

## DEPARTMENT OF POSTS

**Application for the issue of Duplicate Savings Certificates in lieu of the loss, theft, destruction, mutilation or defacement of the Savings Certificates in the custody of the Holder.**

To,

The Postmaster,

.....

Sir,

I/We ..... (name in Block Capitals) request you to issue Duplicate Certificate Passbook(s) in lieu of the lost/destroyed/stolen Savings Certificates detailed below of which I am/We are the holder(s). I am/We are hereby furnishing the following information which is true to the best of my/our knowledge and belief:-

**(i) PARTICULARS OF SAVINGS CERTIFICATE(S)**

- |  |   |  |
|--|---|--|
| (A) Name of issue of the certificates  | : |  |
| (B) Serial Numbers of the Certificates | : |  |
| (C) Date of issue                      | : |  |
| (D) Denominations                      | : |  |
| (E) Name of office of issue            | : |  |
| (F) Type (Single/Joint A/Joint B)      | : |  |
| (G) Registration No.                   | : |  |

(ii) How the above noted particulars of the certificates could be ascertained?

(iii) Whether the identity slip was issued? If yea, the same is to be enclosed.

(iv) Circumstances in which the theft/loss/destruction occurred.

(v) Date of furnishing first report of the certificates to the police station/Post Office of registration.

(vi) Result of Police enquiries. (if any).

Name: -

Signature of certificate(s) holder(s),

Date

Address:-.....

## CERTIFICATE OF IDENTIFICATION

I..... do hereby certify that Shri .....  
Is/are known to me and has/have signed this application in my presence.

Signature of Identifier

Full Address -----  
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Certificate(s) holder(s) known to me/Identification accepted.

Signature of Postmaster

Date:-

### **Report on application for duplicate certificates in lieu of lost/destroyed Certificates detailed overleaf.**

1. Name of investor in full (In Block Capital) :-
2. Serial No. of Savings Certificate (s) :-
3. Donation :-
4. Office of Issue :-
5. Date of Issue :-

### **CERTIFIED**

1. That the original application for purchase/transfer has been checked.
2. That the signature has been found to agree with that on record.
3. That the particulars of the certificate are correct.
4. That remark regarding the loss/destruction of the savings certificates has been made in the remarks column of the application for purchase or transfer of the certificates against the entry of the certificate under the Postmaster's initials.
5. That the fee of Rs. .... for the issue of the duplicate certificate has been recovered and credited under receipt no.....dated .....
6. That the certificate(s) stand(s) still un-discharged as verified from the application for purchase/transfer.
7. The identity slip was not issued, and it has been obtained from the holder and pasted to the original application for purchase/it is also reported to have been lost.
8. That the holder is known to me/identified by ..... who is known to me.
9. That the indemnity bond referred to in rule 43 of P.O.S.B Manual Volume II has been obtained from the holder(s) and kept on record.
10. That the certificate is/are not Court of Law.

Date :-

Postmaster/Sub Postmaster

11. Orders of Head Postmaster

Date:-

Head Postmaster