



MAHANAGAR TELEPHONE NIGAM LTD. (MUMBAI)

(Please read the instruction carefully on page no. 4)

APPLICATION FORM FOR SHIFTING OF TELEPHONE

STAMP OF CENTRAL REGISTRY

To,
The Shift Officer ()
Mahanagar Telephone Nigam Ltd.,
Mumbai.

Sub : Application for shifting of TELEPHONE NO.

Sir,
I/We the undersigned hereby apply for the shifting of my/our Telephone connection. The relevant particulars are given below.

1. Name of the Subscriber :
(In capital letters write personal name or firm in whose name the telephone was sanctioned)

2. Address where the connection is at present working.
User's name (DO NOT FILL NAME IF SUBSCRIBER & USER IS THE SAME)

(SURNAME AND NAME)

Address :

i) Flat No. ii) Floor No.

iii) Building/Apartment Name

iv) Plot No.

v) Street or Road Name

vi) Area/Locality

vii) City Pin Code

Note :- In case any particular item/part of address as given above is not applicable, the same may be left blank.

3. New Address where the telephone is required to be shifted.
User's name (DO NOT FILL NAME IF SUBSCRIBER & USER IS THE SAME)

(SURNAME AND NAME)

Address :

i) Flat No. ii) Floor No.

viii) Building/Apartment Name

ix) Plot No.

x) Street or Road Name

xi) Area/Locality

xii) City Pin Code

Note :- In case any particular item/part of address as given above is not applicable, the same may be left blank.

4. The address for correspondence (TO BE LEFT BLANK IF SAME AS NEW ADDRESS)
5. New Billing address (Please Tick)

- (a) () Same as new installation address in 3 above.
(b) () Same as new installation address in 4 above.
(c) () Billing address is given below. (if other than 3 or 4 above)

Pin Code

6. If the shift of telephone is not possible at present, whether () i) Continued to work
telephone should continue to work at present place or should () ii) To be disconnected on
be disconnected ? _____ if possible.

(Tick one of them)

(Date)

7. Any telephone working in the location preferably in the same building at the new address ? If so, telephone number. (This is required to know the exchange area where you require to shift of telephone)

Note :- Strike off which is not applicable.

SIGNATURE OF THE SUBSCRIBER

Place :
Date :

To Help Us Expedite Shift

Please Furnish :

- a) Paid copy of current bill
- b) Payment particulars of arrears shown in the current bill
- c) Original Registration No. of Telephone _____
- d) Contact Telephone Number _____

Please :

- a) Take your Phone instrument Accessories/Directory To new address.
- b) Ensure upto date payment of bills.
- c) Likely dates/times of availability ___/___/___
- d) Contact concerned DGM Technical of the Area for Any problem.

INSTRUCTIONS

1. While filling in the application details should be given as one alphabet per square, leaving one square blank between two words. Capital letters to be used for alphabets.
2. A shift of telephone means physical shift of telephone instrument with or without accessories from one place to another. A transfer of telephone means the change of name of subscriber due to death/marriage change in constitution or composition etc.
3. (a) Application in the enclosed form for shifting of telephone should be addressed to the concerned Shift Officer in the Office of General Manager in whose jurisdiction the telephone is/was working.
(b) In his own interest subscribers should apply for shift at least 15 days in advance of the actual requirement.
4. The application for shift in case of individual should be signed only by original subscriber of telephone in the same mode of his signature as in the original application for new telephone connection. If the signature does not tally with original hire's signature request for shift will be considered on verification of signature after calling for the same. In case of firms, Govt. offices, organisations, etc. authorised signatories should sign the application.
5. (a) The shift of telephone is eligible if the registration date of initial application for the telephone connection required to be shifted falls within the release period of concerned category pertaining to the exchange area to which it is to be shifted.
(b) Shift of telephone for use of party other than the subscriber is not permissible.
6. Once the telephone is disconnected and due to delay in shifting to new address, if the installation is desired back to the original address, it is not possible to reallocate the same telephone number. The case of reopening at the previous address will be examined afresh.
7. Subscriber should ensure before applying for shift that all the bills are paid by him.
8. The telephone instrument under shift (with accessories if any) and Directory will be taken by subscriber himself to his new address.