

# User Manual for e-Mutation - PTR



<https://mcdonline.nic.in>

Municipal Corporations of Delhi

January 2022



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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 maintained by the MCD (SDMC/EDMC/NDMC) 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-Mutation 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, a Mutation 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-filling of the e-Mutation application.

### 1.2. Intended Audience

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

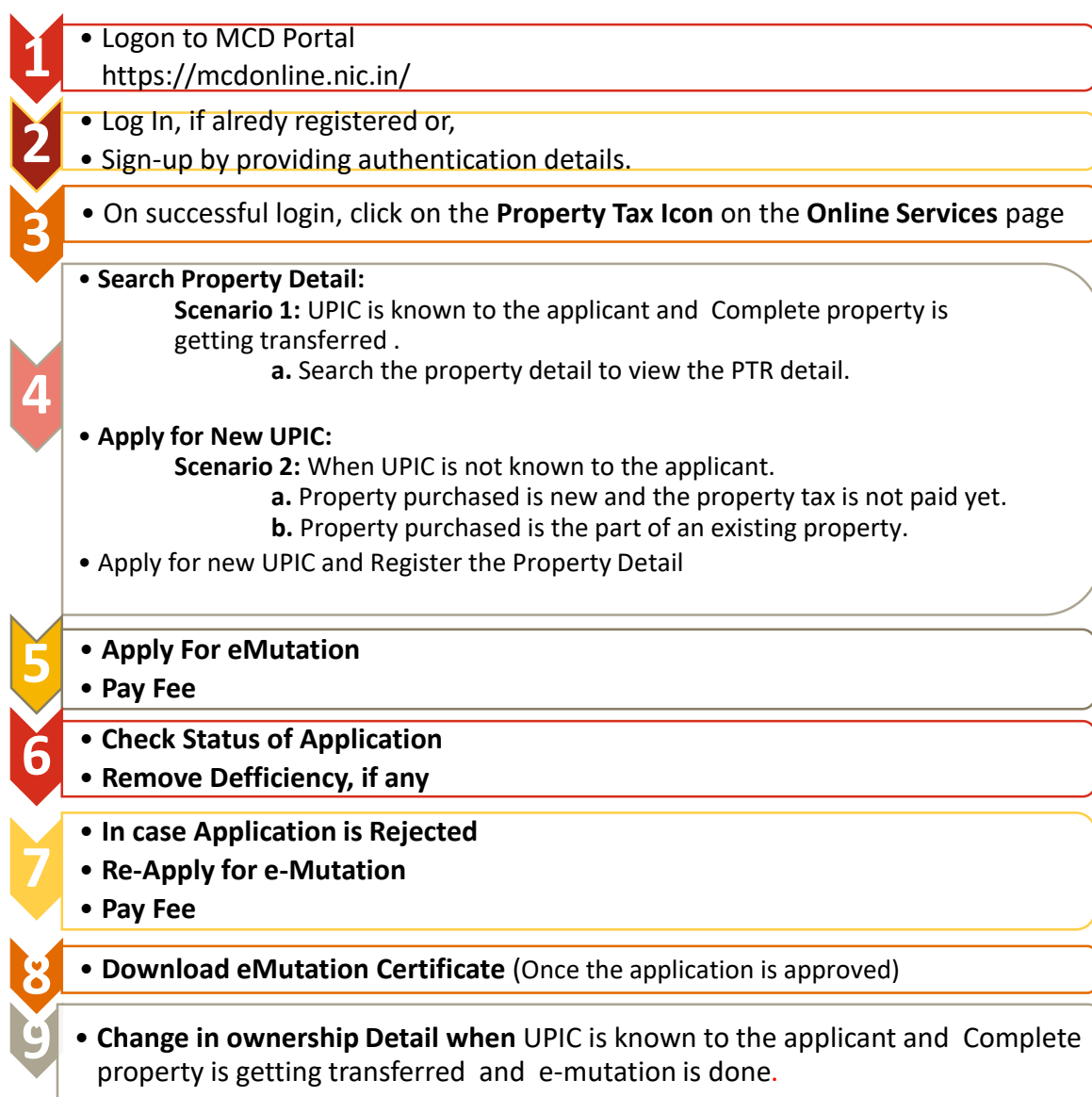
### 1.3. Background

The South Delhi Municipal Corporation, 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 owners to apply and get change ownership title in their property tax records before April 2019.

## 2. Steps for e-Mutation of a Property

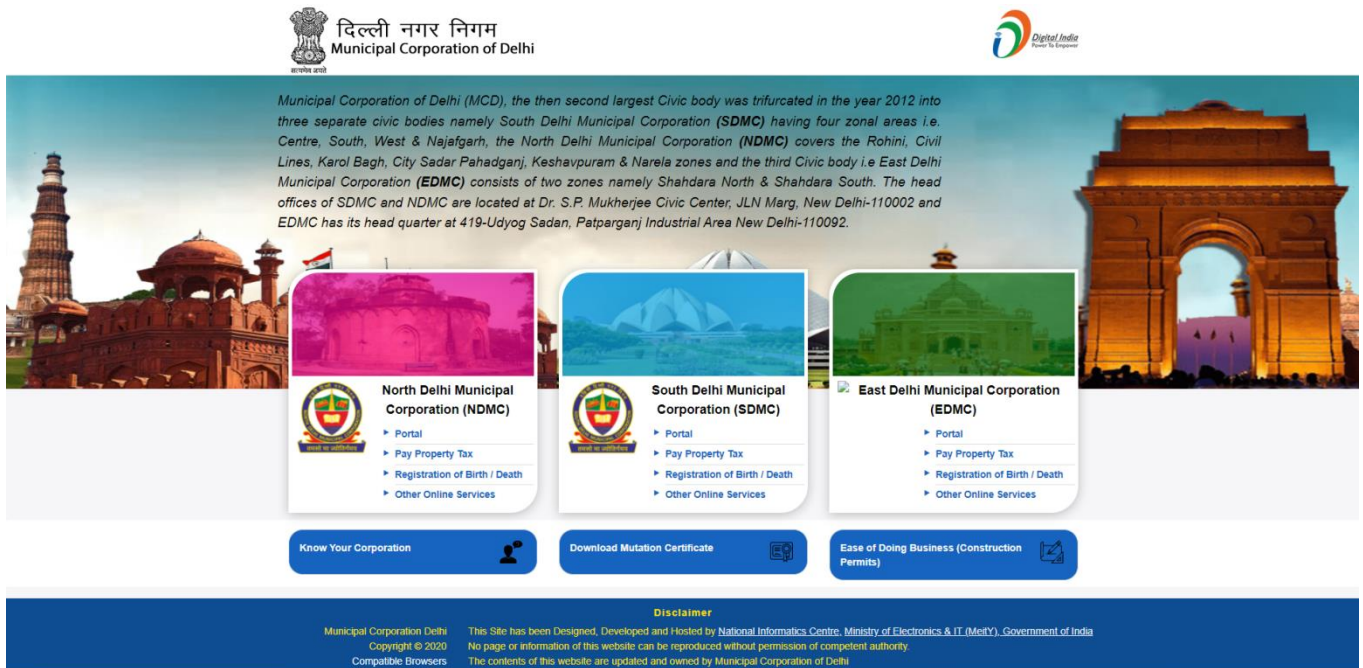
MCD Online Portal provide Single Sign-On Authentication (SSO) Services using which Citizens need to Register on MCD Portal <https://mcdonline.nic.in>. The main MCD Citizen-Centric Services are Registration of Birth / Death detail, Pay Property Tax, e-Mutation, Issuance or Renewal of Licenses for different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

### 2.1. Flow for e-Mutation Application



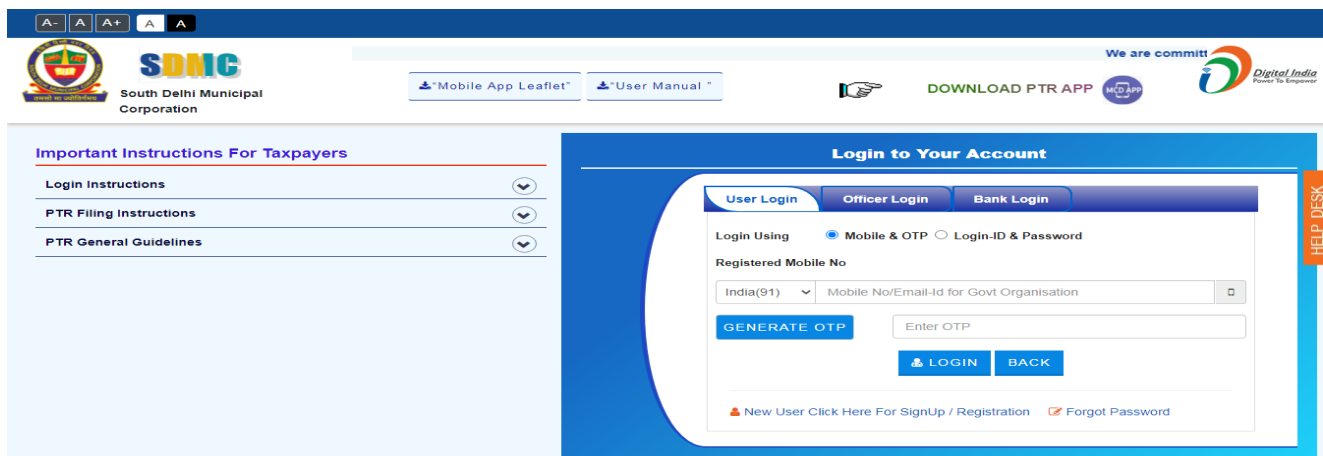
## 2.2. Registration on MCD Portal (Citizen Login)

- 1) Visit MCD portal <https://mcdonline.nic.in/>
- 2) Click on the **Pay Property Tax** link of the respective corporation (SDMC/ NDCM/ EDMC).



(SCR-01)

### 2.2.1. Citizen Already Registered on MCD Portal



(SCR-02)

- 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 of Respective Corporation citizens need to register on each Corporation portal separately.

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](#)

(SCR-03)

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

USER SIGN UP

\*\*Form can only be submitted after either mobile or email is verified via OTP  
\*\*\*Preferably ,use your ADHAAR linked mobile number for SIGN-UP

FIELDS MARKED WITH \* ARE MANDATORY

REGISTER AS: \* Citizen

SIGN-UP USING \* ☒ MOBILE NUMBER & OTP ☐ EMAIL OTP LOGIN & PASSWORD

NAME First Name

FATHER/HUSBAND NAME \* Father Name

COUNTRY CODE \* India(91)

MOBILE \* Mobile Number

ENTER OTP FROM MOBILE

Enter OTP From Mobile VERIFY

EMAIL ID \* Email ID

GET OTP SUBMIT Cancel

(SCR-04)

- 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 **Pay Property Tax** link of the respective corporation.



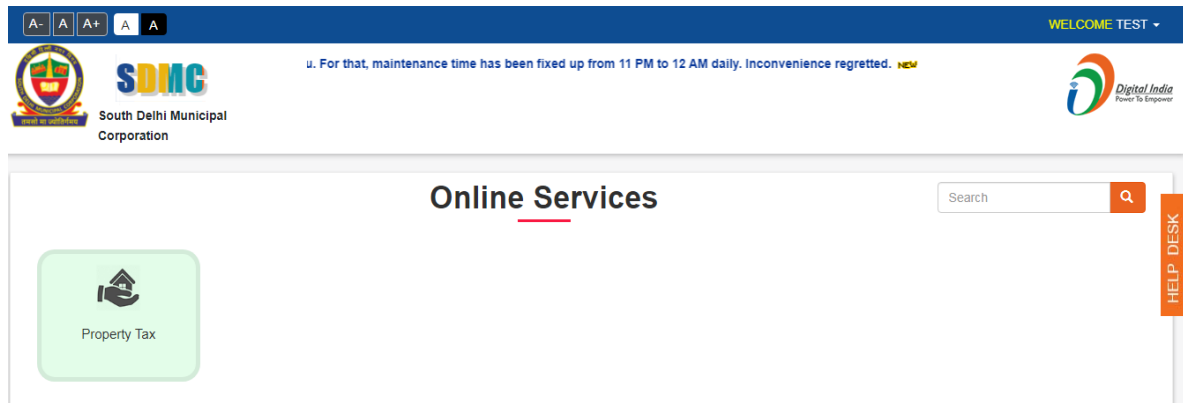
(SCR-05)

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

The image is a screenshot of the 'Login to Your Account' page on the MCD Online Portal. The page has a blue header with the title 'Login to Your Account'. Below the header, there are three tabs: 'User Login', 'Officer Login', and 'Bank Login'. The 'User Login' tab is selected. Under the 'User Login' tab, there are two radio buttons: 'Mobile & OTP' (which is selected) and 'Login-ID & Password'. Below these, there is a section for 'Registered Mobile No'. It includes a dropdown menu for the country code, currently set to 'India(91)', and a text input field for the mobile number. To the right of the input field is a small icon. Below the input field is a blue button labeled 'GENERATE OTP'. To the right of this button is another text input field labeled 'Enter OTP'. Below the 'Enter OTP' field are two buttons: 'LOGIN' and 'BACK'. At the bottom of the page, there are two links: 'New User Click Here For SignUp / Registration' and 'Forgot Password'.

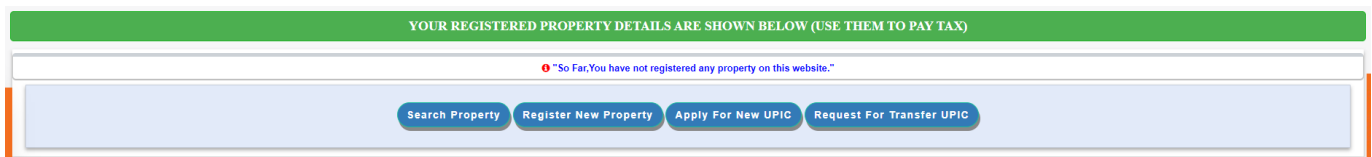
(SCR-06)

5) On the online service page, click on the **Property Tax** option.



(SCR-07)

6) After that citizen dashboard will be displayed.

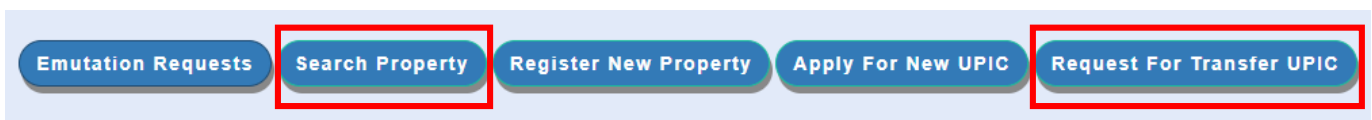


(SCR-08)

### 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-09)

##### 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 like to 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

UPIC / PROPERTY ID

RECEIPT NO. OF TAX PAID

YEAR OF TAX PAID

or

Enter Your Receipt Number

COLONY NAME

OWNER NAME(MINIMUM. 2 CHARACTER)

or

SELECT COLONY NAME

Owner Name

Back

SEARCH

RESET

(SCR-10)

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

UPIC / PROPERTY ID

RECEIPT NO. OF TAX PAID

YEAR OF TAX PAID

or

Enter Your Receipt Number

COLONY NAME

OWNER NAME(MINIMUM. 2 CHARACTER)

or

Chittaranjan Park

di

Back

SEARCH

RESET

SHOW 10 ENTRIES

SEARCH:

S.No.	Property ID	UPIC	Owner Name	Colony	Ward	Zone	Address	Property Type	Action
PROPERTY DETAIL IN LEGACY SYSTEM									
1	089430403020	190425200591100	PUSHPA BEDI	Chittaranjan Park (Pocket-40)	Kalkaji	Central Zone	POCKET-40, C R PARK, NEW DELHI	Residential Plotted	ACTIONS
2	037513903020	190425206127000	Bhupesh Chandra Nandi	Chittaranjan Park	Chittranjan Park	South Zone	E-882,E-882 2 Chittaranjan Pa 110019,,11001	<div><input checked="" type="checkbox"/> Use This Property To Pay Tax</div> <div><input type="checkbox"/> Payment Detail</div>	ACTIONS
3	160594503020	190425200328000	Dipak Chatterjee,Bijoy Chatterjee,Amit Chatterjee	Chittaranjan Park	Chittranjan Park	South Zone	I-1797 Chittaranjan Park, New Delhi-110019	Residential Plotted	ACTIONS

(SCR-11)

Property details get added to the Citizen Dashboard.

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	103010110016000	FARM HOUSE	INDIVIDUAL	rishabh tyagi	ghrh4941521 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

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

(SCR-12)

### 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

UPIC / PROPERTY ID

REGISTERED MOBILE NUMBER OF TRANSFEROR

Enter Your Mobile Number

or

SEARCH

RESET

BACK

SHOW

10

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-13)

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** for **SDMC & NDMC**. In the Case of **EDMC**, UPIC is allotted **by MCD Officials**.

**APPLY UPIC**

**Note: \* Fields Are Mandatory To Fill**

- PRIOR TO APPLY FOR NEW UPIC, MAKE SURE YOU HAVE NO UPIC ALLOTTED EARLIER FOR THIS PROPERTY.**
- PLEASE SEARCH YOUR PROPERTY PAPERS, PREVIOUS G-8/TAX PAID RECEIPTS IF ANY.**
- FOR NEW UPIC, KINDLY FILL THE DETAILS AND APPLY.**

**CATEGORIZATION**

**OWNERSHIP CATEGORY \***

**OWNERSHIP TYPE \***

**PROPERTY CATEGORY \***

**OLD/PARENT UPIC/PROPERTYID**

**MUTATION NUMBER**

**MUTATION REGISTRATION DATE**

**LOCATION DETAIL**

**COLONY \***

**WARD \***

**ZONE \***

**ADDRESS DETAIL** (Please Enter Floor Number Mandatorily For Eg. Ground Floor , First Floor , Sixth Floor Etc. In Case Of Plot / Multiple Floor On Single Property Enter Ground Floor )

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

☐ **FARM HOUSE NUMBER \***

**SECTOR/PHASE NUMBER**

**BLOCK/POCKET/LANE/STREET**

**COUNTRY \***

**STATE \***

**DISTRICT \***

**PINCODE \***

**LANDMARK/ADDITIONAL INFO**

**UPLOAD DOCUMENTS** ( In Pdf Format And File Size Should Be Less Than 2MB )

**PROPERTY DOCUMENT CONTAINING PROPERTY ADDRESS.**  
 No file chosen

**PHOTO ID PROOF ISSUED BY GOVT. AGENCY**  
 No file chosen

**DECLARATION \***

☐ I hereby declare that the above mentioned property has no UPIC, therefore new UPIC has been applied. In case any other UPIC of this property is found, I as (owner) shall be solely responsible for any kind of data mismatch and consequences thereof relating to this property.

[← BACK](#)

(SCR-14)

- Citizens must provide details and attach required documents if any.
- Once the UPIC is allotted, Property Details are made available on Dashboard automatically in Draft Mode.

YOUR REGISTERED PROPERTY DETAILS ARE SHOWN BELOW (USE THEM TO PAY TAX)									
VIEW NOTICE/ORDERS									
SHOW	3	ENTRIES	SEARCH: 8600						
S.No	UPIC	Property Type	Owner Type	Owner Name	Address	Status	Registered On	Action	
1	190425210038600	RESIDENTIAL	INDIVIDUAL			Draft		<a href="#">View Property/Owner Detail</a> <a href="#">Edit Property/Owner Details</a>	ACTIONS

(SCR-15)

- Under Action Button, use **“Edit Property/Owner details”** to fill Property / Owner Detail

- 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-16)

## 4. Apply for e-Mutation

### 4.1. Process of e-Mutation

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

 <b>SDMC</b> South Delhi Municipal Corporation		you better by improving the website on day-to-day basis from the experiences and feedback we receive from you. For that, maintenance time has be						 Digital India Power To Empower
<a href="#">View Old PTR Record</a> <a href="#">View Old Receipt</a>								
YOUR REGISTERED PROPERTY DETAILS ARE SHOWN BELOW (USE THEM TO PAY TAX)								VIEW NOTICE/ORDERS
SHOW 5	ENTRIES							SEARCH:
S.No	UPIC	Property Type	Owner Type	Owner Name	Address	Status	Action	
1	DWA200510001900	RESIDENTIAL	INDIVIDUAL	rishabh	A-5698 SOUTH WEST	Registered	<a href="#">View Property/Owner Detail</a> <a href="#">Edit Property/Owner Details</a> <a href="#">Pay Tax</a> <a href="#">View Tax Paid Details</a> <a href="#">De-Register Property</a> <a href="#">Verify Payment Status</a> <a href="#">Payment Passbook</a> <a href="#">Apply for e-Mutation</a>	ACTIONS
2	190425200599700	RESIDENTIAL	INDIVIDUAL	r tyagi	K1/114, first floor SOUTH W	Registered		ACTIONS
3	MAD510210000500	RESIDENTIAL	INDIVIDUAL	rishabh tyagi	ho no 15/16 SOUTH WEST	Registered		ACTIONS
4	200475110000200	RESIDENTIAL	INDIVIDUAL	rishba	158 SOUTH	Registered		ACTIONS
5	GHU160110000100	RESIDENTIAL	INDIVIDUAL	rajneesh	15 SOUTH WEST	Registered		ACTIONS

Showing 1 to 5 of 16 entries

Emutation Requests Search Property Register New Property Apply For New UPIC Request For Transfer UPIC

(SCR-17)

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

#### Categories under Nature of e-Mutation:

1. Transfer on account of the sale deed
2. Devolution/ inheritance (in case of death)
3. Conveyance deed/agreement of sell

4. Relinquishment of property duly registered with the sub-registrar office
5. Gift deed
6. Other (release deed/partition deed/grant of LOA)

The following screen appears once the citizen clicks on “Apply for e-Mutation”

APPLICATION FOR E-MUTATION

\* Fields Are Mandatory To Fill

E-MUTATION DETAILS

**UPIC \***

**NATURE OF E-MUTATION \***

**COLONY \***

**WARD \***

**ZONE \***

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

**FARM HOUSE NUMBER \***

**SECTOR/PHASE NUMBER**

**BLOCK/POCKET/LAND/STREET**

**COUNTRY \***

**STATE \***

**DISTRICT \***

**PINCODE \***

**LANDMARK/ADDITIONAL INFO**

**ARE YOU TRANSFEREE :-** ☒ YES ☐ NO

Owner Name	Gender	Dob	Country Code	Mobile No	Ownership %	Address Detail
SUSHIL KUMAR	MALE	15/03/1995	91	9911952819	100	HOUSE NO. A-25 RAM NAGAR SECTOR A STREET NO 15 SOUTH EAST DELHI INDIA 110025

TRANSFEREE DETAILS

**FIRST NAME \***

**MIDDLE NAME**

**LAST NAME**

**GENDER \***

**COUNTRY CODE**

**MOBILE NO \***

**EMAIL ID \***

**ADDRESS**

**PAN**

ADD OWNER \* + ADD

PROPERTY DETAILS TO BE TRANSFER (FLOOR/VACANT LAND /PLATS 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 )

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

SAVE AS DRAFT
SUBMIT

(SCR-18)

- 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-Mutation”**, 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

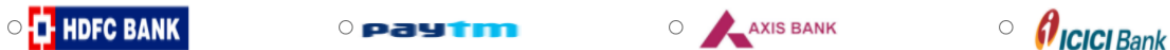
\* For Credit Card Transactions, A Fee @1.7143% For AXIS (Inclusive Of Service Tax And Education Cess) Will Be Charged By Payment Gateway Service Providers.

### Success Rate

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

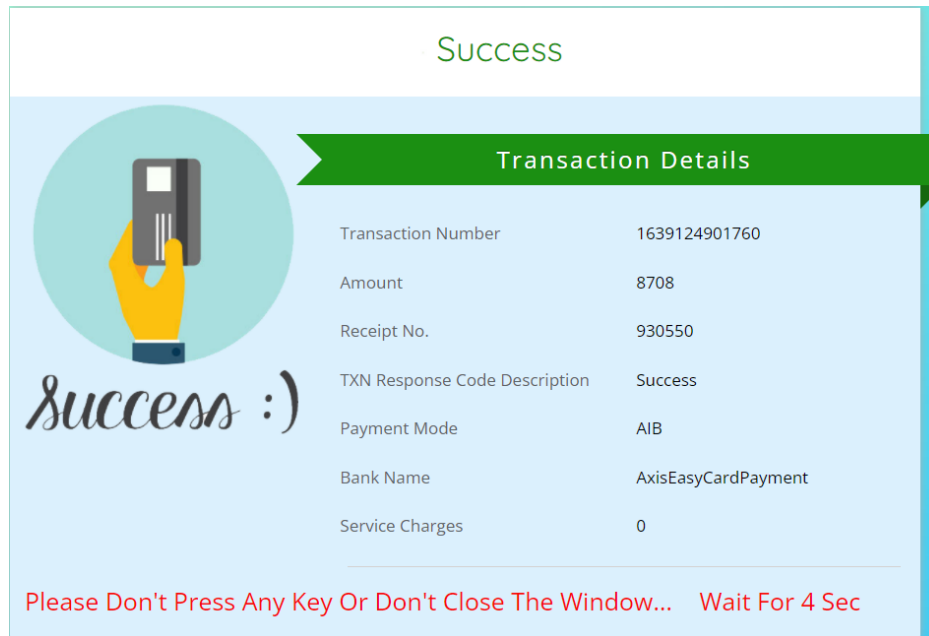


Pay Now

Cancel

(SCR-19)

- 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-20)

## 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)									
SHOW 10 ENTRIES	SEARCH:								
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-21)

- 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)									
SHOW 10 ENTRIES	SEARCH: 1700								
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-22)

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





**South Delhi Municipal Corporation**  
e-MUTATION APPLICATION FEE RECEIPT NO:MT-526205

A Sum of Rs.1500 has been received with thanks from Mr./Ms. \_\_\_\_\_ towards the Application Fee for e-Mutation in Financial Year 2021-2022 as per the details given below:

Application No	172	
Property UPIC	1030	
Property Address	PLOT/HOUSE/FLAT / SHOP No.	
	FARM HOUSE No.	
	SECTOR/PHASE No.	SECTOR - A
	BLOCK/POCKET / LINE/STREET No.	POCKET - F
	COLONY	ADARSH BHAWAN COOP. H.B. SOCIETY
	WARD	PUNJABI BAGH
	ZONE	WEST ZONE
Payment Mode	LANDMARK	
	MODE	ONLINE
	TRANSACTION ID	16
	PAYMENT DATE	2021-12-11 11:57:06.522

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

RECEIPT PRINTED ON :- 11/12/2021



(SCR-23)

### 4.3. Payment Verification for unsuccessful transactions

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

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

[Back](#)

(SCR-24)

- 2) Click on **ACTIONS** then 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

[Back](#)

(SCR-25)

- 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.



South Delhi Municipal Corporation

you better by improving the website on day-to-day basis from the experiences and feedback we receive from you. For that, maintenance time has be



[View Old PTR Record](#)  
[View Old Receipt](#)

[View Old PTR Record](#)  
[View Old Receipt](#)

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

[VIEW NOTICE/ORDERS](#)

SHOW 5 ENTRIES

SEARCH:

S.No	UPIC	Property Type	Owner Type	Owner Name	Address	Status	Action
1	DWA200510001900	RESIDENTIAL	INDIVIDUAL	rishabh	A-5698 SOUTH WEST	Registered	<div style="display: flex; justify-content: space-between;"> <div> <a href="#">View Property/Owner Detail</a>  <a href="#">Edit Property/Owner Details</a>  <a href="#">Pay Tax</a>  <a href="#">View Tax Paid Details</a>  <a href="#">De-Register Property</a>  <a href="#">Verify Payment Status</a>  <a href="#">Payment Passbook</a>  <a href="#">Apply for e-Mutation</a> </div> <div> <a href="#">ACTIONS</a>  <a href="#">ACTIONS</a>  <a href="#">ACTIONS</a>  <a href="#">ACTIONS</a>  <a href="#">ACTIONS</a>  <a href="#">ACTIONS</a> </div> </div>
2	190425200599700	RESIDENTIAL	INDIVIDUAL	r tyagi	K1/114, first floor SOUTH W	Registered	<div style="display: flex; justify-content: space-between;"> <div> <a href="#">View Property/Owner Detail</a>  <a href="#">Edit Property/Owner Details</a>  <a href="#">Pay Tax</a>  <a href="#">View Tax Paid Details</a>  <a href="#">De-Register Property</a>  <a href="#">Verify Payment Status</a>  <a href="#">Payment Passbook</a>  <a href="#">Apply for e-Mutation</a> </div> <div> <a href="#">ACTIONS</a>  <a href="#">ACTIONS</a>  <a href="#">ACTIONS</a>  <a href="#">ACTIONS</a>  <a href="#">ACTIONS</a>  <a href="#">ACTIONS</a> </div> </div>
3	MAD510210000500	RESIDENTIAL	INDIVIDUAL	rishabh tyagi	ho no 15/16 SOUTH WEST	Registered	<div style="display: flex; justify-content: space-between;"> <div> <a href="#">View Property/Owner Detail</a>  <a href="#">Edit Property/Owner Details</a>  <a href="#">Pay Tax</a>  <a href="#">View Tax Paid Details</a>  <a href="#">De-Register Property</a>  <a href="#">Verify Payment Status</a>  <a href="#">Payment Passbook</a>  <a href="#">Apply for e-Mutation</a> </div> <div> <a href="#">ACTIONS</a>  <a href="#">ACTIONS</a>  <a href="#">ACTIONS</a>  <a href="#">ACTIONS</a>  <a href="#">ACTIONS</a>  <a href="#">ACTIONS</a> </div> </div>
4	200475110000200	RESIDENTIAL	INDIVIDUAL	rishba	158 SOUTH	Registered	<div style="display: flex; justify-content: space-between;"> <div> <a href="#">View Property/Owner Detail</a>  <a href="#">Edit Property/Owner Details</a>  <a href="#">Pay Tax</a>  <a href="#">View Tax Paid Details</a>  <a href="#">De-Register Property</a>  <a href="#">Verify Payment Status</a>  <a href="#">Payment Passbook</a>  <a href="#">Apply for e-Mutation</a> </div> <div> <a href="#">ACTIONS</a>  <a href="#">ACTIONS</a>  <a href="#">ACTIONS</a>  <a href="#">ACTIONS</a>  <a href="#">ACTIONS</a>  <a href="#">ACTIONS</a> </div> </div>
5	GHU160110000100	RESIDENTIAL	INDIVIDUAL	rajneesh	15 SOUTH WEST	Registered	<div style="display: flex; justify-content: space-between;"> <div> <a href="#">View Property/Owner Detail</a>  <a href="#">Edit Property/Owner Details</a>  <a href="#">Pay Tax</a>  <a href="#">View Tax Paid Details</a>  <a href="#">De-Register Property</a>  <a href="#">Verify Payment Status</a>  <a href="#">Payment Passbook</a>  <a href="#">Apply for e-Mutation</a> </div> <div> <a href="#">ACTIONS</a>  <a href="#">ACTIONS</a>  <a href="#">ACTIONS</a>  <a href="#">ACTIONS</a>  <a href="#">ACTIONS</a>  <a href="#">ACTIONS</a> </div> </div>

Showing 1 to 5 of 16 entries

Emutation Requests

Search Property

Register New Property

Apply For New UPIC

Request For Transfer UPIC

(SCR-26)

- 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”**.



**South Delhi Municipal Corporation**  
**e-MUTATION APPLICATION FEE RECEIPT NO:MT-526205**

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

Application No	172	
Property UPIC	1030 [REDACTED]	
Property Address	PLOT/HOUSE/FLAT/ SHOP No.	
	FARM HOUSE No.	
	SECTOR/PHASE No.	SECTOR - A
	BLOCK/POCKET/ LINE/STREET No.	POCKET - F
	COLONY	ADARSH BHAWAN COOP. H.B. SOCIETY
	WARD	PUNJABI BAGH
	ZONE	WEST ZONE
	LANDMARK	
Payment Mode	MODE	ONLINE
	TRANSACTION ID	16 [REDACTED]
	PAYMENT DATE	2021-12-11 11:57:06.522

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

RECEIPT PRINTED ON :- 11/12/2021



(SCR-27)

## 5. Check e-Mutation Status

- 1) After paying the fee, citizens must click on the “e-Mutation 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 5 ENTRIES SEARCH:

S.No	UPIC	Property Type	Owner Type	Owner Name	Address	Status	Registered On	Action
1	DWA200510001900	RESIDENTIAL	INDIVIDUAL	rishabbh	A-5698 SOUTH WEST	Registered	17/11/2021	+ ACTIONS
2	190425200599700	RESIDENTIAL	INDIVIDUAL	r tyagi	K1/114, first floor SOUTH W	Registered	15/11/2021	+ ACTIONS
3	MAD510210000500	RESIDENTIAL	INDIVIDUAL	rishabh tyagi	ho no 15/16 SOUTH WEST	Registered	15/11/2021	+ ACTIONS
4	200475110000200	RESIDENTIAL	INDIVIDUAL	rishba	158 SOUTH	Registered	14/11/2021	+ ACTIONS
5	GHU160110000100	RESIDENTIAL	INDIVIDUAL	rajneesh	15 SOUTH WEST	Registered	14/11/2021	+ ACTIONS

Showing 1 to 5 of 16 entries

Previous 1 2 3 4 Next

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

(SCR-28)

2) After clicking on the “e-Mutation 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	190425200599700	1350405994	Chittaranjan Park	SOUTH ZONE	sahil sharma	deepak , r tyagi	17/11/2021	e-Mutation Certificate Issued	+ ACTIONS
2	200475110000200	1829758609	Ahera Kishan	CENTRAL ZONE	Deepak Kumar	rishba	21/11/2021	PAYMENT FAILURE	+ ACTIONS
3	DWA200510001900	1339456437	BHARTHAL-URBAN VILLAGE	NAJAFGARH ZONE	bharti kaur , neelam kumari	rishabbh	17/11/2021	PAYMENT FAILURE	+ ACTIONS
4	GHU160110000100	1835330198	ASLAPUR KHAWAD	NAJAFGARH ZONE	Rishabh Tyagi	rajneesh	21/11/2021	Pending/Initiate for Payment	+ ACTIONS
5	MAD510210000500	1228504748	ALI VIHAR BADARPUR	CENTRAL ZONE	Akshay Kumar	rishabh tyagi	21/11/2021	e-Mutation Certificate Issued	+ ACTIONS

Showing 1 to 5 of 5 entries

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(SCR-29)

## 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-30)

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: 3651

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	Verify Payment Status Deficiency Rectification Download Deficiency Letter	ACTIONS ext Last

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

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(SCR-31)

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



**South Delhi Municipal Corporation**  
**ASSESSMENT & COLLECTION DEPARTMENT**  
**WEST ZONE**

Ref No. : 1882091078

Date :-22-01-2022

To,

Rishabh Tyagi ,  
 R-123AKAL GARH, PRATAP NAGAR, WEST ZONE, 112211

**Sub: e-Mutation Application Deficiency Letter****Dear Sir/Madam,**

Your Application No. **1497663651** for e-Mutation of property w.r.t. 203490300000100 is deficient due to following reasons :

Reason of Deficiency :Please upload correct documents

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

COMPLETE CHAIN OF DOCUMENTS	✓
INDEMNITY BOND ON RS.100/- STAMP PAPER DULY ATTESTED BY NOTARY	✓

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,**

RAMAN Deputy ANC

DEPUTY ASSESSOR COLLECTOR

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

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

APPLICATION FOR E-MUTATION

REMARK \*

REMARK \*(Max Length 250 Chars)

Please upload correct documents

\* Fields Are Mandatory To Fill

E-MUTATION DETAILS

UPIC \*

203490300000100

NATURE OF E-MUTATION \*

Transfer on account of Sale Deed

PROPERTY ADDRESS DETAIL TO BE TRANSFER

COLONY \*

AKAL GARH

WARD \*

PRATAP NAGAR

ZONE \*

WEST ZONE

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

R-123

FARM HOUSE NUMBER \*

SECTOR/PHASE NUMBER

BLOCK/POCKET/LANE/STREET

COUNTRY \*

INDIA

STATE \*

DELHI

DISTRICT \*

Select District

PINCODE \*

112211

LANDMARK/ADDITIONAL INFO

ganesh temple

ARE YOU TRANSFEREE : ☐ YES ☒ NO

Owner Name	Gender	Dob	Country Code	Mobile No	Ownership %	Address Detail
TEST TEST	MALE	18/02/1976	91	9650066454	100	R-123 GANESH TEMPLE NORTH DELHI INDIA 112211

TRANSFEREE DETAILS

FIRST NAME \*

Rishabh

MIDDLE NAME

Middle Name

LAST NAME

Tyagi

GENDER \*

MALE

COUNTRY CODE

India( 91)

MOBILE NO \*

9911952619

EMAIL ID \*

rishabh@gmail.com

ADDRESS

Enter Address

PAN

Enter 10 Digits PAN No.

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

PROPERTY DETAILS TO BE TRANSFER (FLOOR/VACANT LAND /FLAT & ETC DETAILS)

PROPERTY TYPE \*

Constructed

APPLICATION FEE (IN RS.)

APPLICATION FEE \*

1500

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

COMPLETE CHAIN OF DOCUMENTS \*

Choose File

INDEMNITY BOND ON RS.100/- STAMP PAPER DULY ATTESTED BY NOTARY \*

Choose File

No file chosen

View Uploaded Document

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

(SCR-32)

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

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

SHOW 10 ENTRIES SEARCH: 6540

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)

First Previous 1 Next Last

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(SCR-33)

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

## 7. 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)

SHOW 10 ENTRIES SEARCH: 200

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)

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(SCR-34)

In such cases, the citizen has to 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)

SHOW 10 ENTRIES SEARCH: 200

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)

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Download Rejection Letter

Reapply for e-Mutation

(SCR-35)

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



**South Delhi Municipal Corporation**  
**ASSESSMENT & COLLECTION DEPARTMENT**  
**CENTRAL ZONE**

Ref No. : 1512160320

Date :-10-01-2022

To,

rohit

null

**Sub: e-Mutation Application Rejection Letter****Dear Sir/Madam,**

Your Application No. **1704546540** for e-Mutation of property w.r.t. 055 200 is Rejected due to following reasons :

Reason of Rejection :reject the application due to .....

**Your's faithfully,**

(SCR-36)

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

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
5	055240110000200	1704546540	Anna Nagar	CENTRAL ZONE	rishabh ty	rohit	10/01/2022	Application Rejected	<div style="display: flex; justify-content: space-between; align-items: center;"> <div> <a href="#">Download Rejection Letter</a>  <a href="#">Reapply for e-Mutation</a> </div> <div> <a href="#">Next</a> </div> </div>

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

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4) Citizen has to **“Apply for e-Mutation”** again ([Please refer to SCR-18](#))

## 8. Approval of e-Mutation Certificate

- Once the application is approved by the Assessing Officer, the status of the application will become Approved, and the e-Mutation Certificate become available for Download at the citizen dashboard.



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	32 Verify Payment Status	<a href="#">Download Mutation Certificate</a> <a href="#">First</a> <a href="#">Previous</a> <a href="#">Next</a> <a href="#">Last</a>

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

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(SCR-34)

2) A Sample e-Mutation certificate is shown below:



**South Delhi Municipal Corporation**  
**ASSESSMENT & COLLECTION DEPARTMENT**  
**E-Change of Name of Taxpayer Certificate**  
**SOUTH ZONE**

**Reg. No. 1015806214** **Date : - 22-01-2022**

**Sh./Smt. NI [REDACTED] DAV,**  
 301Asola Extn, BHATI, SOUTH ZONE, 110006


**Subject :-** Change of Name of Tax payer(s) in property tax assessment record in the event of transfer or devolution with the purpose to deposit property Tax/Bldg./Vacant Land Tax in respect of Property Address.301Asola Extn, BHATI, SOUTH ZONE, 110006

**Dear Sir/Madam,**

This change of name is granted in pursuance to the provision of Section 128 of the DMC Act 1957, as amended from time to time and is valid only for the person and property specified herein subject to the following conditions.

1. Change of name of person(s) referred to above is being changed only for the limited purpose of payment of property tax U/s 128 of the DMC Act and in no circumstance, it will confer/devolve any legal title of ownership whatsoever
2. If any tax liability further arises on this property/premises on account of creation of any additional demand, disposal of pending proposal(s) u/s 123D/461 of DMC (Amendment) Act, 2003, or due to any calculation mistake(s) etc., the tax liability shall be payable by you.
3. This order shall not be treated as valid if the property has been constructed on a land belonging to any Govt. Agency/DDA/MCD of which you are not the lessee/licensee, according to law and if any dispute arises in future.
4. This order has been issued based on the documents filed by the taxpayer. Further, at a later date, in case of any other claimant to the property or any dispute regarding ownership of the same or if it is found that the documents submitted are suppressed/or not genuine or any information is concealed there from and this has been executed by suppression of any fact and/or by misrepresentation and /or fraud etc., if any fact is found otherwise or any of the other claimant comes up with any dispute, this order shall be treated as invalid and the same will be cancelled without any prior notice. Moreover, the applicant shall also be liable to indemnify the Corporation for the losses, cost and expenses etc., if suffered by the South Delhi Municipal Corporation in this regard.
5. This order cannot be used for any other purpose except for payment of Property Tax in the Corporation. In case of its use for any other purpose, South Delhi Municipal Corporation shall not be responsible and user shall be fully responsible and indemnify South Delhi Municipal Corporation against all costs, damages, losses, claims etc., which may have to suffer, undergo as a consequence of the use of this order.

**Jt. Assessor & Collector**



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

Jan 22, 2022, 1:37 PM

(SCR-35)

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.

## 9. Annexure “A”

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

Nature of e-Mutation	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. Complete Chain of documents</li> <li>2. Affidavit regarding dues/ Clearance of up-to-date property tax ---Annexure "F"</li> <li>3. Indemnity Bond on Rs. 100/- Stamp Paper duly attested by Notary --Annexure "B"</li> <li>4. Declaration regarding UPIC about Applicant.</li> </ol>
Transfer on account of Sale Deed	<ol style="list-style-type: none"> <li>1. 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</li> <li>2. Application for Change of Name with Rs. 3/- Court fee stamp affixed on it - Annexure "A"</li> <li>3. Affidavit on Rs. 10/- Stamp Paper duly attested by Notary --- Annexure "C"</li> </ol>
Devolution/ Inheritance (in case of death)	<ol style="list-style-type: none"> <li>1. Death Certificate of the earlier owner</li> <li>2. Copy of Will or Succession Certificate</li> <li>3. Affidavit on Rs 10/- Stamp paper duly attested by a notary ---Annexure "D"</li> <li>4. 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"</li> <li>5. In the case of Registered Will, an affidavit from the person on whom the title devolves; along with ID proof --- Annexure "G"</li> </ol>
Conveyance Deed/ Agreement to Sell	<ol style="list-style-type: none"> <li>1. Copy of Agreement of Sell duly registered in the office of Sub-Registrar</li> <li>2. Application for Change of Name mutation with Rs. 3/- Court fee stamp affixed on it Annexure "A"</li> <li>3. Affidavit on Rs. 10/- Stamp paper duly attested by Notary ----- Annexure "C"</li> <li>4. Transfer Duty, if any</li> </ol>
Relinquishment of Property duly registered with the sub-registrar's office	<ol style="list-style-type: none"> <li>1. Application for Change of Name with Rs. 3/- Court fee stamp affixed on it - Annexure "A"</li> <li>2. Copy of Relinquishment Deed duly registered with the sub-registrar's office</li> </ol>

	<ol style="list-style-type: none"><li>3. Death Certificate of the earlier owner</li><li>4. Affidavit on Rs. 10/- Stamp Paper duly attested by Notary (Annex-B)</li><li>5. Transfer Duty, if any</li></ol>
<b>Gift Deed</b>	<ol style="list-style-type: none"><li>1. 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</li><li>2. Application for Change of Name mutation with Rs. 3/- Court fee stamp affixed on it -- Annexure "A"</li><li>3. Affidavit on Rs. 10/- Stamp Paper duly attested by Notary --- Annexure "H"</li></ol>
<b>Others</b> (release deed/partition deed/grant of LOA)	<ol style="list-style-type: none"><li>1. Release deed/Partition deed/Grant of LOA</li><li>2. Application for Change of Name mutation with Rs. 3/- Court fee stamp affixed on it -- Annexure "A"</li><li>3. Transfer Duty, if any</li><li>4. Affidavit on Annexure I/J/K as per the requirement</li></ol>

-----End of Document-----