

**General Information In R/O Transfer / Transmission /Redemption/ Consolidation/Split Up Of Bonds And Issue Of Duplicate Bonds Certificate/ Issue Of Duplicate Interest Warrants**

**TRANSFER OF BONDS**

1. Request letter along with the Bond Certificates/ Letter of Allotment for registration of transfer to be submitted to PFC.
  2. The bonds will not be registered in the name of partnership firm.
  3. In case, Transferee is a minor, the bonds/ LOA would be transferred in favour of the minor under his/her guardian or a person appointed by the Court. As regards transfer in favour of minor under his/ her guardian, a letter to the effect that he/ she is a minor, from his/her guardian is to be obtained. The bonds would be registered in the style of “A minor U G” where “A” is a minor and “B” his/her guardian.
  4. The specimen signatures should be ink signed.
- II Documents to be obtained depending on the status of the transferee :-

A. When transferee is a body corporate :-

	<b>Document to be submitted by the Transferee (Duly Certified and dated)</b>	Points to be checked
i)	Memorandum of Association	The company is authorised to invest in PFC Bonds.
ii)	Articles of Association	The procedure, if any, and power of the Board with regard to investment in/ purchase of bonds has been complied with.
iii)	Extracts of Board Resolution	The Board of Directors has authorised investment in PFC or PSU Bonds in terms of the provisions of Section 292 (1)(d) of the Companies Act, 1956 and also the resolution has nominated person(s) on behalf of the company to execute documents in connection with sale/ purchase/ deal with all incidental matters in regard to such investment.

B. When transferee is an individual/ joint holder / HUF

Endorsement in favour of HUF shall be styled as “A – Karta – XYZ – HUF” or “XYZ HUF through “A” Karta or XYZ HUF” where “A” is the Karta of XYZ HUF.

- i) Name, address, and occupation of all the transferees, age, if the transferee is minor;
- ii) In case of joint holder, joint holder should not be more than three or as per the terms of issue.

When the transferee is a Trust/ Fund/Association of persons and being not a partnership firm.

i)	Trust Deed/ Bye-Laws	Rules relating to investment in Bonds.
ii)	Extracts of Board Resolution	The Board of Directors / Trustees has authorised investment in PFC or PSU Bonds and also the resolution has nominated person(s) on behalf of the company to execute documents in connection with sale/ purchase / deal with all incidental matters in regard to such investment.
iii)	Registration of the Trust	The Trust is registered under Societies Registration Act or Provident Fund Commissioner or Income Tax Commissioner or any other Act.
iv)	In case of unregistered Trust or Association of Person it should be registered in the name of individuals trustee(s) only.	

C. In the case of Banks :-

- i) **The person signing as transferee/ transferor on behalf of the bank is authorised to do so. Power of Attorney once registered with PFC shall be deemed to be in force unless Power of Attorney is cancelled by the Bank and PFC confirms, in writing, its having taken on record the cancellation.**

D. In the case of subsidiaries of Banks :-

Documents as required in the case of Body Corporate and listed at II(A) above will be apply.

E. In the case of Mutual Funds :-

(i)	Trust Deed/ Bye Laws	Rules relating to investment in Bonds
(ii)	Extracts of Board Resolution	The Board of Directors/ Trustees has authorised investment in PFC or PSU Bonds and also the resolution has nominated person(s) on behalf of the company to execute documents in connection with sale/ purchase/ deal with all incidental matters in regard to such investment.

## **TRANSMISSION OF BONDS/DEBENTURES**

### **A. IN CASE BONDS/DEBENTURES WERE HELD BY MORE THAN ONE PERSON JOINTLY ATLEAST ONE JOINT HOLDER HAS SURVIVED:**

The following documents are required to be obtained:

- (i) Original bond certificates
- (ii) Death certificate of deceased in original or photocopy duly attested by Notary/Gazetted officer/first class Magistrate.
- (iii) Unencashed/unclaimed interest warrants, if any
- (iv) Request by the joint holder(s) - *Request should be signed by all the surviving/joint holders.*

### **B. IN CASE BONDS ARE HELD IN SINGLE NAME OR BY MORE THAN ONE PERSON JOINTLY AND NONE HAS SURVIVED:**

If bonds are held in single name or by more than one person jointly in joint name (maximum two), the bond holder(s) has/have nominated any person(s) in accordance with the provisions of section 109(A) of the Companies Act, 1956. If so, the following procedure shall be applied:-

#### **B.1 IN CASE NOMINATION WAS MADE U/S 109(A) OF COMPANIES ACT, 1956,**

In accordance with the provision of section 109B of the Companies Act, 1956 following the procedure stated hereunder:-

##### **B.1.1 If information of death of bond holder(s) given by nominee:-**

Nominee is required to elect either-

- (a) To be registered himself/herself as holder of the bonds/debentures  
or
- (b) To make such transfer to the bonds/debentures as the deceased bond/debenture holder(s) could have made.  
- If nominee elects for (a) above, he/she or his/her guardian will be asked to submit the following information/documents -

- 1) Original Bond certificate.
- 2) Death certificate of both joint holder(s) if the bonds are held jointly.
- 3) Unencashed/unclaimed interest warrants, if any
- 4) -Name of Nominee  
-Address  
-Age  
-Occupation  
-Specimen signature - *to be attested by witness to the nomination form or by Notary/ Banker/Gazetted officer/First class Magistrate.*
- 5) Banker name, address and account no.

In case of minor, besides the above details, specimen signatures of guardian duly attested by witnesses to the nomination form or Notary/Banker/Gazetted officer/First class Magistrate shall also be obtained.

- 6) Notice duly signed by the nominee or his/her guardian, as the case may be.
- If nominee elect for (b) above, he/she has to comply with the requirement mentioned above and thereafter he/she can transfer the bonds/debentures in terms the conditions of the concerned bonds/debentures.

**B.2. IN CASE BONDS/DEBENTURES WERE HELD IN SINGLE NAME AND NO NOMINATION WAS MADE:**

**B.2.1. If there is a family settlement in terms of the Arbitration & Conciliation Act, 1996, the following procedure will be followed:**

- (i) Original bond certificates
- (ii) Death certificate of deceased in original or photocopy duly attested by Notary/Gazetted officer/Banker/first class Magistrate.
- (iii) Unencashed/unclaimed interest warrants, if any
- (iv) Duly attested copy of arbitration agreement entered among the parties for settlement.
- (v) Duly attested copy of the arbitration award.
- (vi) Attested copy of will, if any, based on which the award was made.

The agreement must be signed by all the parties and should be properly witnessed.

The arbitration award should be duly stamped in terms of Indian Stamp Act and be signed by the arbitrator(s) and a period of 3 months should also be lapsed from the date of arbitration to ascertain that the limitation to challenge the award u/s 34(3) of the Arbitration & Conciliation Act is over or such other time as may be applicable from time to time.

**B.3 IN OTHER CASES FOLLOWING DOCUMENTS ARE TO BE OBTAINED.**

- (i) Original bond certificates
- (ii) Death certificate of deceased in original or photocopy duly attested by Notary/Gazetted officer/Banker/first class Magistrate.
- (iii) Unused interest warrants, if any
- (iv) Succession certificate or probate or letter of administration.
- (v) Attested copy of will, if any

Besides above the specimen signatures of claimants along with name, address, age, occupation, wherever necessary, will also be required.

## **CONSOLIDATION / SPLIT UP OF BONDS**

Bond Certificates/ Letter of Allotment/ Interest Warrant can be split up on the request of bond holders. The following documents are required to be enclosed with the request for Consolidation / Split up

1. Request letter with the desired denominations
2. Bond Certificate/ Letter of Allotment
3. Unencashed Interest Warrant

## **REDEMPTION OF BONDS**

- Surrender the Bond certificate(s) duly discharged on the reverse of each bond certificate. **The specimen discharge certificate to be given by the bond holder is given beneath:-**

**“Received from PFC Ltd. The principal amount of Bonds (together with the interest in case of cumulative bonds) in full and final settlement”.**

### **Authorised Signatory(ies)**

- Bonds, in case where single holder/first holder / any joint holder has expired, should also be surrendered duly discharged as explained above by legal heir/second holder/surviving holder(s) along with original / attested (by a gazetted officer/notary/magistrate) copies of death certificate(s).
- In case of discharge by legal heir(s) original / attested copy of succession certificates should also be attached.
- Where a minor holder has grown major, his/her birth certificate or attested copy thereof and specimen signature duly certified by the bank should be sent. The bond certificates should also be duly discharged by him.
- All the bond holders in their own interest are advised to indicate bank a/c no., name of bank and its branch name (of 1st and surviving bondholder in whose favour payment will be sent) so as to incorporate the same on the redemption warrant.

### **ISSUE OF DUPLICATE BOND CERTIFICATE**

For issue of bond certificate, the following documents are required to be submitted with the request:-

- a) A copy of the press clipping in regard to notice of loss of interest warrants in any of the national morning dailies.
- b) Affidavit.
- c) Indemnity Bond
- d) Original Bond Certificates
- e) Copy of FIR lodged with the local Police.
- f) Release of advertisement in r/o Notice for loss of bond certificate where total amount of loss / misplace exceed to Rs. 50,000/-

### **ISSUE OF DUPLICATE INTEREST WARRANT**

For issue of duplicate interest warrant, the following documents are required to be submitted with the request (bank account no.):-

- a) FIR
- b) Affidavit
- c) *Banks details*
- d) *Identity proof with address*
- e) Indemnity
- f) Release of advertisement in r/o Notice for loss of Interest warrant where total amount of loss / misplace exceed to Rs. 50,000/-