



## **Manual for Online Change of Ownership process through the Web Portal of WBSEDCL**

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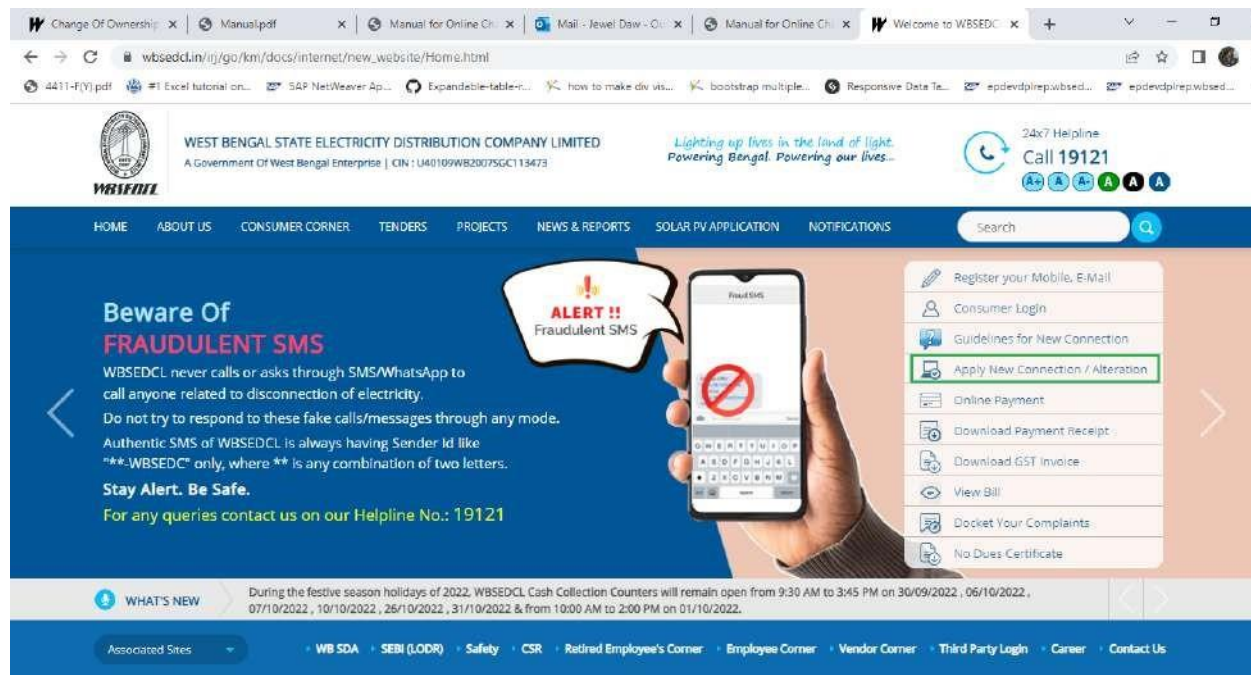
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## 1. Change of Ownership Application Process

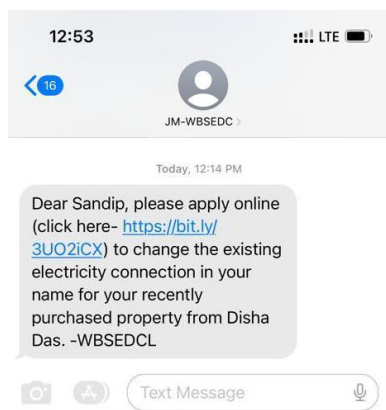
### 1.1 Introduction

Change of Ownership application facility has been successfully implemented in the web portal of WBSEDCL. Registered consumers can avail the said facility by clicking the *Apply New Connection / Alteration* hyperlink from the Home Page of WBSEDCL Website.



#### 1. Home page of WBSEDCL Web Portal

Alternatively, a SMS is also sent to the buyer by WBSEDCL with concerned link to initiate online application process for name change. They can initiate the online application for name change by clicking the said link.

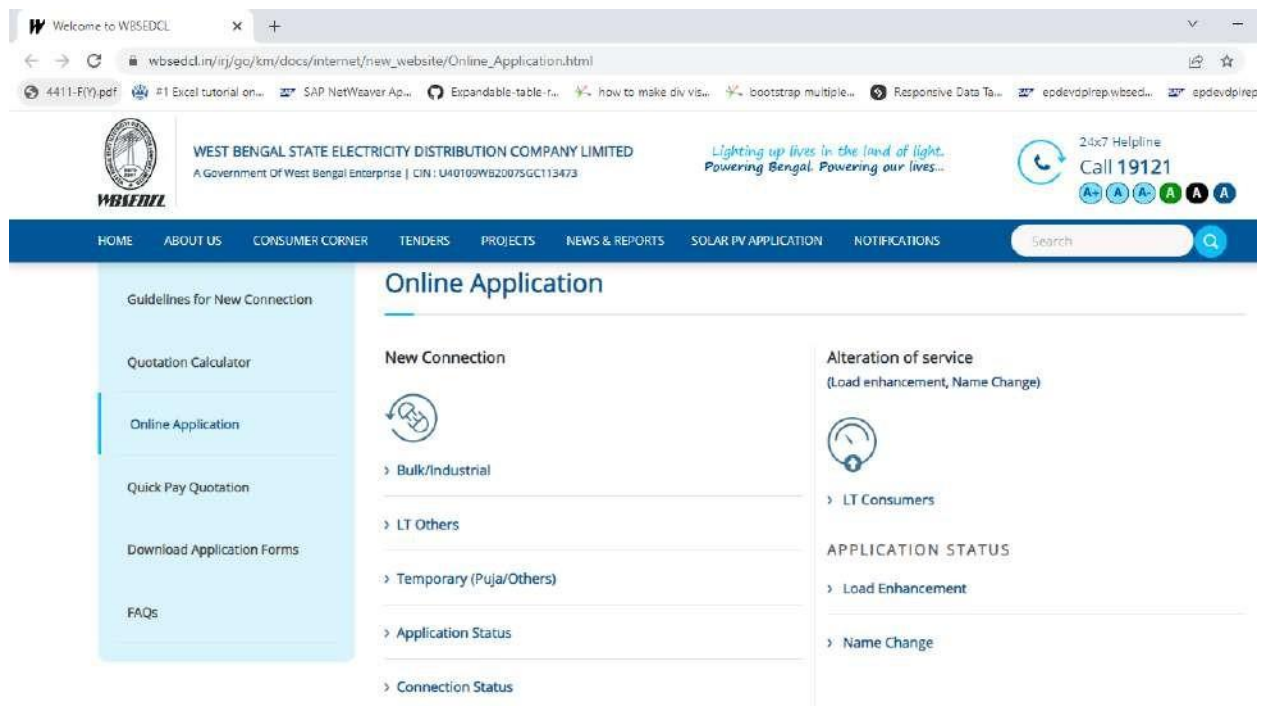


#### 2. Sample SMS

Through this facility Consumers can:

- Apply for change of ownership
- Download quotation letter
- E-pay the quotation amount
- View application status


## 1.2 Application Entry



### 3. Navigate to Login Page for Alteration of Service

← → ↻ wbsedcl.in/irj/go/km/docs/internet/new\_website/Load\_Enhancement\_LT\_Consumers.html

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A Government Of West Bengal Enterprise | CIN : U40109WB20075GC113473

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Powering Bengal. Powering our lives...*

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Call 19  
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New Connection (Bulk/Industrial)

New Connection (LT Others)

Temporary (Puja/Others)

New Connection Application Status

Connection Status


**Load Enhancement (LT Consumers)**

Load Enhancement Application Status

### Alteration of Service

(Load enhancement, Name change)

**My Account**




**Username:**


**Password:**


**Captcha Text :** Enter Captcha Text :\*

8 8 7 7 6 Captcha Text

 Refresh Text

Login

 New User

 Forgot Password

Manual

#### 4. Login page for Alteration of Service facility.

Change Of Ownership Application

portal.wbseedcl.in/irj/portal/

Welcome J

Change Password | Log off

My Account | Complaint Management | NACH | Declaration Regarding Turnover | Declaration of TDS against payment | Load Enhancement | No Dues Certificate | **Change Of Ownership** | Certificate Download

Change Of Ownership Application | Download Quotation Letter | Quotation Payment | Application Status

**Consumer Details**

Consumer ID: 10  
 Consumer Name: J  
 Installation Number: 002  
 Class: Domestic  
 Current Load(in KW): 0.99  
 Assessee Id:

**New owner/Occupier Details**

Reason for change in ownership: \*  
 First Name of New Owner: \*  
 Last Name of New Owner: \*  
 Proposed Reduced Load(In KW): \* 0.9943999999999999  
 Do you want to change purpose of supply/ class?: \*  
 As per NOC, the existing owner permits you to transfer the connection: \*

**Contact Details**

Mobile Number: \* 98  
 Enter OTP: Send OTP Validate  
 E-mail ID: j  
 Enter OTP: Send OTP Validate

### 5. Provide all the required details & Validate Mobile Number and Email ID

Change Of Ownership Application

portal.wbseedcl.in/irj/portal/

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My Account | Complaint Management | NACH | Declaration Regarding Turnover | Declaration of TDS against payment | Load Enhancement | No Dues Certificate | **Change Of Ownership** | Certificate Download

Change Of Ownership Application | Download Quotation Letter | Quotation Payment | Application Status

Mobile Number: \* 97  
 E-mail ID: j  
 Aadhar Card Number:  
 PAN Card Number:

**Service Connection Address**

Service Location Address Line1: \*  
 Service Location Address Line 2:  
 Service Location District: \* NORTH 24 PARGANAS  
 Service Location Pincode: \* 700068

**Communication Address**

Communication Address: \*

**Upload Documents**

Passport size photo of applicant: \* Choose File No file chosen Photo should be in jpg or jpeg format and file size should be within 100KB  
 Photo ID Proof: \* Choose File No file chosen File should be in pdf format and file size should be within 150KB  
 No Objection Certificate: \* Choose File No file chosen File should be in pdf format and file size should be within 350KB  
 Sale Deed/Lease Deed/Tenancy Agreement (Relevant Pages only): \* Choose File No file chosen File should be in pdf format and file size should be within 350KB

Submit Documents Submit

### 6. Provide correct address.



Welcome J [redacted]

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Change Password | Log off

My Account | Complaint Management | NACH | Declaration Regarding Turnover | Declaration of TDS against payment | Load Enhancement | No Dues Certificate | **Change Of Ownership** | Certificate Download

Change Of Ownership Application | Download Quotation Letter | Quotation Payment | Application Status

Mobile Number: 97  
E-mail ID: j...  
Aadhar Card Number:  
PAN Card Number:

**Service Connection Address**  
Service Location Address Line 1:  
Service Location Address Line 2:  
Service Location District: NORTH 24 PARGANAS  
Service Location Pincode: 700090

**Communication Address**  
Communication Address: Same as Service Connect

**Upload Documents**  
Passport size photo of applicants: Choose File No file chosen Photo should be in jpg or jpeg format and file size should be within 100KB  
Photo ID Proof: Choose File No file chosen File should be in pdf format and file size should be within 150KB  
No Objection Certificate: Choose File No file chosen File should be in pdf format and file size should be within 350KB  
Sale Deed/Lease Deed/Tenancy Agreement (Relevant Pages only): Choose File No file chosen File should be in pdf format and file size should be within 350KB

Submit Documents Submit

7. Upload Photo, Photo must be in JPEG or jpg format and size must be within 100 KB.

Welcome J [redacted]

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Change Password | Log off

My Account | Complaint Management | NACH | Declaration Regarding Turnover | Declaration of TDS against payment | Load Enhancement | No Dues Certificate | **Change Of Ownership** | Certificate Download

Change Of Ownership Application | Download Quotation Letter | Quotation Payment | Application Status

Mobile Number: 97  
E-mail ID: j...  
Aadhar Card Number:  
PAN Card Number:

**Service Connection Address**  
Service Location Address Line 1:  
Service Location Address Line 2:  
Service Location District: NORTH 24 PARGANAS  
Service Location Pincode: 700090

**Communication Address**  
Communication Address: Same as Service Connect

**Upload Documents**  
Passport size photo of applicants: Choose File No file chosen Click here to view Photo should be in jpg or jpeg format and file size should be within 100KB  
Photo ID Proof: Passport Choose File No file chosen Click here to view File should be in pdf format and file size should be within 150KB  
No Objection Certificate: Choose File No file chosen Click here to view File should be in pdf format and file size should be within 350KB  
Sale Deed/Lease Deed/Tenancy Agreement (Relevant Pages only): Choose File No file chosen Click here to view File should be in pdf format and file size should be within 350KB

Submit Documents Submit

8. Provide Photo ID Proof and Upload Correct Photo ID Proof.



9. You can Check Uploaded Document and Photo by clicking click here to view Button.



10. After Successful Submission of all the details you can view and Download Application Form PDF.

### 1.3 Downloading of Quotation Letter



11. Go to Download Quotation Letter Tab. Click Download Quotation Button then you can view and download the Quotation Letter

## 1.4 Quotation Payment

Change Of Ownership Application: X

portal.wbseedcl.in/portal/

Welcome J

Change Password | Log off

enhancement | Solar PV Application | NACH | **Change Of Ownership** | Grid Modernization | New Connection | View HT Bill

load Quotation Letter | **Quotation Payment** | Change of ownership status

**Change Of Ownership Payment**

Your Application Number: 1000005702 **Next**

12. After Generation of Quotation you can be able to initiate Change of Ownership Quotation Payment from Quotation Payment Tab.

Change Of Ownership Application: X

portal.wbseedcl.in/portal/

Welcome J

Change Password | Log off

ement | Solar PV Application | NACH | **Change Of Ownership** | Grid Modernization | New Connection | View HT Bill

Quotation Letter | **Quotation Payment** | Change of ownership status

**Change Of Ownership Payment**

Your Application Number: 1000005702 **Next**

Consumer Name: TEST USER

Total Payable: Quotation Amount(Rs.): 12477.0 **Pay Now**

13. After Click on the Next Button consumer name and Total Amount will be visible on the Screen.

portal.wbseedcl.in/ij/portal/

Change Of Ownership Payment

Your Application Number: 1000005702

Next

Proceed to Payment Gateway

You are being redirected to Payment Gateway Page. Please allow POP-UP for WBSEDCL to complete your payment or you can use Quick Pay Option Press Ok to Confirm

Ok

☒ I agree with [terms and conditions](#)

Confirm

14. Select Payment Gateway and Click OK Button, then you will

Internet Banking

Select your Bank

Popular Banks

All Banks

== Select your Bank ==

Make Payment

Merchant Name  
WBSEDCL

Payment Amount: ₹ 12477.00

redirect to Payment Page and Complete your Payment there.

15. Complete the Payment.

## 1.5 Application Status



portal.wbsedcl.in/irj/portal/

Welcome T [redacted]

SAP Store | Log off

Account | No Dues Certificate | Load Enhancement | Solar PV Application | NACH | **Change Of Ownership** | Grid Modernization | New Connection | View HT Bill

Change Of Ownership Application | Download Quotation Letter | Quotation Payment | Change of ownership status

Portal Favorites

There are no items to display

Change of Ownership Status

Application Number: 1000005713 View Status

Change of Ownership Status

Stage	Status	
Quotation	Pending	⚠
Collection	Pending	⚠
Change of Ownership	Pending	⚠

After Submission of Application All the Status will be Pending.



portal.wbsedcl.in/irj/portal/

Welcome T [redacted]

SAP Store | Log off

Account | No Dues Certificate | Load Enhancement | Solar PV Application | NACH | **Change Of Ownership** | Grid Modernization | New Connection | View HT Bill

Change Of Ownership Application | Download Quotation Letter | Quotation Payment | Change of ownership status

Portal Favorites

There are no items to display

Change of Ownership Status

Application Number: 1000005713 View Status

Change of Ownership Status

Stage	Status	
Quotation	Completed	✓
Collection	Pending	⚠
Change of Ownership	Pending	⚠

16. When the Quotation is Completed.



The screenshot shows the WBSEDCL portal interface. The top navigation bar includes links for Account, No Dues Certificate, Load Enhancement, Solar PV Application, NACH, Change Of Ownership, Grid Modernization, New Connection, and View HT Bill. The left sidebar shows Portal Favorites with a message: "There are no items to display". The main content area displays the Change of Ownership Status for Application Number 1000045713. The status is Pending.

Stage	Status	
Quotation	Completed	✓
Collection	Completed	✓
Change of Ownership	Pending	⏸

17. When Collection Status is Completed.

The screenshot shows the WBSEDCL portal interface. The top navigation bar includes links for Account, No Dues Certificate, Load Enhancement, Solar PV Application, NACH, Change Of Ownership, Grid Modernization, New Connection, and View HT Bill. The left sidebar shows Portal Favorites with a message: "There are no items to display". The main content area displays the Change of Ownership Status for Application Number 1000005713. The status is Completed.

Stage	Status	
Quotation	Completed	✓
Collection	Completed	✓
Change of Ownership	Completed	✓

18. When All the Process Completed