

## LIST OF REQUISITE DOCUMENTS FOR NEW CONNECTION

1. New connection form
2. Passport size color photograph
3. ID proof (any of the following documents)
4. Voter ID card
5. PAN card
6. Passport
7. Driving License
8. Govt. Issued ID card

## MAIN SCENARIO

### 1.1 Owner as Applicant

- Applied as an individual/Co-owner of property
- Applied as legal heir and is an owner/co-owner of property
- Applied for (a) Govt. flats or, (b) DDA flats
- Applied for agricultural connection (Tube well/Kutti cutting/Threshing)
- Applied for industrial connections (in Pvt. Ltd firm or Partnership firm and in the name of the firm)
- Applied for servant quarter/ Garage in the name of original allottee or owner

### 1.2 Title through NOC by owner(s)

- Applied by tenant/ individual
- Applied by the legal heir who is not the owner/co-owner & has expired.
- Applied for Industrial connections (in Pvt. Ltd firm or Partnership firm and in the name of the firm)
- Applied for servant quarter/ Garage in the name of original allottee or owner
- Applied for mobile tower- G&I (Government & Individual)

### 1.3 Connection for Common Services

- Applied in the name of RWA Society/Association (for Common Services)
- Applied for Parking/Lift connections/Staircase Lighting/Compound Lighting (private/unregistered consumer)
- Applied for Street Light – G&I (Government & Individual)

### 1.4 Outdoor Connections

- Applied for Government taken up construction projects
- Applied For Advertisement/hoardings/Bus shelters
- Applied for weekly market in the name of association
- Applied for Tehbazari/Khoka (Single Shop)

### 1.5 Areas In lieu of Ownership Proof

- Applied in JJ clusters/colony/Resettlement colony/Jhuggis (with SCG index No.)
- Applied in Village area/Lal Dora area/Katra area
- Applied for Religious Purpose

## DETAILED DOCUMENT MATRIX

### OWNER AS APPLICANT

**Applied as an individual / Co-owner of property**

**Ownership Proof of applied address:**

- Registered Sale Deed/Registered or Notarized GPA/Registered or Notarized Partition Deed/Registered or Notarized Relinquishment or Release Deed/Registered Conveyance Deed/Lal Dora Certificate/Khatoni/Bank Sale Certificate

**Applied as an individual / Co-owner of property**

**Ownership Proof of applied address:**

- Registered or Notarized Will/Registered Sale Deed/Registered or Notarized GPA (General Power of Attorney)/Registered or Notarized Partition Deed/Registered or Notarized Relinquishment or Release Deed/Registered Conveyance Deed/Lal Dora Certificate/Khatoni
- Death Certificate reqd. of testator (if only Registered or Notarized Will is submitted)

**Applied for: (a) Govt. flat (b) DDA flat**

**Ownership Proof of applied address:**

- Allotment Letter by Govt. Dept.
- Registered Sale Deed/Registered or Notarized GPA (General Power of Attorney)/Registered or Notarized Relinquishment or Release Deed/Registered Conveyance Deed/Allotment letter/Possession letter/Bank Sale Certificate

**Applied for Agriculture Connection (Tube well/Kutti cutting/Threshing)**

**Ownership Proof of applied address:**

- Registered Sale Deed/Registered or Notarized GPA/Khatoni/Khasra Girdwari/Lal Dora Certificate/Gram Sabha Letter.
- NOC from DJB (Delhi Jal Board)/BDO(Block development Office)

**Applied for Industrial connections(in Pvt. Ltd Firm or Partnership Firm) and in the name of Firm/Individual (same owner)**

**Ownership Proof of applied address:**

- Registered Sale Deed/Registered or Notarized GPA/Allotment Letter/Possession Letter/Registered Conveyance Deed/Khatoni/Khasra-Girdwari/Lal Dora Certificate/Gram Sabha Letter either in the name of firm/Co. or in the name of individual.
- Original Factory license required for Non-Conforming Industrial areas.
- Consent to Establish required from DPCC. (Delhi Pollution Control Committee) (Not required if acknowledgement of white category provided)

**Applied for Servant Quarter/Garage in the name of Original Allottee or owner (if garage sold separately)**

**Ownership Proof of applied address:**

- Allotment / Possession Letter of original flat/Registered Sale Deed/Registered or Notarized GPA. (If garage no. is not mentioned in allotment letter then NOC required from RWA/Group housing society committee).

## TITLE THROUGH NOC BY OWNERS

### Applied by Tenant/Individual

#### Ownership Proof of applied address:

- Registered Sale Deed/Registered or Notarized GPA/Registered or Notarized Partition Deed/Registered or Notarized Relinquishment or Release Deed/Registered Conveyance Deed/Lal Dora Certificate/Khatoni/Bank Sale Certificate) /Registered Rent Agreement
- NOC from landlord/owner for applied address.

### Applied by the legal heir who is not the owner/co-owner & owner has expired

#### Ownership Proof of applied address:

- Registered or Notarized Will/Registered Sale Deed/Registered or Notarized GPA/Registered or Notarized Partition Deed/Registered or Notarized Relinquishment or Release Deed/Registered Conveyance Deed/Lal Dora Certificate/Khatoni.
- Death Certificate reqd. of testator (if only Registered or Notarized Will is submitted)
- Legal Heir NOC/Notarized Will is submitted)

### Applied for Industrial connections(in Pvt. Ltd Firm or Partnership Firm) and in the name of Firm/Individual (different owner)

#### Ownership Proof of applied address:

- Registered Sale Deed/Registered or Notarized GPA/Allotment Letter/Possession Letter/Registered Conveyance Deed/Khatoni/Khasra-Girdwari/Lal Dora Certificate/Gram Sabha Letter either in the name of firm/Co. or in the name of individual.
- NOC from the owner(s) in favor of applicant required.
- Resolution in favor of signing authority (if applicable)
- Original Factory license required for Non- Conforming Industrial areas
- Consent to Establish required from DPCC. (Not required if acknowledgement of white category provided).

### Applied for Servant Quarter/Garage in the name other than allottee

#### Ownership Proof of applied address:

- Allotment / Possession Letter of original flat/Registered Sale Deed/Registered or Notarized GPA.
- NOC (No Objection Certificate) from original allottee
- (If garage no. is not mentioned in allotment letter then NOC (No Objection Certificate) required from RWA/Group housing society committee).

### Applied for Mobile Tower- G& I (Government & Individual)

#### Ownership Proof of applied address:

- (Registered Sale Deed/Registered or Notarized GPA/Registered or Notarized Partition Deed/Registered or Notarized Relinquishment or Release Deed/Registered Conveyance Deed/Lal Dora Certificate/Khatoni/Bank Sale Certificate)
- NOC from landlord/owner for applied address
- Lease agreement between landlord and Co.
- Current List of directors/partners
- Authorization letter in favor of signing authority.
- MOA

## CONNECTION FOR COMMON SERVICES

**Applied in the name of RWA Society/Association  
(for Common Services)**

- List of Committee Members
- Authority letter in favor of signatory authority on RWA letter head mentioning the purpose of connection.
- Indemnity Bond in lieu of ownership

**Applied for Parking/Lift connections/Staircase  
Lighting/Compound Lighting  
(private/unregistered consumer)**

**Ownership Proof of applied address (any floor):**

- Registered Sale Deed/Registered or Notarized GPA/Registered or Notarized Partition Deed/Registered or Notarized Relinquishment or Release Deed/Registered Conveyance Deed/Lal Dora Certificate/Bank Sale Certificate. (Property papers of any floor can be accepted if rights for usage of parking are mentioned in documents also).

**Applied for Street Light - G&I (Government &  
Individual)**

- Govt. issued covering letter with purpose of connection with location address.

## OUTDOOR CONNECTIONS

**Applied for Government taken up construction  
projects**

**Ownership Proof of applied address:**

- Tender Acceptance Letter / Offer Letter / Letter of Commencement.
- Resolution in favor of Signing Authority from all directors/partners

**Applied for Government taken up construction  
projects Applied for Advertisement/Hoardings/Bus  
shelters**

**Ownership Proof of applied address:**

- Allotment Letter/Offer Letter/Letter of Commencement.
- Resolution in favor of Signing Authority from all directors/partners

**Applied for weekly market in the name of  
association**

**Ownership Proof of applied address:**

- MCD Allotment Letter in the name of association for applied market.
- MCD roaster plan required.
- Resolution in favor of Signing Authority from all members

**Applied for weekly market in the name of  
association Applied for Tehbazari/Khoka (Single  
Shop**

**Ownership Proof of applied address**

- MCD (Municipal Council Delhi) Allotment Letter / Tehbazari receipt / shop/khoka address.

## AREAS IN LIEU OF OWNERSHIP PROOF

**Applied in JJ clusters/colony/Resettlement colony/ Juggis (with SCG index No.)**

**Ownership Proof of applied address**

- Same Address ID proof. –
- JJ insurance form with Nominee details

**Applied in Village area/Lal Dora area /Katra area**

**Ownership Proof of applied address:**

- Same address ID proof/ Lal Dora Certificate / Khatoni / Khasra-Girdwari / Lal Dora Certificate.

**Applied for Religious Purpose**

**Ownership Proof of applied address:**

- Registered Sale Deed/Registered or Notarized GPA/Registered or Notarized Partition Deed/Registered or Notarized Relinquishment or Release Deed/Registered Conveyance Deed/Lal Dora Certificate/Khatoni/Bank Sale Certificate
- List of Committee Member(s)
- Authority letter in favor of authorized signatory. Note: Connection to be released in the name of M a n d i r / M a s j i d / Gurdwara / Church etc

## FEASIBILITY CHECK

**Feasibility Check:** - In case the application form is complete, stipulated date & Time for inspection of the consumer premises shall be given as per the availability of the applicant.

- The date of inspection shall be scheduled within 2 (two) days from the date of acceptance of the application.
- In case the applicant wishes to have a different date and time for field inspection, which is beyond the stipulated date & time, the excess time taken by the applicant shall neither be considered for computation of total time taken for release of connection nor for the purpose of compensation.
- Field inspection of the premises will be conducted in the presence of the applicant or his representative on the appointed date and time.

Commercial Feasibility	Technical Feasibility
A. Dues if pending in case of any previous billing details	A. Wiring Requirements.
B. Enforcement Dues	B. Length of the cable to be used from the nearest pole.
C. Disconnected Cases	C. Source of the feeding point
	D. Building height (Approx. 15 Mtr).
	D. Load feasibility issues.

**We will always be happy to hear from you**

**You may write to us at [brpl.customer@relianceada.com](mailto:brpl.customer@relianceada.com)**

**We look forward to a long and happy association with you**