

**GUIDELINES FOR FILLING UP THE APPLICATION  
FORM-8A**

**How to Fill the Form-8A**

1. The application should be addressed to the Electoral Registration Officer of the constituency in which transpositions of the relevant entry is required. The name of the constituency should be mentioned in the blank space.
2. In Item (a) and (b) of the Application, the applicant should write his name, as existing in the electoral roll. In case the initials to applicant's name printed in the electoral roll are in abbreviated form and he wants them to be printed in expanded form he can write his full name in expanded form. The full name except the surname should be written in the first box and surname should be written in the second box. In case the applicant does not have a surname, the given name only should be written. Caste should not be mentioned except where the caste name is used as part of the elector's name or a surname. Honorific appellations like Shri, Smt. Kumari, Khan, Begum, Pandit etc. should not be mentioned.
3. Item (c) and (d): Fill the name Part No. & Serial No. of the electoral roll where already registered and Electors Photo Identity Card No.(EPIC) in full. (as printed in the electoral roll).
4. In item (g) of the Application please mention the complete address of the new place where the Applicant/person concerned has shifted place of ordinary residence within the constituency. Please do not write incomplete address as in that case it may not be possible to link the address to the relevant part of electoral roll where the entry is required to be transposed.
5. Full name and address may also be given on the intimation portions. The Applicant may give his mobile number and E-mail I.D in the Form, which is optional, as the same, if given, may be used by the Electoral Registration Officer for further communication with the applicant whenever required.

**Replacement EPIC**

If the Applicant wants replacement EPIC with new address, he should apply for the same in Form EPIC-001 (as per the Format as Annexure I ), with requisite fee for replacement EPIC, and old EPC, after enrolment at the new place on the basis of Form 8A.

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