

DEPARTMENT OF POSTS – INDIA

Application for the issue of Duplicate Savings Certificate in lieu of the loss, theft, destruction, mutilation or defacement of the Savings Certificates in the custody of the Holder (vide Rule 566 of the Postal SB Manual Vol II

To
The Postmaster
.....

Sir

I/We (Name in Block capitals) request you to issue Duplicate Certificates in lieu of the Lost/destroyed/stolen Savings Certificates detailed below of which I am/we are the holder. I am/we are hereby furnishing the following information which is true to the best of my/our knowledge and belief.

I PARTICULARS OF CERTIFICATES

- A Name of Issue of the Certificates :
- B Serial Numbers of the Certificates :
- C Date of Issue :
- D Denominations :
- E Name of the 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 yes, the same is to be enclosed
- iv. Circumstances in which the theft/loss/destruction occurred
- v. Date of furnishing first report of loss of the certificates to the Police Station/Post Office of Registration
- vi. Result of Police enquiries

Date Signature of the Holder(s)
Name (s)
Address :

CERTIFICATE OF IDENTIFICATION

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

Full Address Signature of Identifier
.....

(Holder(s) known to me/Identification accepted)
Date : Signature of the Postmaster

**REPORT ON APPLICATION FOR DUPLICATE CERTIFICATE IN LIEU OF LOSS/DESTROYED
CERTIFICATES DETAILED OVERLEAF**

- 1 Name of Investor in Full :
(in block letters)
- 2 Serial No.of PO Certificate :
(including index in Block letters)
- 3 Denomination :
- 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 records
- 3 That the particulars of the certificates 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 for the issue of the duplicate certificate has been recovered and credited under unclassified receipt no.
- 6 That the certificates stand(s) still undischarged as verified from the application for purchase/transfer
- 7 The identity slip was/was not issued, and if has been obtained from the holder and posted to the original application form of purchase/it is also reported to be lost
- 8 That the holder is known to me/identified by who is known to me
- 9 That the indemnity bond returned to in Rule 44 of POSB Manual Vol II has been obtained from the holder(s) and kept on record
- 10 The certificates is/are not attached to any Court of Law

Date

Postmaster/Sub Postmaster

Order of Head Postmaster

Date

Head Postmaster