**REQUEST FOR CHANGE OF ADDRESS**

**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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I have shifted my residence from the old address to the following new address and request you to record our changed address for sending all future communications of the Company.

|  |  |
| --- | --- |
| **My old address as appearing in the Company’s records** | **My current address to be recorded** |
|  |  |

I am enclosing the following documents towards proof of my identification and current address:

1. **Proof of old registered address:***(please tick the appropriate box and attach the relevant documents to this Form)*

|  |  |  |  |
| --- | --- | --- | --- |
| Passport |  |  |  |
| Aadhaar Card |  |  |  |
| Voter ID card |  |  |  |
| Driving License |  |  |  |
| Electricity/Landline bill[[1]](#footnote-1) |  |  |  |
| Bank account statement |  |  |  |

Any other document (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Self attested copy of PAN card
2. Self attested copy ID proof viz. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. Bank statement for encashment of past dividend received

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

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

1. ***Proof of new address:*** *(please tick the appropriate boxes and attach the relevant documents to this Form)*

|  |  |  |
| --- | --- | --- |
| Passport |  |  |
| Aadhaar Card |  |  |
| Voter ID card |  |  |
| Driving License |  |  |
| Electricity/Landline bill |  |  |
| Bank account statement (which is not more than 3 months old) |  |  |

Any other document (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Yours faithfully,

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

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

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

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

Note :

1. Change of Address will be effected only on receipt of this Form, duly completed, alongwith all requisite documents as mentioned above. Incomplete Form / Form with insufficient documents will not be acted upon and the same will be returned.
2. The signature of the Shareholder as appearing on the Form **must** match with specimen signature on record with the Company.

1. 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 along with no objection letter from the owner for using his / her address proof as your residence proof) and a copy of the Registered Lease Deed, Tenancy Agreement or such other document as may be deemed fit. [↑](#footnote-ref-1)