

**Procedure for Transmission and Name Deletion in the name of Joint Holder/Nominee
(As may be applicable)**

1. Form ISR-1
2. Form ISR-4
3. Form SH-13
4. Confirmation of Signature of Joint Holder/Nominee by Banker in Form ISR 2
5. Original Bond Certificate.
6. Original death certificate or in case of copy of death certificate is provided than the same needs to be attested by Gazetted officer or notary public is required.
7. Copy of ID proof of Joint Holder/Nominee – Self Attested Election ID or Aadhar card or Passport etc of the nominee.
8. Cancelled Cheque or Bank Statement with details of Bank Name, Branch, Account Number and IFSC of Joint Holder/Nominee.
9. Self-Attested Copy of PAN card of Joint Holder/Nominee.
10. Request letter signed by the Joint Holder/Nominee.

As per SEBI Circular dated 25th January 2022, transmission of Bonds held 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 is 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

IRFC Investor Cell

Contact Number: 011-24361480
Email: irfcbonds2@irfc.co.in
Website: <https://irfc.co.in>