

March 04, 2021

Asst. Vice President, Listing Deptt.,  
**National Stock Exchange of India Ltd.**  
Exchange Plaza, Plot C-1, Block G,  
Bandra Kurla Complex,  
Bandra (E),  
MUMBAI - 400 051  
Scrip Code: HEROMOTOCO

The Secretary,  
**BSE Limited**  
25<sup>th</sup> Floor,  
Phiroze Jeejeebhoy Towers,  
Dalal Street,  
MUMBAI - 400 001  
Scrip Code: 500182

**Sub: Disclosure under Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015**

**Re.: Communication to shareholders for providing credentials/ missing details in their folios/demat accounts**

Dear Sirs,

Please find enclosed the communication being sent to the relevant shareholders of the Company to provide the credentials/ missing details in their respective folios/ demat accounts.

This is being done by the Company to update the database and to improve shareholders' services.

This is submitted for your information and records.

Thanking you,

For Hero MotoCorp Limited



(Neerja Sharma)  
Company Secretary & Chief Compliance Officer



Encl.: as above

**Hero MotoCorp Ltd.**

Regd. Office: The Grand Plaza, Plot No.2, Nelson Mandela Road,

Vasant Kunj - Phase - II, New Delhi - 110070, India

Tel. +91-11-46044220, Fax +91-11-46044399

HeroMotoCorp.com CIN: L35911DL1984PLC017354 PAN: AAACH0812J





**Hero**

**Hero MotoCorp Ltd.**

Registered Office: The Grand Plaza, Plot No.2,  
Nelson Mandela Road, Vasant Kunj - Phase -II, New Delhi - 110070, India  
CIN: L35911DL1984PLC017354 Phone: +91-11-46044220 Fax: +91-11-46044399  
Email: secretarialho@heromotocorp.com, Website: www.heromotocorp.com

Date: March 03, 2021

To,

Name of Shareholder  
Address

Folio: DP ID / Client ID:

**Subject: Request for providing documents for updating the folio details of Hero MotoCorp Ltd.**

Dear Shareholder,

We thank you for being associated with Hero MotoCorp Limited. In our constant endeavor to improve shareholders' services, we have initiated a process of updating shareholders' database. We observe from our records that some of the credentials/ details in your folio/ demat account are either not available or have incomplete details. In this regard, we would request you to update your below mentioned details with the Registrar and Share Transfer Agent (RTA) and Depository Participant (DP) in respect of your holdings in physical folio and demat account respectively.

For shares held in physical folio, kindly select the requisite box for which updation/change is required, sign the same, provide information as per the enclosed formats and dispatch it to the RTA at the address provided below:

Bank details/ Dividend mandate*:	
PAN & E-mail address**:	
Mobile no./ Phone no.:	
Registration of nominee***:	

Signature: Shareholder

Signature: Jt. Shareholder 1

Signature: Jt. Shareholder 2

**For any update with respect to the aforesaid particulars, where the holding is maintained under a Demat account, kindly contact your DP.**

Further, we request and encourage you to convert your physical holding into dematerialized form to eliminate risks associated with physical shares and for ease of holding. For converting physical shares into Demat form, kindly approach your respective DP. For detailed procedure with regard to the Dematerialization, you may also visit Company's website at the below mentioned link: <https://www.heromotocorp.com/en-in/investors/procedure-of-dematerialisation.html>

In case of any clarification or information, you can reach the RTA on Toll Free Number: 18003454001 or send an email at [einward.ris@kfintech.com](mailto:einward.ris@kfintech.com).

We request you to send the documents to below mention address:

**KFin Technologies Private Limited  
(Unit: Hero MotoCorp Limited)  
Selenium Tower B, Plot No. 31-32, Financial District,  
Nanakramguda, Hyderabad - 500 032, Telangana, India  
Phone No.: 040-6716 2222/ Toll Free No.1800 3454 001  
Email: [einward.ris@kfintech.com](mailto:einward.ris@kfintech.com), Website: [www.kfintech.com](http://www.kfintech.com)**

For Hero MotoCorp Limited

Neerja Sharma  
Company Secretary & Chief Compliance Officer



Encl: As above

Notes: Documents required

*	**	***
<ol style="list-style-type: none"><li>1. Cancelled Cheque Copy or Passbook copy duly attested by all shareholders</li><li>2. Self-attested copy of PAN card</li><li>3. Bank statement of encashment of any previous dividend received</li><li>4. Self-attested copy of any other identity proof</li></ol>	<ol style="list-style-type: none"><li>1. Self-attested copy of PAN card</li><li>2. Self-attested copy of any other identity proof</li><li>3. Bank statement of encashment of any previous dividend received</li><li>4. Registered address proof</li></ol>	<ol style="list-style-type: none"><li>1. Self-attested copy of PAN of the applicant and the nominee</li><li>2. Self-attested copy of any other identity proof of the applicant and nominee</li><li>3. Bank statement of encashment of any previous dividend received</li></ol>

Law Provides voting rights to all shareholders proportionate to their holding in the Company. Hero encourages shareholders to exercise their voting rights and actively participate in decision making process.



**APPLICATION FOR CHANGE IN SHAREHOLDER'S DETAILS**

Folio Number	Certificate Number	Distinctive Numbers		No. of Shares
		From	To	

Name in full	Father's/ Mother's/ Spouse's Name	Date of Birth
1.		
2.		
3.		

DETAILS	PREVIOUS	NEW DETAILS TO BE REGISTERED
MOBILE NUMBER		
EMAIL ID		
PAN		

*(Please write E-mail ID in Capital Letters only)*

**Please provide the following documents along with this application:**

- (i) Bank statement for encashment of last dividend received
- (ii) Self-attested copy of any ID Proof
- (iii) Proof of registered address
- (iv) Self-attested Copy of PAN card

I/We hereby declare that the particulars and related self-attested documents given herein above are true, correct and complete in all respects and I/We, making this application, am/are not contravening any of the applicable laws, directions issued by any Government or Statutory Authority from time to time.

I/We hereby undertake to inform, without any delay, KFin Technologies Pvt. Ltd. of any changes in the information provided hereinabove.

Date \_\_\_\_\_

Signature \_\_\_\_\_

\_\_\_\_\_

**Form No. SH – 13**  
**Nomination Form**

**[Pursuant to section 72 of the Companies Act, 2013 and rule 19(1) of the Companies  
(Share Capital and Debentures) Rules 2014]**

To  
Hero MotoCorp Ltd.  
The Grand Plaza, Plot No.2,  
Nelson Mandela Road,  
Vasant Kunj - Phase -II,  
New Delhi - 110070

I/We \_\_\_\_\_ the holder(s) of the securities particulars of which are given hereunder wish to make nomination and do hereby nominate the following persons in whom shall vest, all the rights in respect of such securities in the event of my/our death.

**(1) PARTICULARS OF THE SECURITIES (in respect of which nomination is being made)**

Nature of securities	Folio No.	No. Of securities	Certificate No.	Distinctive No.

**(2) PARTICULARS OF NOMINEE/S –**

- i. Name:
- ii. Date of Birth:
- iii. Father's/Mother's/Spouse's Name:
- iv. Occupation:
  
- v. Nationality:
- vi. Address:
- vii. E-mail ID:
- viii. Relationship with the security holder:

**(3) IN CASE NOMINEE IS A MINOR –**

- (a) Date of Birth:
- (b) Date of attaining majority:
- (c) Name of guardian:
- (d) Address of guardian:

**(4) PARTICULARS OF NOMINEE IN CASE MINOR NOMINEE DIES BEFORE ATTAINING AGE OF MAJORITY**

- (a) Name:
- (b) Date of Birth:
- (c) Father's/Mother's/Spouse's Name:
- (d) Occupation:
  
- (e) Nationality:
- (f) Address:
- (g) E-mail ID:
- (h) Relationship with the security holder:
- (i) Relationship with the minor nominee:

Name:  
Address:

Name of the Security  
Holder(s)

Signature

Witness with name and address

**Please enclose the following with this form:**

- ID proof of the Applicant and the Nominee
- Bank statement for encashment of dividend received from the Company

**DIVIDEND MANDATE FORM**

To,

**KFin Technologies Private Limited**

**Unit: Hero MotoCorp Limited**

Selenium, Tower B, Plot No. 31 & 32, Financial District,  
Nanakramguda, Serilingampally Mandal, Hyderabad-500032, India

**Folio Number:** \_\_\_\_\_

Dear Sirs,

I/We request you to arrange for payment of my/our dividend through NEFT / RTGS / ECS etc. to my/our account OR to prepare my/our dividend warrant with details of my/our Bank Account No. and Name of the Bank and Branch as per particulars given below: -

Bank Name	
Branch Name and Address with City PIN code	
Account No. with full digits (as appearing on Cheque book)	
Account Type	
MICR	
IFSC	

For this purpose, please find attached the following:

- (i) Original cancelled cheque;
- (ii) Self-attested copy of the PAN Card
- (iii) Self-attested copy of ID Proof viz. \_\_\_\_\_
- (iv) Bank statement for encashment of dividend received in past

**If not available, please provide reason for the same below:**

\_\_\_\_\_  
\_\_\_\_\_

I/We hereby declare that the particulars given above are correct and complete. I/We shall not hold the Company or its Registrar responsible if the payment is delayed or not effected at all for reasons of incompleteness or incorrectness of information supplied as above.

I further undertake to inform the RTA/Company of any change in my Bank/Branch and account number.

Yours faithfully,

Name of the First / Sole Shareholder: \_\_\_\_\_

Tel/Mobile No: \_\_\_\_\_

Email Id: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

---

**Please send the form duly filled and signed by the first / sole shareholder as per the specimen signature recorded with us.**