

**CHANGE OF ADDRESS (COA) APPLICATION FORM**

Reference No. \_\_\_\_\_

Ledger Folio No. \_\_\_\_\_

No. of Shares \_\_\_\_\_

**A. Identity Details**

Name of the Sole /Joint holder(s)	Father's /Husband's Name	Date of Birth
		/ /
		/ /
		/ /

**B. Permanent Account No. (PAN) - Mandatory**

Sole/First Holder	Second Holder	Third Holder

**C. Address Details**

Old Address	New Address
<b>City</b>	<b>City</b>
<b>State</b>	<b>State</b>
<b>Pin code</b>	<b>Pin code</b>
<b>E-mail ID</b>	<b>E-mail ID</b>
<b>Tel with (STD Code)</b>	<b>Tel with (STD Code)</b>
<b>Mobile No.</b>	<b>Mobile No.</b>

**D. Date of Change to "New Address":** \_\_\_\_/\_\_\_\_/\_\_\_\_.

I/we hereby declare that the particulars and related documents (\_\_\_\_ in no.) given herein above are true, correct and complete in all respect and I/we, by making this application, am/are not contravening any of the provisions of Act, Rules, Regulations or any statute or legislation or any notification(s), directions issued by any Governmental or Statutory Authority from time to time.

I/we hereby undertake to inform, without any delay, to Hero MotoCorp Ltd./Karvy Computershare Pvt. Ltd. (Karvy) of any changes to the information provided hereinabove.

Signature(s) as per specimen recorded with the Company :

(\_\_\_\_\_)   
**Sole/First holder**(\_\_\_\_\_)   
**Second Holder**(\_\_\_\_\_)   
**Third Holder**

**Instruction for filling up and submission of the COA Application Form :**

1. Please fill in all the particulars and enclose all the documents as required. Incomplete Form shall be rejected.
2. Clear copy of each of the following documents (duly attested by Notary Public) are required to be submitted along with this Form :

Sl. No.	Document	Yes	No
I.	PAN Card		
II.	PAN Intimation Letter along with a copy of PAN Card		
III.	Passport / Voter ID Card		
IV.*	Latest Electricity / Telephone Bill		
	<i>* In case the Electricity/Telephone Bill is not in your name, please provide a copy of the Electricity Bill or the Telephone Bill in the name of the owner of the property (duly attested by the owner of the property also) along with a copy of the Registered Lease Deed, Tenancy Agreement or such other document as may be deemed fit.</i>		
V.	Electricity / Telephone Bill / such other proof for the Address recorded with the Company		
VI.	Latest passport size photograph		

3. The above-mentioned documents and contact details have to be updated for each signatory. In case there are multiple holders, please fill in a declaration for each holder.

Without prejudice to the generality of the above, Hero MotoCorp Limited / Karvy may reject the request for Change of Address (COA), without being liable for costs, expenses or claims of any kind.

For Office use only :

Karvy reference no. \_\_\_\_\_ Date of updation in records \_\_\_\_/\_\_\_\_/\_\_\_\_

Particulars	Yes	No
Self attested copies of _____ documents received		
Approved		

Signature of the Approver \_\_\_\_\_

Signature of the Supervisor \_\_\_\_\_