

GUJARAT ENERGY



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NAME CHANGE PORTAL
USER MANUAL

1. Registration And Mobile OTP Verification

**GUJARAT ENERGY**

1 Enter Customer ID.

3 Enter the Captcha value

5 View First Name and Last Name.

6 Enter New Customer Email Address.

9 Enter the OTP received on the registered mobile number.

11 After verifying the OTP, enter a new password and confirm the password.

12 Click the Register button to successfully register your account.

Registration For Name Change

Customer ID *

500000123456

Meter Number *

000000000012345678

2 and Meter Number.

Captcha *

Total of 6 + 7 = 13

Verify

4 click on Verify.

First Name

RAHUL

Last Name

SHARMA

New Customer Email Address *

rahulsharma123@example.com

New Customer Mobile Number*

9876543210

Send OTP

7 Enter New Customer Mobile Number.

8 Click Send OTP.

This Mobile Number will be registered for Gujarat Energy.

OTP for Mobile *

458732

Verify OTP

10 Click Verify OTP.

Password *

.....

Confirm Password *

.....

Register

[Back to Login](#)

Note: The Online Name Transfer service is available for Individual and Builder category customers only.

2. Login Process



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1 Enter the registered Mobile Number.

2 Enter your Password.

3 Fill the Captcha Code displayed on the screen.

5 If you forgot your password, click Forgot Password.

Welcome
to Gujarat Energy

✉ Mobile Number *

9876543210

🔑 Password *

.....

📋 Captcha *

Total of 6 + 5 =

11

Log In

4 Click the Log In button.

→ [Forgot Password ?](#)
→ [Sign Up For Name Change](#)
→ [User Manuals](#)
→ [Prerequisites](#)

3. Apply For Name Change



User Id - 987653210

Name Change Request

Logout

2 Click Apply Name Change to start a new application.

1 After login, the Name Change Request List page will open.

3 Existing name change requests will be displayed in the grid.

4 Verify consumer details before creating a new request.

5 Complete if Any Pending OR InComplete Name Change Request by click on Edit.

6 Request Status shown here in Any case Approved/ Rejection.

7 In Case of Correction Remarks will be shown here for Correction required.

+ Apply Name Change

Show 10 entries

Sr. No.	Request No.	Customer Id	Old Applicant	New Applicant	Date Of Request	Request Status	Remarks
1	NC00000019	500000155923	PARSHOTTAM BHAI G SASKIYA	Jaydeep R Patadia	08/07/2026	Edit	Correction in Last Name
2	NC00000014	5000001618262	PUNEET Z BAGHEL	Jaydeep R Patadia	06/07/2026	Approved	-
3	NC00000009	500000156937	TANSUKH C SEN	Jaydeep R Patadia	24/06/2026	Rejected	Document Not Clear

Showing 1 to 3 of 3 entries

Search:

4. Enter New Customer Details



User Id - 9876543210

Name Change Request

Logout

1 Select CustomerId.

Name Change 500000155923

2 Review the existing customer details displayed at the top.

Old Customer Details

First Name	Middle Name	Last Name
PARSHOTTAM BHAI	G	SASKIYA
Mobile No.	Email ID	Address
9586720818		A-13, Gokul Vihar Township, -, Vapi-East, Vapi
Total Outstanding Amount : 0		

3 Enter the new applicant's First Name, Middle Name and Last Name.

New Customer Details

First Name	Middle Name	Last Name	Name Change Reason
Jay	R	Soni	Property Re-Sale Case
Mobile No.	Email ID		
9876543210	testemail@gmail.test		

4 Select the reason for Name Change from the dropdown list.

5 Verify all entered information carefully.

Please verify all the entered information carefully before proceeding.

6 Click Next to continue.

Next

5. Upload Documents



User Id - 9876543210

Name Change
Request

Logout

1 Review The Notes
before proceeding.

Note:

- Maximum file size: 1 MB. Allowed file formats: JPG, JPEG, and PDF only.
- Upon successful completion of the name change request, the applicable name change charges will be reflected in your next billing cycle.
- Deed, Property Index and Index Copy should be registered and notarized.
- If the copy of the Deed, Possession Receipt and Property Index is more than 4 years old, a copy of the current year's Tax Bill is mandatory.
- The Proof of Ownership and Proof of Identity must contain the applicant's Name and Surname.
- In case of multiple owners, NOC from the other owner(s) must be submitted mandatorily (Back page of the Form).
- Self-attested copies of all the above-mentioned documents must be submitted.
- The Name Change application is subject to verification of the submitted documents.
- Customer should upload a single merged document containing the Aadhaar cards of both the existing and the new owner

Name Change

Old Customer Details

Customer ID	First Name	Middle Name	Last Name
500000155923	PARSHOTTAM BHAI	G	SASKIYA

New Customer Details

First Name	Middle Name	Last Name	Name Change Reason
Jay	R	Soni	Property Re-Sale Case
Mobile No.	Email ID		
9876543210	testemail@gmail.test		

Upload Documents

Document Type	Document Name	Upload	Action	Format
1. Ownership Proof *	Registered Sale Deed/ Index copy	Choose FileNo file chosen	-	
2. Identity Proof *	Aadhar Card	Choose FileNo file chosen	-	
3. NOC *	NOC from old owner	Choose FileNo file chosen	-	
4. NOC incase of Joint Ownership	NOC incase of Joint Ownership	Choose FileNo file chosen	-	

ⓘ Ensure all mandatory documents are attached.

Ensure all mandatory
documents are attached.

Previous

Final Submit

5 Click Save & Next
to proceed.

4 Click the Choose
File button for each
document. & Select
the appropriate file
from your system.

2 Review the required
document list.

3 Upload all mandatory
documents in the
specified format.

6. Terms & Conditions

The screenshot shows a PDF viewer displaying the 'TermsAndConditions_merged.pdf' document. The document is titled 'Tariff Card (Domestic) Connection Charges Domestic PNG Connection' and contains two tables: 'Scheme -1 Full Payment Scheme' and 'Scheme -2 EMI Scheme'. The document is divided into three sections, with the first section being the 'Terms & Conditions' section. The document is titled 'Tariff Card (Domestic) Connection Charges Domestic PNG Connection' and contains two tables: 'Scheme -1 Full Payment Scheme' and 'Scheme -2 EMI Scheme'.

1 Read the complete Terms & Conditions document carefully.

2 Review all application details shown in the PDF viewer.

3 Scroll through the entire document.

4 Tick the I Agree checkbox.

5 Click Agree & Submit.

6 The Name Change application will be submitted successfully.

7 Note the application reference number for future tracking.

Terms & Conditions

☒ I have read and agree to the Terms & Conditions.

Cancel Agree & Submit

Sr. No.	Particulars	Rate (Rs.)
1	Stamp Duty Charges (Non- Refundable) + Taxes	As per State Applicability
2	Gas Consumption Deposit (Refundable)*	500/-
3	Gas Connection Deposit (Refundable)*	5000/-
Total Connection Charges		5,500/- + (Stamp Duty As per State Applicability Incl. Taxes)

Sr. No.	Particulars	Rate (Rs.)
1	Upfront Charges: 1) Stamp Duty Charges (Non- Refundable) (with applicable taxes) + As per State Applicability 2) Gas Consumption Deposit (Refundable)* - Rs. 500/-	500/- + (Stamp Duty As per State Applicability Incl. Taxes)

THANK YOU

Prepared By: Gujarat Energy

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