

How to Upload A Document Online

If you have applied for a **new electricity connection online**, the process of how to **upload the document** in it is consistently described below:

1. First click on the Customer Login button. (Figure: 1)

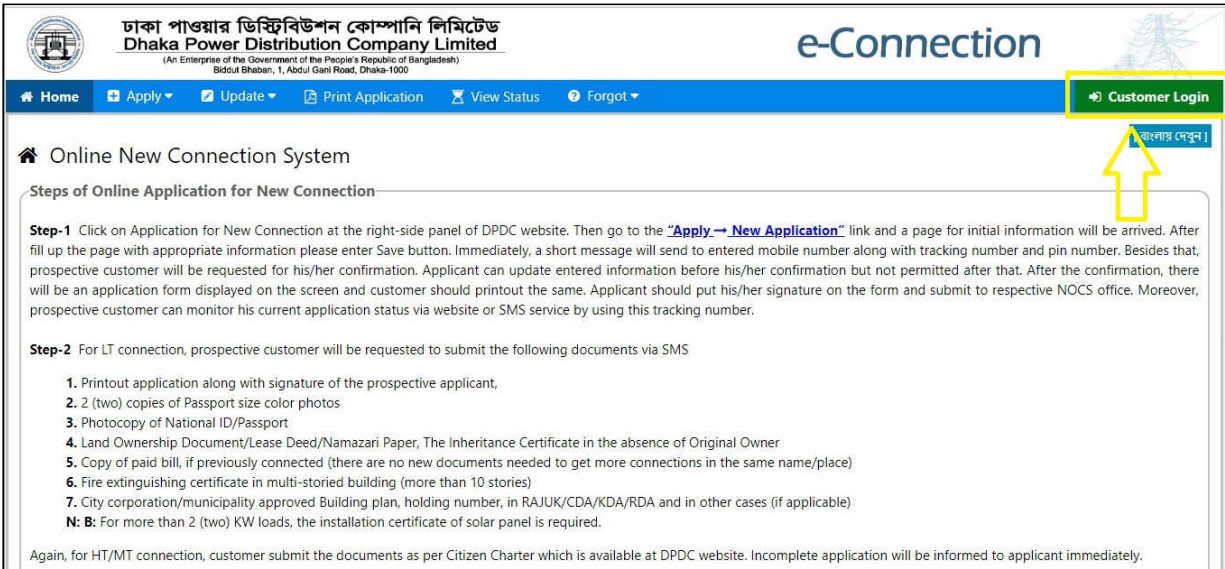


Figure: 1

2. Now enter your Tracking Number and PIN Code in the login form and click on the entry button. (Figure: 2)

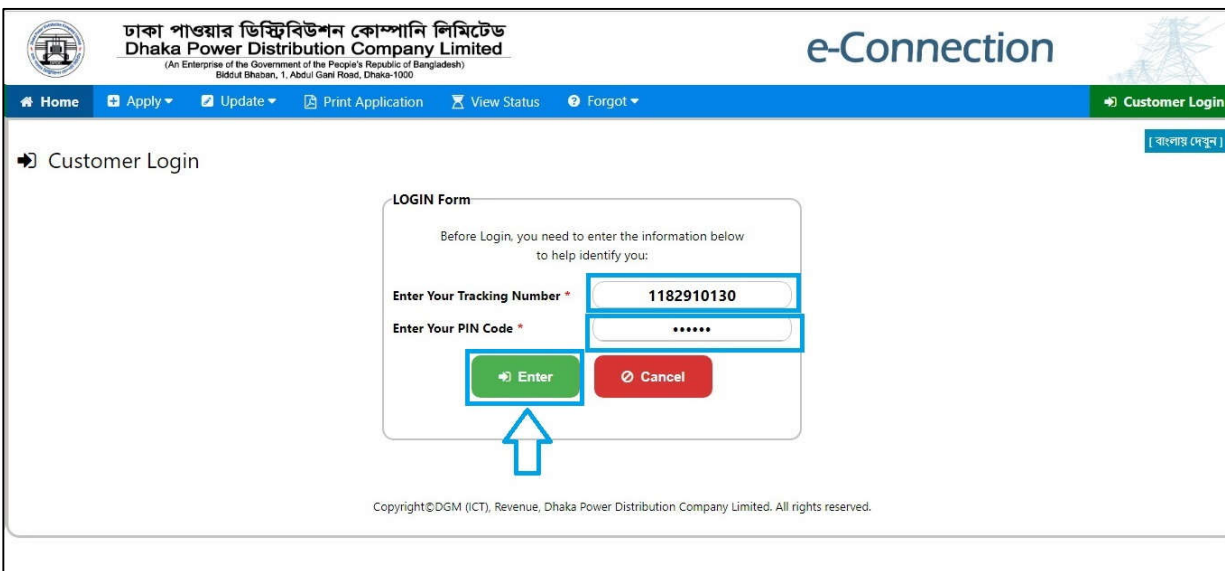


Figure: 2

3. When the login is complete, a new menu item will be added in the menu bar showing the Tracking Number. Then click on the Upload Documents submenu from there. (Figure: 3)

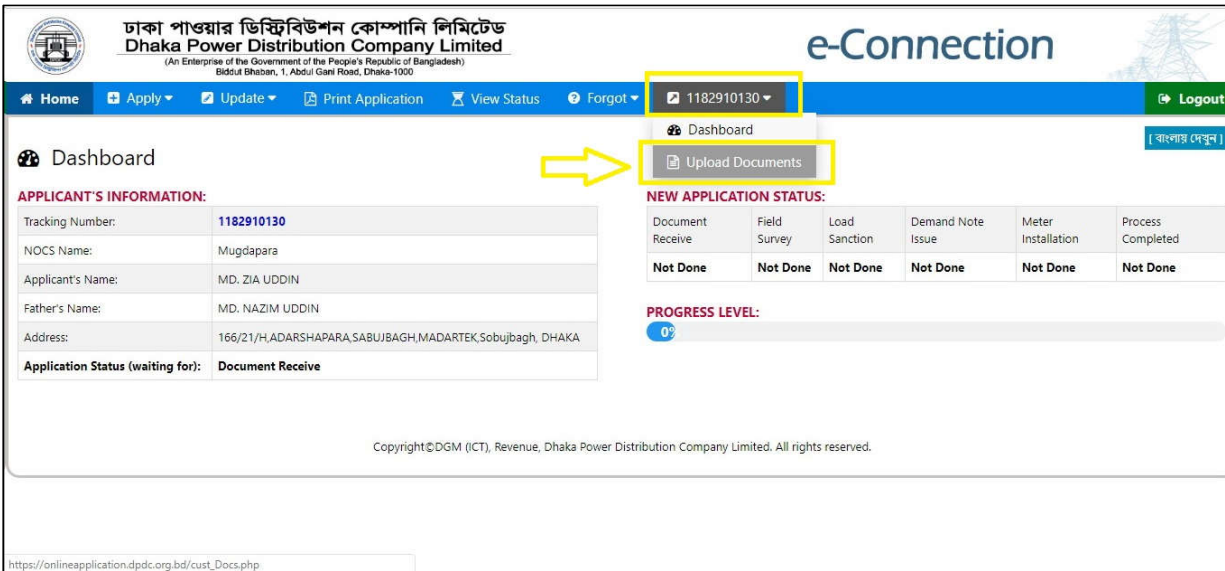


Figure: 3

4. To upload a document on the Upload Documents page, first select a document name. Then click on Choose File button and select the previously saved PDF file and click on the Upload button. (Figure: 4)

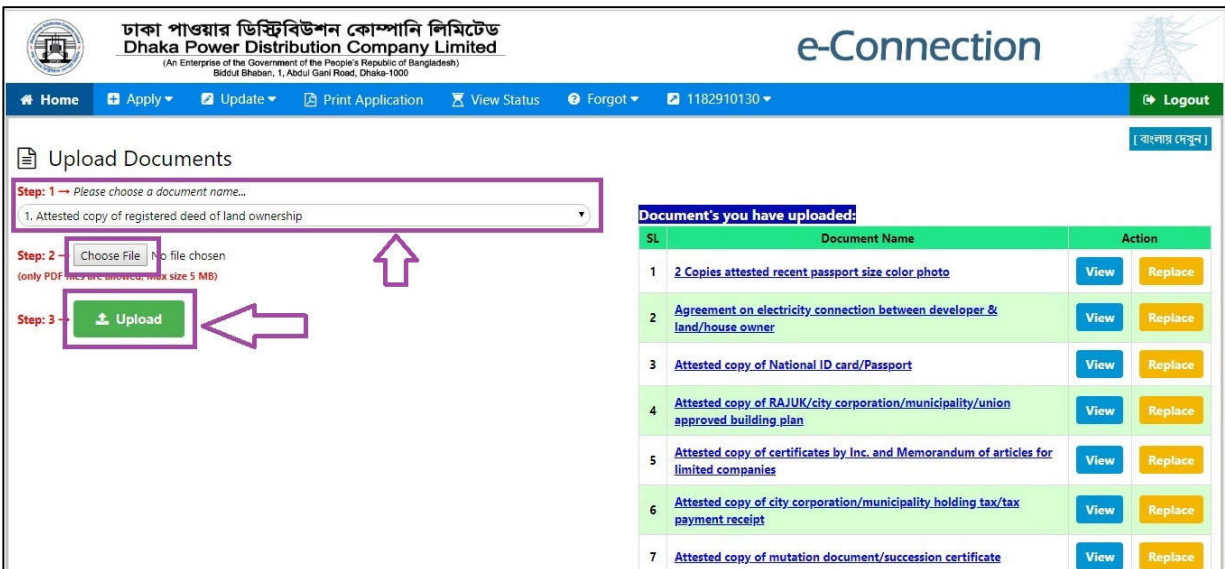


Figure: 4

5. When the document upload is done correctly, that document's name will be displayed on the right-hand side of the Upload Documents page. (Figure: 5)

Document's you have uploaded:

Sl	Document Name	Action
1	2 Copies attested recent passport size color photo	View Replace
2	Agreement on electricity connection between developer & land/house owner	View Replace
3	Attested copy of National ID card/Passport	View Replace
4	Attested copy of RAJUK/city corporation/municipality/union approved building plan	View Replace
5	Attested copy of certificates by Inc. and Memorandum of articles for limited companies	View Replace
6	Attested copy of city corporation/municipality holding tax/tax payment receipt	View Replace
7	Attested copy of mutation document/succession certificate	View Replace

Figure: 5

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