

ADDRESS CHANGE REQUEST

Address in the user account should always be correct and updated. Updating the address is the responsibility of user and any penalties that IRCTC raises on BirdRes Technologies Pvt. Ltd. will be recovered from user.

In case there has been change in address or agent desires to use Digital certificate dongle at different location, then agent shall comply with address change process as per IRCTC via BirdRes. Below process can be followed to change the address.

1. Hard copy of Address proof of new address. The copy should be attested by the Gazette Officer.
2. An Affidavit on Rs. 10 stamp paper with reason for the change of address.
3. A copy of PAN card which is attested by the Gazette Officer.
4. Payment of Rs.500+15% service tax= Rs. 575. Amount will be deducted from BirdRes Credit Limit.
5. Duly filled Undertaking/Declaration Form (Format in the next sheet).

Kindly arrange for these documents to be sent below address:

To,

BirdRes Technologies Pvt Ltd
422, Udyog Vihar,
Phase-III, Gurgaon,
Haryana-122016

Please note that updation process would take minimum 15 working days. It may take longer depending upon response and approvals from IRCTC. BirdRes will not be responsible for any delays from IRCTC end.

**As the requirements of documents are made by IRCTC, there may be change in process without any intimation. If you have any query please call us on 011-46092654 / 0124-3073060 or email us at: contact@birdres.com

Acceptable list of **Address proofs** is given below:

- Passport
- Driving License
- Voters ID
- Mobile / Telephone bill /Gas connection
- Property Tax
- Aadhaar Card
- Electricity/water bill

DECLARATION FORM FOR ADDRESS CHANGE

To

Birdres Technologies Pvt. Ltd
E9 Connaught House, Connaught Place,
New Delhi 110001 (INDIA)

Sub: Undertaking for Address change.

I shri _____, S/o _____ hereby declare that
the Agency name _____ bearing address _____
is transferred on my new address _____.

I also hereby declare that:

- 1) I have not created any personal user id for booking normal/tatkal tickets during restricted period.
- 2) I have not booked any e-tickets using personal user id for commercial use.
- 3) As I am an authorized IRCTC agent (license copy attached) I have/will not sell any counter tickets to customers.

I Agree (Principal Company Stamp)

(Signature with Company Stamp)

DISCLAIMER

"Digital Certificate Dongle should be used only at the address, registered at IRCTC. Agent agrees to keep BirdRes indemnified against any penalty for failure to do so.

In case there has been change in address or Agent desires to use Digital Certificate dongle at different location, then Agent shall comply with address change process as per IRCTC via BirdRes.

During vigilance check, if the Digital Certificate Dongle is not found at the registered address then penalty from IRCTC shall be imposed which could be around Rs 40,000.

Please ensure that contact details (phone number and email address) are always updated with BirdRes. All written communication with BirdRes should be done from registered email address only".