

## Procedure for Transmission and Name Deletion in the name of Successor

1. Form ISR-4
2. Original Bond Certificate.
3. 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.
4. Certified copy of succession certificate or probated will or letter of administration.
5. Notarized Disclaimer letter, in case more than one claimants - in favour of claimant.
6. Confirmation of Signature of Claimant by Banker in Form ISR 2
7. Cancelled Cheque or Bank Statement with details of Bank Name, Branch, Account Number and IFSC of claimant.
8. Self-attested copy of ID proof of Claimant – Election ID or Aadhar card or Passport.
9. Self-attested copy of PAN card of claimant.
10. Request letter signed by claimants.

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 an 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: 011-24100385

Email: [irfcbonds2@gmail.com](mailto:irfcbonds2@gmail.com)

Website: [www.irfc.co.in](http://www.irfc.co.in)