



(To be filled by SLT staff)

CR NO. <input type="text"/>	Acct. No <input type="text"/>
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(Please read the overleaf before filing the application form)

Application for Change of Customer

Form A - (To be filled by the Customer)

1. Telephone number to be transferred

2. Name of the Customer
(as stated under the existing telephone application(Agreement)

In case of partnership full names of all partners (1)
(2)
(3)

In case of sole proprietorship full name of proprietor

3. N.I.C/B.R.C No

4. Contact No.

Kindly transfer the above telephone to following person/Company

Rev./Mr./Mrs./Ms./Company

Remarks :
.....
.....

Customer Signature : Date :

Form B - (To be filled by the Applicant)

Full Name /Company Name

N.I.C/B.R.C No

Contact No.

Email

Kindly transfer the above telephone to my/our name. I am willing to take over the telephone service with existing all facilities and service already provided by SLT. I take responsibility of settling the bills with the outstanding balance of Rs..... as at

* Remarks :
.....
.....

(* absence of the Customer , Changes in Billing Address / Packages type etc...)

Applicant Signature : Date :

For office Use only

CR No.	<input type="text"/>
Acct. No	<input type="text"/>

Requested ownership transfer completed Unable to complete the ownership transfer & informed to the Customer

Reason :

CSU Agent Signature : Date :

Original Copy slit from here

ACKNOWLEDGEMENT & ORDER ACCEPTANCE RECEIPT

Dear Valued Customer,
SLT hereby acknowledge your request with thanks. Please use the reference number stated below for future correspondence.
(To be filled by SLT officer)

CR Number: <input type="text"/>	Telephone No: <input type="text"/>
Customer Name: <input type="text"/>	Contact No : <input type="text"/>

.....
Customer Signature / stamp of SLT Authorized Officer
.....
Date

For more information SLT Contact No:

Valid with SLT Official Stamp / Signature only

DOCUMENTS REQUIRED FOR CHANGE OF CUSTOMER (WIRED LINE TELEPHONE SERVICE)

GENERAL

A. Person to Person

- i. Form A in overleaf or letter of consent from present owner
- ii. New owner's consent letter
- iii. Photo copy of NIC of new owner

B. Person to Company

- i. Form A or letter of consent from present owner
- ii. A copy of the form 20 obtained from the registrar of companies
- iii. A Copy of the Business Registration with the original
- iv. Request letter from the company with two signatures of Directors (Embossed seal required)
- v. Company resolution to settle any outstanding arrears

C. Company to Company

- i. A copy of the form 20 obtained from the registrar of companies
- ii. Company resolution to settle any outstanding arrears
- iii. A Copy of the Business Registration with the original
- ii. Request letter from the company with two signatures of Directors (Embossed seal is required)

D. Private to Official (convert personal phone to official phone)

- i. Authorization letter of the respective organization
- ii. Consent letter from the present owner

E. Official to Private

- i. Authorization letter of the respective organization
- ii. Consent letter from the present owner

SPECIAL SITUATIONS : In the event of demise of the Customer, the present user of the telephone at the same premise can request as follows.

A. Transfer to spouse

- i. A copy of the Marriage Certificate with the original
- ii. A copy of the Death Certificate with the original
- iii. If above is not available Birth certificate of a legitimate child
- iv. A request letter of the spouse

B. To other family members

- i. A copy of the Death Certificate with the original or if the same is not available a letter from the GS certifying the death.
- ii. A copy of the Marriage Certificate or if the same is not available , Birth Certificate of a legitimate child.
- iv. Request letter of the closest relation (eg.-mother) certified the signature by JP (if unable to come)

C. Both the owner and the spouse are dead

- i. A copy of the Death Certificate with the original
- ii. Request letter and a copy of the Birth Certificate with original of the present user
- iii. Consent letter from the family members
- iv. Certification of the G.S. or JP about the family members

D. To Third party- Temporary Transfer

- i. Legal owner unable to trace, not in the island or is dead
- ii. Temporarily Transfer Forms from SLT (Indemnity Bond)
- iii. Request letter from the present user

Note - 1 : In case the above specified documents are unavailable , you may contact the Regional Telecom Manger or the Manager of the nearest SLT Teleshop in your area.

Note - 2 : The changing of the ownership shall be at the sole discretion of SLT and SLT reserves the right to request any further documents if SLT so wishes.

Note - 3 : The applicant shall be responsible to resolve any dispute which may arise between Customer and the Applicant and arise regarding the eligibility of the customer to transfer the telephone service in Applicants name and shall indemnify and keep SLT indemnified over any such disputes.

Note - 4 : In the event of applicant's request being cancelled at any subsequent stage he shall with immediate effect settle all outstanding dues and shall at all times be liable to settle such outstanding dues.