

Torrent Power-Online Name Change Process

- Sign Up Process

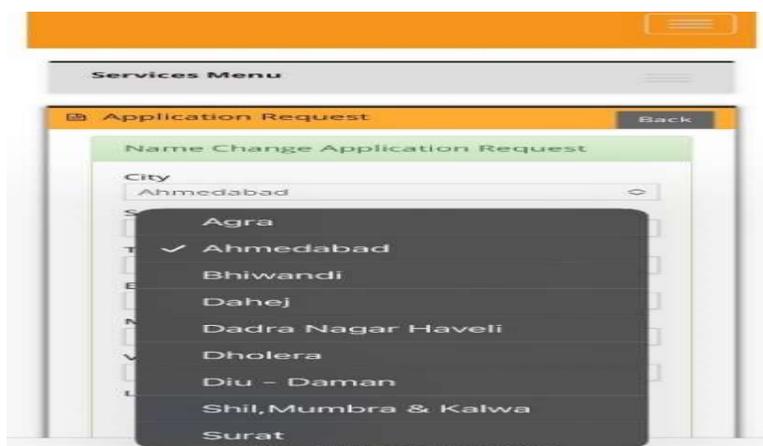
❖ Step: 1

Click <https://connect.torrentpower.com/tplcp/index.php> & Select the Name change option.



❖ Step: 2

Select City "Ahmedabad"



❖ Step: 3

Fill in mention-required details and submit.



A registration form with the following fields and values:

- City: Ahmedabad
- Service No. *: 1
- T.No. *: 30
- Email *: [redacted]@GMAIL.COM
- Mobile No. *: [redacted]
- Verification Code *: mejazi

Letters are not case-sensitive.

mejazi

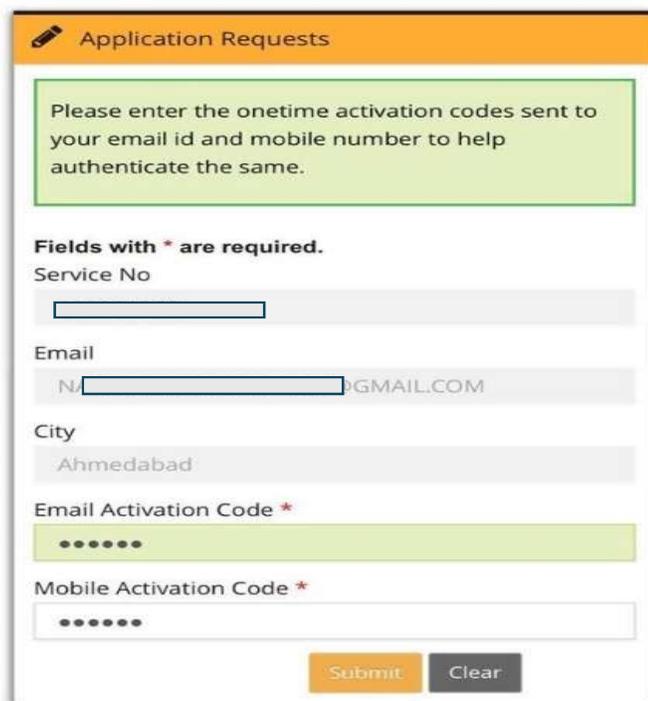
Get a new code

Submit Clear

❖ Step: 4

Enter the activation code received on Mobile, Email ID and then submit.

(Please check the spam folder in your email for an activation code)



Application Requests

Please enter the onetime activation codes sent to your email id and mobile number to help authenticate the same.

Fields with * are required.

Service No

Email

N: [redacted]@GMAIL.COM

City

Ahmedabad

Email Activation Code *

Mobile Activation Code *

Submit Clear

- **Online Name Change Application Process**

- ❖ **Step: 1**

Select the legal status from the available options and title.

Services Menu

NAME CHANGE Application Request for Service
No. [input field] [Back]

REQUEST VIDEO CALL ASSISTANCE

Existing customer
[input field]

Legal Status of Applicant *

Select Legal Status of Applicant [dropdown arrow]

- ✓ Select Legal Status of Applicant
- TENANT
- OWNER
- LEGAL OCCUPIER

Signature Of New Customer
[Choose File] no file selected

Photograph Of New Applicant
[Choose File] no file selected

Name Of Joint Owner1
[input field]

Signature Of Joint Owner1

- ❖ **Step: 2**

Enter New Applicant Name, click on Choose File and upload all required documents via Camera or Media Picker/Gallery Option.

[Back]

REQUEST VIDEO CALL ASSISTANCE

Existing customer
[input field]

Legal Status of Applicant *

OWNER [dropdown arrow]

Title
Select Title [dropdown arrow]

New Name *

[input field] RIT

Existing Customer Signature
[Choose File] image.jpg

Signature Of New Customer
[Choose File] image.jpg

Photograph Of New Applicant
[Choose File] image.jpg

- Upload Existing Customer signature
- Upload New Applicant Signature
- Upload Recent Photo of New Applicant

❖ **Step: 3**

In case of Joint owner- Enter joint owner name and upload signature.

Check all filled-in details, payment charges and then click on “Save & Proceed.”

The screenshot shows a web form with the following sections:

- Name Of Joint Owner1**: Input field with a cursor.
- Signature Of Joint Owner1**: "Choose File" button and "image.jpg" text.
- Name Of Joint Owner2**: Input field with "Name Of Jointer Owner 2" text.
- Signature Of Joint Owner2**: "Choose File" button and "no file selected" text.
- Name Of Joint Owner3**: Input field with "Name Of Jointer Owner 3" text.
- Signature Of Joint Owner3**: "Choose File" button and "no file selected" text.
- Address Information**: "View Address" link.
- Buttons**: "Save & Proceed" (blue), "View Load" (green), and "Document List" (blue).
- Payable Charges Table**:

₹ Payable Charges	
Description	Cost
Name Change Charges	<input type="text"/>
Total Rs.	<input type="text"/>

- In Next Screen, click on “Verified the application Form” button

❖ **Step: 4**

Name change application form will be auto-downloaded in the mobile download section.

Click on Choose File & upload the same application form, then click on Save & Proceed.

The screenshot shows a mobile application screen with the following elements:

- Header**: "NAME CHANGE Application Request for Service No.1520025" (orange bar).
- Step A**: "A) Take a print out of the generated application form." with a "Re-Generate Application Form" button (green).
- Step B**: "B) Please sign at the space provided for Applicant's Signature." (blue box).
- Step C**: "C) Scan the signed Application Form." (yellow box).
- Step D**: "D) Upload the scanned Application Form." (green box).
- Upload Section**: "Upload Application form *" with a "Choose File" button and "TPLDOC.pdf" text.
- Navigation**: "Previous" and "Save & Proceed" buttons (blue).

- In case the application form is not auto-downloaded, you can regenerate it by clicking on the “Re-Generate Application Form” button.
- File will be with Name-TPLDOC.pdf

❖ **Step: 5**

In the next screen, please upload the Identity Proof & Ownership Document.

NAME CHANGE Application Request No. []

Request Video Call Assistance

List of Attach Documents

Note:
1) Documents having multiple pages should be uploaded as a single file.
2) **Kindly attach latest self attested documents**
3) Document panel with Red indicates attachment is pending.

A) Upload documents related to ID proof

AADHAR CARD

Choose File image.jpg

Save File

B) Upload documents related to ownership / occupancy

Select Document Name

Choose File no file selected

Save File

Uploaded Documents	View

connect.torrentpower.com

- In ID Proof Section-Upload Applicant ID proof
- Joint Owner (If applicable)
- Click on Save File

A) Upload documents related to ID proof

Select Document Name

Choose File no file selected

Save File

B) Upload documents related to ownership / occupancy

Select Document Name

Choose File no file selected

Save File

Uploaded Documents	View
SIGNED APPLICATION FORM	View Remove
Copy of Index Card	View Remove
AADHAR CARD	View Remove

I hereby declare that all the documents attached by me are self-attested

Save & Proceed

- In the Ownership Section, upload the applicant's ownership document as per the dropdown list.
- Click on Save File

- After uploading documents, tick mark on the checkbox and click "Save & Proceed"

❖ **Step: 6**

In the next screen, click on the “Submit for Verification” button to submit the form.

The screenshot shows a mobile application interface for viewing and submitting an application request. At the top, there is a header bar with the text "View My Application Request" and a "Back" button. Below the header, there is a progress bar with five stages: "Drafted" (highlighted in blue), "Registered", "In Review", "Pay Now", and "Completed". A green box with the text "Click here to Submit for Verification" is positioned below the progress bar. Below this, there are three buttons: "Submit For Verification" (blue), "Withdraw" (red), and "Edit" (orange). The "Application Details" section is a table with the following information:

Application Details	
Request No	<input type="text"/>
Service No.	<input type="text"/>
Request Type	NAME CHANGE
Request Status	Drafted
Name	<input type="text"/>
New Name	<input type="text"/> IT

Below the table, there is a section for "Payable Charges" with a table structure:

Description	Cost
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- Your Application is registered now, you shall be informed about your application status via SMS & E-Mail ID.
- Thank you for choosing the digital mode for registering application.
- For any query, please feel free to get in touch with our 24 X 7 Call Centre on (079) 66551912 / 22551912.