1px solid #ccc; padding: 2px;">Choose File</span> No file chosen	View Uploaded Document
ID-PROOF OF APPLICANT *	<span style="border: 1px solid #ccc; padding: 2px;">Choose File</span> No file chosen	View Uploaded Document

**DECLARATION \***

I hereby declare that submitted information & uploaded documents are correct as per my knowledge, in case found incorrect or invalid, I shall be responsible to face consequences thereof, and my request may be rejected.

**REMARK \***

REMARK \*(Max Length 250 Chars)

Please Enter Remark

BACK TO DASHBOARD

PREVIEW

SUBMIT

- 1) Citizen can download the Closure letter by clicking on “Download The Closer Letter”



**Municipal Corporation of Delhi**  
**ASSESSMENT & COLLECTION DEPARTMENT**  
 RK Puram, Sector-9 (Near Sangam Cinema) New Delhi-  
 110022  
 SOUTH ZONE

Ref No:- 1569251772

Date :-19-04-2023

To,

test notice (Share 100%)

155Chittaranjan Park, CHITTRANJAN PARK, SZ, New Delhi,110025

**Subject: Closure letter for e-change of name application.(1517056800).**

Dear Sir/Madam,

Your Application No. **1517056800** for e-Mutation of property w.r.t. (UPIC:158265900218800 , Address: 155Chittaranjan Park, CHITTRANJAN PARK, SZ, New Delhi,110025) is closed due to following reasons :

**Reason of Rejection:**

1) Incorrect Ward/Zone/Colony

**Remarks:** Please select your correct colony.

Your's faithfully,

OFFICE ATTENDANT

**Note:** This is a computer generated-certificate hence a signature is not required.

(SCR-39)

Once the citizen submits their response then new application number will appear in citizen dashboard

**APPLICATION SUBMITTED SUCCESSFULLY WITH APPLICATION NO :1058885615**

YOUR REGISTERED PROPERTY DETAILS ARE SHOWN BELOW (USE THEM TO PAY TAX) VIEW NOTICE/ORDERS

SHOW  ENTRIES SEARCH:

S.No	UPIC	Property Type	Owner Type	Owner Name	Address	Status	Registered On	Action
1	1045101S0008100	RESIDENTIAL	INDIVIDUAL	rishabh	1589712 NEW DELHI	Registered:	20/12/2022	ACTIONS
2	0381751S0001800	RESIDENTIAL	INDIVIDUAL	dshjfhj Tyagi	A-48, Ajay Apartments NEW	Registered:	02/12/2022	ACTIONS
3	0130660S0002200	RESIDENTIAL	INDIVIDUAL	rishabh	A-57 ram nagar NEW DELHI	Registered:	04/11/2022	ACTIONS

Showing 1 to 3 of 57 entries Previous 1 2 3 4 5 - 19 Next

[E-Change Of Name Request](#)
[Search Property](#)
[Register New Property](#)
[Apply For New UPIC](#)
[Link Notice To My Account](#)
[Request For Transfer UPIC](#)

(SCR-40)

## 8. Rejection of Application

An Assessing Official may reject the application if he/she finds some wrong or suppressed information.

YOUR APPLIED MUTATION DETAILS ARE SHOWN BELOW (USE THEM TO PAY FEE)										
S.No	UPIC	Application No.	Colony	Zone	Owner name	Previous Owner name	Date of Application	Application Status	Action	
5	055240110000200	1704546540	Anna Nagar	CENTRAL ZONE	rishabh ty	rohit	10/01/2022	Application Rejected	ACTIONS	

Showing 1 to 1 of 1 entries (filtered from 5 total entries)

First Previous 1 Next Last

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(SCR-41)

In such cases, the citizen must perform the following steps:

- 1) Click on the Actions button followed by “**Application Rejected**”

YOUR APPLIED MUTATION DETAILS ARE SHOWN BELOW (USE THEM TO PAY FEE)										
S.No	UPIC	Application No.	Colony	Zone	Owner name	Previous Owner name	Date of Application	Application Status	Action	
1	158265900308700	1039242247	SOUTH EXT (NDSE)	CENTRAL ZONE	rishab	jhdhghj	19/04/2023	Application Rejected	View Submitted Form	ACTIONS
2	176355106000200	1077592828	Asola Extn	Head Quarter	rahul jain, sushil	dfgfg	24/03/2023	Deficiency Rectified		ACTIONS
3	013066050002200	1149031395	PANCHSHEEL VIHAR	Head Quarter	rishabh	ris	13/04/2023	e-Change of name	Download Rejection Letter	ACTIONS
4	0381751S0001800	1318375940	AMBARHAI VILLAGE	NAJAFGARH ZONE	dshjthj Tyagi	egvhfgghf	08/04/2023	Processing Fee Received	Reapply for e-Change Of Name	ACTIONS

(SCR-42)

- 2) After clicking on the **Application Rejected** link, the citizen can download the rejection letter in which Rejection Reason is mentioned.



**Municipal Corporation of Delhi**  
**ASSESSMENT & COLLECTION DEPARTMENT**  
 MC Primary School, Sanwal Nagar, Sadiq Nagar, New Delhi-110049  
 CENTRAL ZONE

Ref No. : 1159753629

Date :-19-04-2023

To,

rishab (Share 100%)  
 57455SOUTH EXT (NDSE), KOTLA MUBARAK PUR, CNZ, New Delhi-110049

Sub: E-change of Name Application Rejection Letter

Dear Sir/Madam,

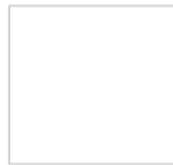
Your Application No. **1039242247** for E-change of Name of property w.r.t. [UPIC:158265900308700NaN] is rejected due to following reasons :

Reason of Rejection :Refer

Your's faithfully,

OFFICE ATTENDANT

For Reference Purpose Only



**Note:** This is a computer generated-certificate hence; a signature is not required.

(SCR-43)

3) Citizens can re-apply for e-Mutation by clicking on the “**Reapply for e-Change of name**” link.

YOUR APPLIED MUTATION DETAILS ARE SHOWN BELOW (USE THEM TO PAY FEE)									
S.No	UPIC	Application No.	Colony	Zone	Owner name	Previous Owner name	Date of Application	Application Status	Action
1	158265900308700	1039242247	SOUTH EXT (NDSE)	CENTRAL ZONE	rishab	j/jdthgj	19/04/2023	Application Rejected	View Submitted Form
2	176355106000200	1077592828	Asola Extn	Head Quarter	rahul jain, sushil	dfgfg	24/03/2023	Deficiency Rectified	
3	013066050002200	1149031395	PANCHSHEEL VIHAR	Head Quarter	rishabh	ris	13/04/2023	e-Change of name	Download Rejection Letter
4	038175IS0001800	1318375940	AMBARHAI VILLAGE	NAJAFGARH ZONE	dshjfhj Tyagi	egvhtgghf	08/04/2023	Processing Fee R...	Reapply for e-Change Of Name

(SCR-44)

4) Citizen has to “**Apply for e-Change of name**” again ([Please refer to SCR-19](#))

## 9. Approval of e-Change of name Certificate

1) Once the application is approved by the Assessing Officer, the status of the application will become Approved, and the e-Change of name Certificate become available for Download at the citizendashboard.

YOUR APPLIED MUTATION DETAILS ARE SHOWN BELOW (USE THEM TO PAY FEE)


SHOW  ENTRIES SEARCH:

S.No	UPIC	Application No.	Colony	Zone	Owner name	Previous Owner name	Date of Application	Application Status	Action
1	190425200599700	1350405994	Chittaranjan Park	SOUTH ZONE	sahil sharma	deepak , r tyagi	17/11/2021	Verify Payment Status	<a href="#">Download Mutation Certificate</a>

Showing 1 to 1 of 1 entries (filtered from 5 total entries)

(SCR-45)

2) A Sample e-Change of name certificate is shown below:



**MUNICIPAL CORPORATION OF DELHI**  
**ASSESSMENT & COLLECTION DEPARTMENT**  
 Head Quarter, 20th Floor Dr. Shyama Prasad Mukherjee Civic Centre,  
 Jawahar Lal Nehru Marg, Minto Road, New Delhi-110002  
 Head Quarter

**Reg. No.: 1149031395/UPIC No.: [0130660S0002200]**

**Date: 13-04-2023**

**Sh./Smt./M/s rishabh (Share 100%)**  
 A-57 ram nagar loni road street nio  
 12PANCHSHEEL VIHAR, CHIRAG DELHI, New  
 Delhi,110032


**Subject :** E-Change of Name of Tax payer(s) in property tax assessment record in respect of Property  
 Address:-**A-57 ram nagar loni road street nio 12PANCHSHEEL VIHAR, CHIRAG DELHI, New  
 Delhi, 110032**

**Dear Sir/Madam,**

This change of name is granted in pursuance to the provision of Section 124 of the DMC Act 1957, as amended from time to time and is valid only for the person (s) and property as specified hereinabove, subject to the following conditions:

- This change of name has been allowed on the basis of the documents filed by the taxpayer. At a later date, in case, it is found that the documents/facts submitted are suppressed/or not genuine or any information is concealed therefrom/or by misrepresentation/or fraud / or any dispute of ownership etc., this shall be treated as invalid and the same will be cancelled automatically. If so, the property shall revert in the name of previous owner. The applicant shall be liable to indemnify the Corporation for the losses, cost and expenses etc., if suffered by the Municipal Corporation of Delhi.
- This change in name is allowed only for the limited purpose of payment of property tax of the MCD, subject to clearance of up to date tax dues, if any, and shall not confer/devolve any legal title or ownership.
- If any tax liability arises on this property/premises after this name change due to creation of any additional tax and, disposal of pending proposal(s) u/s 126 of DMC Act 1957/123 D of DMC (Amendment) Act, 2002, or due to any calculation mistake(s) etc., the tax liability shall be payable by the taxpayer as agreed to in the Indemnity Bond.
- This change of name shall not be treated as valid if the property has been constructed on a land belonging to any Govt. Agency/DDA/MCD of which tax payer is not the lessee/licensee, and if any dispute arises in future, the property will automatically will go in the name of previous owner (s) without any notice.

**OFFICE ATTENDANT**



Note: This is a computer generated-certificate hence; a signature is not required.

Apr 13, 2023, 3:30 PM

(SCR-46)

Once the mutation is done and the property is transferred in the name of the new owner in municipal records, then the new owner is advised to get the UPIC transferred in his/her name.

## 10. Annexure “A”

### 9.1. List of documents required as per Nature of e-Change of name:

Nature of e-Change of name	List of Documents (In PDF) ** Maximum Limit of each document size is 2 MB
For all types	<b>General Documents</b> <ol style="list-style-type: none"> <li>1. Applicant(s) photo</li> <li>2. Property Photo</li> <li>3. ID Proof of applicant (s)</li> </ol>
<b>1. Registered Sale Deed/Registered Agreement to Sale/Conveyance Deed by land owning agency/Registered Gift Deed:</b>	<ol style="list-style-type: none"> <li>1. Indemnity Bond on Rs. 100/- stamp paper (duly notarized).</li> <li>2. Receipts of upto date payment of property tax</li> <li>3. Death certificate of previous owner, if applicable</li> <li>4. Complete chain of ownership documents</li> <li>5. Affidavit on Rs. 10/- stamp paper (duly notarized).</li> </ol>
<b>2.1 Inherent in case of death Where Registered Will is available</b>	<ol style="list-style-type: none"> <li>1. 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>2. Indemnity Bond on Rs. 100/- stamp paper (duly notarized).</li> <li>3. Death certificate of previous owner</li> <li>4. Copy of Registered Will</li> <li>5. Receipts of upto date payment of property tax</li> <li>6. Complete chain of ownership documents</li> </ol>

<p><b>2.2 (a) Inherent in case of death Where Un-Registered Will is available (only for legal heir)</b></p>	<ol style="list-style-type: none"> <li>1. 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>2. Indemnity Bond on Rs. 100/- stamp paper (duly notarized).</li> <li>3. Death certificate of previous owner</li> <li>4. Copy of Un-registered Will</li> <li>5. Surviving Member Certificate</li> <li>6. Receipts of upto date payment of property tax</li> <li>7. Complete chain of ownership documents</li> </ol>
<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>	<ol style="list-style-type: none"> <li>1. 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>2. Indemnity Bond on Rs. 100/- stamp paper (duly notarized).</li> <li>3. Death certificate of previous owner</li> <li>4. Copy of Un-registered Will</li> <li>5. Surviving Member Certificate (SMC)</li> <li>6. No Objection Certificate from other legal heirs along with photo ID proof</li> <li>7. Receipts of upto date payment of property tax</li> <li>8. Complete chain of ownership documents</li> <li>9. Affidavit ID Proof of applicant(s)</li> </ol>
<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>	<ol style="list-style-type: none"> <li>1. 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>2. Indemnity Bond on Rs. 100/- stamp paper (duly notarized).</li> <li>3. Death certificate of previous owner</li> <li>4. Copy of Un-registered Will</li> <li>5. Surviving Member Certificate (SMC)</li> <li>6. Receipts of upto date payment of property tax</li> <li>7. Complete chain of ownership documents</li> <li>8. Affidavit ID Proof of applicant(s)</li> </ol>

<p><b>2.3 (a) In case of Non execution of Will by the deceased (single legal heir)</b></p>	<ol style="list-style-type: none"> <li>1. Affidavit on Rs. 10/- stamp paper (duly notarized) with a confirmation that the previous owner has not left any Will.</li> <li>2. Indemnity Bond on Rs. 100/- stamp paper (duly notarized).</li> <li>3. Death certificate of previous owner</li> <li>4. Surviving Member Certificate (SMC)</li> <li>5. Receipts of upto date payment of property tax</li> <li>6. Complete chain of ownership documents</li> <li>7. ID Proof of applicant(s)</li> </ol>
<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>	<ol style="list-style-type: none"> <li>1. Affidavit on Rs. 10/- stamp paper (duly notarized), with a confirmation that the previous owner has not left any Will</li> <li>2. Indemnity Bond on Rs. 100/- stamp paper (duly notarized).</li> <li>3. Death certificate of previous owner</li> <li>4. Surviving Member Certificate (SMC)</li> <li>5. Receipts of upto date payment of property tax</li> <li>6. Complete chain of ownership documents</li> </ol>
<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>	<ol style="list-style-type: none"> <li>1. Affidavit on Rs. 10/- stamp paper (duly notarized).</li> <li>2. Indemnity Bond on Rs. 100/- stamp paper (duly notarized).</li> <li>3. Death certificate of previous owner</li> <li>4. Surviving Member Certificate (SMC)</li> <li>5. Succession Certificate/Letter of Administration</li> <li>6. Receipts of upto date payment of property tax</li> <li>7. Complete chain of ownership documents</li> </ol>
<p><b>3.(a)Cases of Registered Relinquishment Deed/Release Deed/Exchange Deed(Registered Relinquishment Deed)</b></p>	<ol style="list-style-type: none"> <li>1. Transfer Duty, if not paid- In case of Registered</li> <li>2. Relinquishment Deed with consideration (death and other cases)</li> <li>3. Affidavit on Rs. 10/- stamp paper (duly notarized).</li> <li>4. Indemnity Bond on Rs. 100/- stamp paper (duly notarized).</li> <li>5. Receipts of upto date payment of property tax</li> <li>6. Death certificate, if applicable</li> <li>7. Complete chain of ownership documents</li> </ol>

<b>3. (b) Cases of Registered Relinquishment Deed/Release Deed/Exchange Deed(Registered Release Deed/Exchange Deed)</b>	<ol style="list-style-type: none"> <li>1. Transfer Duty, if not paid - In case of Registered Release Deed/Exchange Deed with or without consideration</li> <li>2. Affidavit on Rs. 10/- stamp paper (duly notarized).</li> <li>3. Indemnity Bond on Rs. 100/- stamp paper (duly notarized).</li> <li>4. Receipts of upto date payment of property tax</li> <li>5. Transfer Duty, if not paid</li> <li>6. Death certificate, if applicable</li> <li>7. Complete chain of ownership documents</li> </ol>
<b>4. Registered Partition Deed/Family Settlement Agreement</b>	<ol style="list-style-type: none"> <li>1. Transfer Duty, if not paid - In case of Registered Partition Deed/Family Settlement Agreement with consideration</li> <li>2. Affidavit on Rs. 10/- stamp paper (duly notarized).</li> <li>3. Indemnity Bond on Rs. 100/- stamp paper (duly notarized).</li> <li>4. Receipts of upto date payment of property tax</li> <li>5. Transfer Duty, if not paid</li> <li>6. Death certificate, if applicable</li> <li>8. Complete chain of ownership documents</li> </ol>
<b>5. Court Orders/Court Decree/Amalgamation/Demerger order</b>	<ol style="list-style-type: none"> <li>1. Affidavit on Rs. 10/- stamp paper (duly notarized).</li> <li>2. Indemnity Bond on Rs. 100/- stamp paper (duly notarized).</li> <li>3. Receipts of upto date payment of property tax</li> <li>4. Complete chain of ownership documents</li> <li>5. ID Proof of applicant</li> <li>6. Transfer Duty - May be raised as per court order.</li> <li>7. Copy of the Court order</li> </ol>

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