

**APPLICATION FORM FOR INTER
EXCHANGE SHIFT OF TELEPHONE**

MAHANAGAR TELEPHONE NIGAM LIMITED NEW DELHI

(Application form for later-Exchange shift of telephone)

To

The General Manager ()

Mahanagar Telephone Nigam Limited

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. Correspondence address:

3. Address where the telephone is working:

4. State whether the telephone is

working at present or whether it

has been disconnected under shift/

safe custody/due to non payment.

If so give full particulars of

disconnection and date.

5. Accessories presently working on

the telephone:

6. whether the accessories presently working required at the new address/ place also.

7. (a) Address where the telephone is required to be shifted.

(b) Status of applicant in the organisation, firm or company, if the telephone is required to be shifted to address of firm or company /care of address.

8. if the telephone shifting is not immediately feasible whether the telephone connection should continue working at its present address or should it be closed under shift.

9. Billing address of the subscriber during the period of disconnection under shift.

10. State if subscriber will carry the instrument with him to the new place of installation.

11. Reasons for shifting.

contact telephone No -----O -----R-----
-

Fax No -----

Signature of the subscriber

(For Office use only)

To be filled by AOTR

1. Whether the telephone is working or disconnected:

2. Date of disconnection :

3. Outstanding bills of the subscriber, if any:

(ACCOUNTS OFFICER-TR)

INSTRUCTIONS

1. Please make a xerox copy 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 Area Customer Service Centre in whose jurisdiction the telephone is presently working.

4. Telephone instruments should be made over to the authorised person of the outgoing (old) exchange and receipt obtained. The subscriber may carry the instrument (vide SL No 10.) with him under written intimation to the S.D.O. of the outgoing exchange.

5. Accessories provided to the telephone will be closed at the original location and will be provided on application at the new location.

6. Shifting is permissible, if the registration date of initial application for the telephone connection required to be shifted falls within release date of the specific category i.e. OYT or NON-OYT etc; in the exchange to which it is required to be shifted or if the telephone has been used at least for six months for OYT category and one and half year for N-OYT category.

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

You can send the filled in application form on our Fax No. 1661 for further action by M.T.N.L.