

## Procedure for Duplicate Bond Certificate

1. Form ISR-4
2. Rs.100/- on non-judicial stamp paper Indemnity Bond duly attested by notary. (Enclosed format)
3. Self-attested copy of PAN card
4. Self-Attested Proof of Address (Any one Document):
  - Aadhar Card or
  - Client Master List provided by Depository Participant or
  - Valid Passport/Ration Card/Registered Lease or Sale Agreement of Residence/Driving License/Flat Maintenance Bill or
  - Utility Bills like Telephone Bill (Only Landline), Electricity Bill or Gas Bill – Not more than 3 months old or
  - Identity Card/Documents with Address issued by any of the following: Central/State Government and its departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions.
5. Copy of PAN card of both Surety & witness self -attested.
6. Request letter signed by the bond holder

As per SEBI Circular dated 25th January 2022, the issue of Duplicate Bonds Certificate in physical mode is discontinued. On submission of the above documents and verification by RTA, the RTA shall issue a “Letter of Confirmation”. This letter shall be valid for 120 Days.

An Investor needs to approach his Depository Participant (DP) and fill in Demat Request Form for demat of the bonds and provide the letter of confirmation issued by RTA to their DP. In case investor does not have any demat account, they need to open a new demat account.

In case investor fails to submit the demat request within 120 days from the date of issue of Letter of Confirmation, then RTA shall credit the securities to the “Suspense Escrow Demat account” of the Company.

The hard copy of the above documents are required to be sent to:

To,  
The Manager  
KFin Technologies Limited  
Unit: Indian Railway Finance Corporation Limited  
Selenium Tower B, Plot No. 31-32, Gachibowli, Financial District, Nanakramguda, Hyderabad - 500032

In case of any queries feel free to contact the following:

### RTA Contact Details

Toll Free Number: 1800 309 4001

Email: [einward.ris@kfintech.com](mailto:einward.ris@kfintech.com)

### IRFC Investor Cell

Contact Number: 011-24361480

Email: [irfcbonds2@irfc.co.in](mailto:irfcbonds2@irfc.co.in)

Website: <https://irfc.co.in>

**INDEMNITY BOND FOR DUPLICATE BOND CERTIFICATE**

**(To be executed on non-judicial stamp paper of Rs. 100/- as per Indian Stamp Act 1889 and attested by  
Notary)**

I/We

S/O. D/O/W/O

Resident at

and hold

I/We am/are bond holder(s) of IRFC Limited

Bonds and hold said bonds of face value of Rs. each, as per the details given below:

Type of Bond	Folio No.	No. of Bond(s)	Cert. No(s)	Dist. No. from	Dist. No to

The Bond certificate(s) in respect of the said Bond(s) had/have been lost/misplaced/not received and is/are not forthcoming. The said Bond(s) was/were neither required to be accompanied by Blank transfer deeds nor accompanied by any blank transfer deeds signed by me/us and that I/We have not nor has any person by my/our order in any manner disposed of parted with or pledged the said bond certificates or assigned my/our interest therein of any part thereof to any person by my/our order in any manner disposed or parted with or pledged the said Bond certificate(s), or assigned by/our interest therein or any part thereof to any person. I/We am/are the sole and absolute owner(s) of the Bond(s) covered by the said bond certificate(s) or cause the same to be surrendered to the Company, if and when the same is/are found.

I/We therefore, request to issue a duplicate of the said Bond Certificate(s).

In consideration of the company so doing, I/We, do hereby Indemnify the Company and bind myself/ourselves, my/our heirs, successor, assigns, executors and administrators to pay all claims, charges, costs, damages, demands expenses and losses which the said Company may sustain, incur or be liable for in consequence of having issued duplicate Bond Certificate(s) at my/our above said request. The Company may realize the said claims, charges, costs, damages, demands expenses and losses whatsoever from me/us personally or my/our heirs, successors, assigns executors and administrators or my/our properties as the case may be.

I/We, the undersigned, certify that the above facts are true and bind me/ourselves to make good all claims, charges, costs, damages, demands, expenses and losses which the said Company may sustain incur or be liable for in consequence(s) of complying with the request contained above and they will be entitled to realize all claims, charges, costs, damages, demands, expenses and losses whatsoever from my/our persons or my/our heirs successors, assigns executors and administrators or my/our properties, as the case may be.

In Witness whereof I/We signed this..... of Two Thousand and

Signature of Holder(s)  
Name & Address

**Signature of Witness No.1**

**Signature of Witness No.2**

**Name & Full Address**

**Name & Full Address**

Date:

Place:

We, the undersigned certify that the above facts are true and bind ourselves as sureties to make good all claims, charges, costs damages, demands, expenses and losses whatsoever which the said in consequences of complying with the request contained above and the Indian Railway Finance Corporation Limited. Will be entitled to realize all claims, charges, costs, damages, demands, expenses and losses from our persons or our properties as the case may be.

Signature of Surety No.1

Signature of Surety No.2

Name & Full Address

Name & Full Address

**Signature of Witness No.1**

**Signature of Witness No.2**

**Name & Full Address**

**Name & Full Address**

Date:

Place: