

**APPLICATION FOR SHIFT OF TELEPHONE
WITHIN SAME EXCHANGE AREA**

MAHANAGAR TELEPHONE NIGAM LIMITED, NEW DELHI

To

The Divisional Engineer ()

New Delhi,

Sub: Shifting of Telephone No_____

Sir,

Please arrange for the shifting of my/our telephone No_____as
per

particulars given below:-

1. Name of the subscriber:

(In block letters)

2. Telephone works for individual/

firm/company/organisation

3. Address where the telephone is working

4. Address where telephone is required

to be shifted

5. State Whether the telephone is working

at present, if not, give details of not

working i) Disconnected due to non payment

ii) Disconnected for safe-custody

(Tick the relevent one) iii) Disconnected for shift (as per

earlier application and details

thereof)

6. If the telephone is technically not feasible for the shift, state whether it should continue to work at its present address or it should be closed under shift.

7. Accessories working on the telephone:

8. Whether the accessories presently working are required at the new address also.

I/We/am/are/ ready to pay necessary charges for the shift applied for.

Contact Telephone

No _____ O _____ R _____

Fax No _____

(Signature of the subscriber/authorised signatory)

Name.....

Attestation by Gazetted Officer or Ist class Magistrate

The signatory mentioned above is personally known to me for last _____ years. His signatures are hereby attested.

(Signature of the Officer):

Name

Tele. No.....

Official Seal

INSTRUCTIONS

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1. Please make a xerox or type the form in the format received on Fax, on a good quality paper preferably bond paper and fill in the application neatly.

2. Application form for shifting of telephone should be signed by the person in whose name the telephone has been opened or by the authorised person in case it is working in the name of a firm/ company etc.

3. Filled in application form should be submitted at Divisional Customer Service Centre in whose jurisdiction the telephone is presently working.

4. Photocopy of the paid bill should be attached along with the application (less than two months old).

5. You can send the filled in application form on our Fax No. 1661 for further action by MTNL.

Name

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