Form: NC-04

Application Form for Change of Name and/or Address in a Water Billing Account

1.0 Current Account Details

1.1 Account Number: .....

1.2 Name: .....

1.3 Address: .....

2.0 Details to be Changed

2.1 Full Name: .....

2.2 Name with Initials (in English Capital Letters): .....

2.3 National Identity Card (NIC) Number: .....

2.4 Address: .....

2.5 Address to be Changed (in English Capital Letters): ……..…
…….....

2.6 Telephone Number:

- Mobile: .....
- Landline: .....

2.7 Email Address: .....

3.0 Reason for the Change

.....

For Change of Name

When applying for a change of name, **one** of the following documents must be submitted together with its original for verification. The document must contain both:

- the address appearing on the current water bill issued for the premises; and
- the name requested to be updated.

Acceptable documents are:

- Copy of the National Identity Card (NIC);
- Certificate issued by the Grama Niladhari;
- Electricity bill;
- Assessment Rates Notice for the relevant year; or
- Copy of the Title Deed.

In addition, a letter confirming that the previous account holder has **no objection** to the change of name must be submitted. If such a letter cannot be obtained, the applicant must submit a **Sworn Affidavit** confirming the same.

For Change of Address

Where **only the address** is to be changed while **the account holder's name remains unchanged**, the applicant shall submit **one** of the following documents together with its original for verification to certify that the previous address and the requested new address refer to the **same property**:

- Certificate issued by the Grama Niladhari; or
- Assessment Rates Notice.

Grama Niladhari's Certificate for Change of Address

I hereby certify that Mr./Mrs./Ms. ..... is a resident of ..... (address) within the ..... Grama Niladhari Division of the ..... Divisional Secretariat Division, and has obtained a water supply connection to premises bearing No. ..... under Account No. .....

I further certify that the address currently recorded in the water billing account as: ……

.....

and the address requested to be changed to: ……..

.....

both refer to **the same premises only**.

....

Signature and Official Seal of the Grama Niladhari Date

Important

Where a **change of customer name** is requested for the purpose of obtaining relief relating to a **high water bill**, or where the customer name of an account has been changed **repeatedly within a short period**, it is **mandatory** to submit:

- the Assessment Rates Notice; and
- a copy of the Title Deed,

together with their respective originals for verification.