BHARAT SANCHAR NIGAM LIMITED
(http://www.bsnl.co.in)
FORM FOR SHIFTING OF TELEPHONE CONNECTION

(Please read the instructions before filling the form)

1. **Telephone Number to be Shifted:** ☐☐☐☐☐☐☐ **Inter City/ Intra City Shift**
(please tick the option and strike off other)

2. Other Telephone No. working, if any: ☐☐☐☐☐☐☐

3. Name of the Customer (in Capital Letters) SURNAME FIRST

4. Present Address where the telephone is working:

House No ☐☐☐☐☐☐☐ Street/ Road/ Village

Bldg./Appt.

Area/ Locality/ Tehsil

City/ District Pin

5. Address where the telephone is to be shifted:

House No ☐☐☐☐☐☐☐ Street/ Road/ Village

Bldg./Appt.

Area/ Locality/ Tehsil

City/ District Pin

6. Billing/ Correspondence Address *(if different from 5 above)*

House No ☐☐☐☐☐☐☐ Street/ Road/ Village

Bldg./Appt.

Area/ Locality/ Tehsil

City/ District Pin

7. E-mail address (if any): _____@_____ 8. Contact Tel. No. ☐☐☐☐☐☐☐

9. Existing facilities working on the telephone: _____

10. If the telephone shifting is not immediately feasible whether the telephone connection should continue to work at its present address Yes ☐ No ☐

11. If no, date on which telephone is required to be disconnected: ☐☐☐☐☐☐☐☐
(Minimum 3 working days notice is required)

12. Photocopy of last paid bill attached: Yes ☐ No ☐ Bill # ☐☐☐☐☐☐☐☐☐☐ Date:

13. Nearest Tel. No. ☐☐☐☐☐☐☐
(in the new location)

Signature of Customer/ Authorized Signatory

Signed on Date ☐☐☐☐☐☐☐☐

INSTRUCTIONS FOR FILLING THE FORM FOR SHIFTING OF TELEPHONE CONNECTION

1. The form may be filled up in Capital letters only.

2. Application should be signed by person in whose name the telephone has been working or by the authorized signatory in case of a firm, company, etc.

3. Application for shifting should be submitted to the concerned Commercial Officer in whose jurisdiction the telephone is working presently.

4. The telephone is eligible for shift if:

   (a) Either 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 to which it is required to be shifted

   OR

   (b) If the telephone has been working for at least 18 months in case of N-OYT Registration Category and 6 months for OYT Registration Category.

   In case of non-fulfillment of any of the above criteria, the telephone will be kept in safe custody and will be shifted as and when the above criteria is met.

5. The subscriber shall himself carry telephone instruments/ accessories to the new installation address

6. If the number is disconnected for any reason, the same may be got restored first and then the application for shift may be submitted.

7. The phone will be shifted to new place with existing facilities. Any required change may be made at the new address after installation of the phone.

8. Telephone at old residence will be closed on the date mentioned against Sl.No.11 of the form, in case it is not technically feasible to provide the new connection at new place.