



भारतीय रिजर्व बैंक  
 RESERVE BANK OF INDIA  
 Department of Government & Bank  
 Accounts  
 Central Debt Division  
 Central Office  
 4th floor, Byculla Office Building  
 Opp. Mumbai Central Station  
 Byculla, Mumbai - 400 008  
 Telephone : 2308 4121  
 Fax : 2301 0095, 2300 0370  
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The Chairman and Managing Directors  
 State Bank of India and Associate banks  
 17 Nationalised banks  
 UTI bank Ltd., ICICI bank Ltd.,  
 HDFC bank Ltd. and IDBI bank Ltd.  
 Stock Holding Corporation of India Ltd.

Dear Sir,

**Standardised application form for investments in Savings  
Bonds along with the Duties and Rights of Customers**

As you are aware, your bank / corporation has been conducting the business of issue and service of Relief / Savings Bonds as an agent of Reserve Bank of India. In this connection, we invite your attention to Section I, para 1.1 of the Memorandum of Procedure issued by us regarding issue/servicing of Relief/Savings Bonds, in terms of which an application form has been prescribed (vide Form A) for issue of Relief Bonds, which is applicable, mutatis mutandis, in respect of Savings Bonds.

2. The formats of application forms being issued by Reserve Bank of India and its Agency banks have been examined by us. With a view to bring about uniformity in the application forms which would also go a long way in improving customer service, it has been decided to prescribe the application form as per the format enclosed. It is requested that you may please introduce the application form as prescribed at the earliest. While printing the following instructions may please be kept in mind.

- (a) The Application forms should be in bilingual form i.e Hindi and English
- (b) You may use your logo at the left hand upper corner of the form.
- (c) The application form should be in A-4 size.
- (d) The application forms must be printed on good quality Maplitho paper
- (e) The information on Savings Bonds scheme and the Duties and Rights of the Customers should be printed and perforated in such a manner that they can be detached and taken away by the Customer while leaving behind the application portion with the branch.

2. It need not be emphasized that the time schedule for deliverables should be strictly adhered to. Deviations, if any, will be viewed seriously by the Reserve Bank of India.

3. Please acknowledge receipt. Please also confirm that the above instructions have been implemented and send us a copy of the application form.







Certified that the particulars furnished above are correct as per our records ( Date, Bank Stamp & Signature of Authorised Official)

**Note :** ECS facility is presently available only for members having a bank account in Ahmedabad, Bangalore, Bhubaneswar, Kolkata, Chandigarh, Chennai, Guwahati, Hyderabad, Jaipur, Kanpur, Mumbai, Nagpur, New Delhi, Patna, Pune & Thiruvananthapuram cheque clearing zones. Additional centres are likely to be added. In which case, members holding accounts at such centres may also opt for ECS facility at a later stage.

**H.U.F. declaration form**( mandatory if applicant is Karta of HUF ) ;  
I,....., residing at the address given against First Applicant, do solemnly affirm that I am the Karta of the Hindu Undivided Family and as such have full powers to sell, endorse, transfer or otherwise deal in the 6.5 % Savings Bonds, 2003 (Non-taxable) standing in the name of the HUF.

Specimen signature for and on behalf of the HUF (name of the HUF).....

( Signature of the Karta with seal

of HUF)

Place :..... Date .....

**Nomination facility (optional) (Please note that nomination facility can be availed only if the holding is single. For Joint holders and minors, nomination facility is not available)**

I,..... residing at.....

....., the holder of Bond Ledger Account No.....

..... nominate the following person/s who shall on my death have the right to the bond / receive payment of the amount for the time being due on the bond(s) specified below :

Particulars of Nominee /s							
Sr. No	Date of issue	Amount (Rs.)	Date of repayment	Full name with expanded initials and address of nominee	Date of birth	Relationship to holder	Particulars of bank account

If nominee is minor, please fill in the line below :

As.....the sole nominee above is a minor on this date, I appoint Mr / Mrs / Ms..... to receive the amount for the time being due on the above bond(s) in the event of my death during the minority of the said nominee.....(name of the nominee who is a minor).

**Change of nomination :** This nomination is in substitution of the nomination dated ...../...../..... made by me and registered on your books at..... which shall stand cancelled on registration of this nomination.

Place..... Date...../...../.....  
impression @of the 1<sup>st</sup> Applicant  
@Thumb impression to be attested by two witnesses.

Signature / Thumb

**Witnesses**

Name of 1<sup>st</sup> Witness.....  
Witness.....

Name of 2<sup>nd</sup>

Address.....  
Address.....

.....  
.....

Signature.....  
Signature.....

----- TEAR AWAY HERE -----

**Acknowledgement of Application Form**

Bank branch.....Date ...../...../.....  
Application No.

Received from Mr /Mrs / Ms.....



Cash / Draft / Pay Order / Cheque No..... dated ...../...../.....  
Cheque drawn on.....Bank .....branch for  
Rs.....(rupees.....  
.....only ) for the purchase of 6.5 % Savings Bonds, 2003  
(Non-Taxable) for period of 5 years, interest [ ] payable on cumulative [ ] Non-cumulative  
basis of the nominal value of Rs.....(rupees.....  
.....only)

Date, Bank Stamp & Signature of the  
authorized official of the Bank

**INFORMATION FOR INVESTORS IN 6.5 % SAVINGS BONDS, 2003 (NON TAXABLE)**

Government of India had introduced 6.5 % Savings Bonds, 2003 (Non-Taxable) vide their notification No. F.4(9)-W&M / 2003 dated 13.03.2003 for the benefit of the Resident Indians. The main features of the Scheme are as under:-

<b>Item</b>	<b>6.5 % Savings Bonds 2003 (Non-Taxable)</b>	<b>Remarks</b>
1) Category of Investor	Individual and HUF	Non Resident Indians are not eligible to invest in these bonds
2) Limit of investment	Minimum Rs.1000/- and in multiples of Rs.1000/-	No Maximum limit
3) Date of Issue of bonds	Date of receipt of subscription in cash or date of realization of cheque / draft	
4) Forms of Bonds	Bond Ledger Account and Stock Certificate	
5) Option	Non-cumulative / Cumulative	Change of option is generally not permitted.
6) Interest	In case of non-cumulative option, interest is payable on half yearly basis. In case of Cumulative option, interest is payable at the time of maturity	Half yearly interest is payable as on 1 <sup>st</sup> January and 1 <sup>st</sup> July
7) Post Maturity Interest	Post Maturity Interest is not available	
8) Bank account		To facilitate payment of interest at half-yearly intervals, under non-cumulative

		option, it is desirable for the investor to open a bank account in the same branch.
9) Tax benefits	No tax on income from the bonds. Wealth tax is also exempted	
10) Nomination Facility	Available to Sole Holders	Non-Resident Indians can also be nominated. However, remittance of the interest / maturity proceeds will be subject to the Exchange Control regulations prevailing at the time of remittance
11) Maturity period	After 5 years	
12) Premature redemption	Available after three years	
13) Transferability	Not freely transferable except by way of gift	
14) Loans from banks against the security of these Savings bonds	The bonds cannot be pledged as security for availing of loans from banks	
15) Application forms	Available at Reserve Bank of India Offices at 15 centres and also at 1675 branches of SBI, Associate banks, 17 Nationalised banks, 4 Private Sector banks and Stock Holding Corporation of India Ltd	

### **DUTIES OF INVESTOR APPLICANTS**

- A) Please Fill up the application in all respects
- B) Incomplete applications are liable to result in delay of issue of the bonds and at the cost of the applicant
- C) In case the application is submitted by a Power of Attorney (POA) holder, please submit original POA for verification, along with an attested copy
- D) In case the application is on behalf of a minor, please submit the original birth certificate from the School or Municipal Authorities for verification, together with an attested copy
- E) Please note that nomination facility is available only to Sole Holder.



- F) In case nominee is a minor, please indicate the date of birth of the minor and a guardian has to be appointed
- G) Nomination facility is not available in case the investment is on behalf of minor
- H) Please exercise the option (CUMULATIVE / NON-CUMULATIVE) for issue of bonds carefully. Change of option is generally not permitted.
- I) Please notify the change of address immediately
- J) POST MATURITY INTEREST IS NOT PAYABLE AFTER DATE OF MATURITY.  
HENCE PLEASE OBTAIN REDEMPTION PROCEEDS ON THE DUE DATE
- K) Indicate your date of birth / age, in case you are a Senior Citizen (above 65 years of age)

### **RIGHTS OF THE INVESTOR**

- a) The Bond will be issued on the same day if subscription is received in cash and on realization of the cheque if subscription is received through cheque.
- b) Certificate of Holding will be issued within 5 days from the date of tender of application
- c) The interest on the bond accrues from the date of subscription in cash or date of realization of cheque. The half-yearly interest warrants will be dispatched one month in advance from the due date
- d) The interest on the date of 1<sup>st</sup> January / 1<sup>st</sup> July will be credited to the bank account or remitted by an interest warrant at the last registered address.
- e) An advice of payment of interest will be issued to the investor one month in advance from the due date.
- f) A sole holder may nominate one or more nominees to the rights of the bonds. Non-resident Indians can also be nominated.
- g) The nomination will be registered at the Office of Issue and a Certificate of Registration will be issued to the holder.
- h) The nomination can be varied by registering a fresh nomination.
- i) The existing nomination can be cancelled by a request to the Office of Issue.
- j) The redemption is due on the expiry of five years from the date of investment.
- k) Early redemption facility is available after three years.
- l) The investor is entitled to receive the repayment amount within five clear working days from the date of tender of acquittance
- m) Facility for payment of half yearly interest / redemption proceeds can be availed through ECS or direct credit to the bank account. Applicants may indicate his choice, to avoid delay in receipt of interest / redemption proceeds.
- n) In case the bank does not comply with the above you may lodge a complaint in writing in the form provided at the counter and address the same to the nearest office of Reserve Bank of India as under :

THE REGIONAL DIRECTOR,  
RESERVE BANK OF INDIA,  
GRIEVANCES REDRESSAL CELL,  
-----

YOU MAY ALSO ADDRESS YOUR COMPLAINT TO :

THE CHIEF GENERAL MANAGER





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( please attach a photocopy of the Cheque or a cancelled cheque issued to you by the bank for verification of the Code number)

3. Account Type [ ] S. B. account [ ] Current Account [ ] Cash Credit Account

4. Account Number										
5. Ledger Number										
6. Ledger Folio No.										

I hereby authorize .....(name of the bank) to credit my interest / redemption amounts through ECS. I hereby declare that the particulars given above are correct and complete. If the transaction is delayed at all for reasons of incomplete or incorrect information, I would not hold the user institution responsible. I hereby agree to discharge the responsibility expected of me as a participant under the scheme.

Place..... Date..... (Signature of the Applicant).....

**Bank Certification** (Not required if photocopy of the cheque is submitted)

.....  
 Certified that the particulars furnished above are correct as per our records ( Date, Bank Stamp & Signature of Authorised Official)

**Note** : ECS facility is presently available only for members having a bank account in Ahmedabad, Bangalore, Bhubaneswar, Kolkata, Chandigarh, Chennai, Guwahati, Hyderabad, Jaipur, Kanpur, Mumbai, Nagpur, New Delhi, Patna, Pune & Thiruvananthapuram cheque clearing zones. Additional centres are likely to be added. In which case, members holding accounts at such centres may also opt for ECS facility at a later stage.

**H.U.F. declaration form**( mandatory if applicant is Karta of HUF ) ; I,....., residing at the address given against First Applicant, do solemnly affirm that I am the Karta of the Hindu Undivided Family and as such have full powers to sell, endorse, transfer or otherwise deal in the 8 % Savings (Taxable) Bonds, 2003 standing in the name of the HUF.

Specimen signature for and on behalf of the HUF (name of the HUF).....

( Signature of the Karta with seal

of HUF)

Place :..... Date .....

**Nomination facility** (optional) **(Please note that nomination facility can be availed only if the holding is single. For Joint holders and minors, nomination facility is not available)**

I,..... residing at.....

....., the holder of Bond Ledger Account No.....

..... nominate the following person/s who shall on my death have the right to the bond / receive payment of the amount for the time being due on the bond(s) specified below :

Particulars of Nominee /s							
Sr. No .	Date of issue	Amount (Rs.)	Date of repayment	Full name with expanded initials and address of nominee	Date of birth	Relationship to holder	Particulars of bank account

If nominee is minor, please fill in the line below :

As.....the sole nominee above is a minor on this date, I appoint Mr / Mrs / Ms..... to receive the amount for the time being due on the above bond(s) in the event of my death during the minority of the said nominee.....(name of the nominee who is a minor).

**Change of nomination :** This nomination is in substitution of the nomination dated ...../...../..... made by me and registered on your books at..... which shall stand cancelled on registration of this nomination.

Place..... Date...../...../..... Signature / Thumb impression @of the 1<sup>st</sup> Applicant  
 @Thumb impression to be attested by two witnesses.

**Witnesses**

Name of 1<sup>st</sup> Witness..... Name of 2<sup>nd</sup> Witness.....

Address.....  
 Address.....

.....  
 .....

Signature.....  
 Signature.....

----- **TEAR AWAY HERE** -----

**Acknowledgement of Application Form**

Bank branch.....Date ...../...../.....  
 Application No.

received from Mr / Mrs / Ms.....

Cash / Draft / Pay Order / Cheque No..... dated ...../...../.....  
 Cheque drawn on.....Bank .....branch for  
 Rs.....(rupees.....  
 .....only ) for the purchase of 8 % Savings (Taxable) Bonds,  
 2003 for period of 6 years, interest [ ] payable on cumulative [ ] Non-cumulative basis of  
 the nominal value of Rs.....(rupees.....  
 .....only)

Date, Bank Stamp & Signature of the  
authorized official of the Bank

### **INFORMATION FOR INVESTORS IN 8 % SAVINGS (TAXABLE) BONDS, 2003**

Government of India had introduced 8 % Savings (Taxable) Bonds, 2003 vide their notification No. F.4 (10)-W&M/2003 dated 21.03.2003 for the benefit of the Resident Indians. The main features of the Scheme are as under:-

Item	8 % Savings (Taxable ) Bonds, 2003	Remarks
1) Category of Investor	Individual HUF University Charitable Institution	Non resident Indians are not eligible to invest in these bonds
2) Limit of investment	Minimum Rs.1000/- and in multiples of Rs.1000/-	No maximum limit
3) Date of Issue of bonds	Date of receipt of subscription in cash or date of realization of cheque/draft	
4) Forms of Bonds	Bond Ledger Account	
5) Option	Non-cumulative / Cumulative	Change of option is generally not permitted.
6) Interest	In case of non-cumulative option, interest is payable on half yearly basis. In case of Cumulative option,	Half-yearly interest is payable on 1 <sup>st</sup> February / 1 <sup>st</sup> August

	interest is payable at the time of maturity	
7) Post Maturity Interest	Post Maturity Interest is not available	
8) Bank account		To facilitate payment of interest at half-yearly intervals, under non-cumulative option, it is desirable for the investor to open a bank account in the same branch.
9) Tax benefits	Income from the bonds is taxable. Wealth tax is exempted.	No tax will be deducted at source while interest is paid
10) Nomination Facility	Available to Sole Holders	Non-Resident Indians can also be nominated. However, remittance of the interest / maturity proceeds will be subject to the Exchange Control regulations prevailing at the time of remittance
11) Maturity period	After 6 years	
12) Premature redemption	NOT AVAILABLE	
13) Transferability	NOT TRANSFERABLE	
14) Loans from banks against the security of these Savings bonds	The bonds cannot be pledged as security for availing of loans from banks	
15) Application forms	Available at 1675 branches of SBI, Associate banks, 17 Nationalised banks, 4 Private Sector banks and Stock Holding Corporation of India Ltd.	

### **DUTIES OF INVESTOR APPLICANTS**

- A) Please Fill up the application in all respects
- B) Incomplete applications are liable to result in delay of issue of the bonds and at the cost of the applicant
- C) In case the application is submitted by a Power of Attorney (POA) holder, please submit original POA for verification, along with an attested copy
- D) In case the application is on behalf of a minor, please submit the original birth certificate from the School or Municipal Authorities for verification, together with an attested copy
- E) Please note that nomination facility is available only to Sole Holder.
- F) In case nominee is a minor, please indicate the date of birth of the minor and a guardian can be appointed

- G) Nomination facility is not available in case the investment is on behalf of minor
- H) Please exercise the option (CUMULATIVE / NON-CUMULATIVE) for issue of bonds carefully. Change of option is generally not permitted.
- I) Please notify the change of address immediately
- J) POST MATURITY INTEREST IS NOT PAYABLE AFTER DATE OF MATURITY. HENCE PLEASE OBTAIN REDEMPTION PROCEEDS ON THE DUE DATE
- K) Indicate your date of birth / age, in case you are a Senior Citizen (above 65 years of age)

### **RIGHTS OF THE INVESTOR**

- a) The Bond will be issued within 7 days from the date of realization of the cheque.
- b) The Certificate of Holding will be issued within 5 days from the date of tender of application
- c) The interest on the bond accrues from the date of subscription in cash or date of realization of cheque. The half-yearly interest warrants will be dispatched one month in advance from the due date.
- d) The interest on the date of 1<sup>st</sup> February / 1<sup>st</sup> August will be credited to the bank account or remitted by an interest warrant at the last registered address.
- e) An advice of payment of interest will be issued to the investor one month in advance from the due date.
- f) A sole holder may nominate one or more nominees to the rights of the bonds. Non-resident Indians can also be nominated
- g) The nomination will be registered at the Office of Issue and a Certificate of Registration will be issued to the holder.
- h) The nomination can be varied by registering a fresh nomination.
- i) The existing nomination can be cancelled by a request to the Office of Issue.
- j) The redemption is due on the expiry of six years from the date of investment.
- k) Early redemption facility is not available.
- l) The investor is entitled to receive repayment amount within five clear working days from the date of tender of acquittance.
- m) Facility for payment of half yearly interest / redemption proceeds can be availed through ECS or direct credit to the bank account. Applicants may indicate his choice, to avoid delay in receipt of interest / redemption proceeds.
- n) In case the bank does not comply with the above, you may lodge a complaint in writing in the form provided at the counter and address the same to the nearest office of Reserve Bank of India as under :

THE REGIONAL DIRECTOR,  
RESERVE BANK OF INDIA,  
GRIEVANCES REDRESSAL CELL,  
-----

YOU MAY ALSO ADDRESS YOUR COMPLAINT TO :

THE CHIEF GENERAL MANAGER  
RESERVE BANK OF INDIA  
CENTRAL OFFICE  
DEPARTMENT OF GOVERNMENT AND BANK ACCOUNTS



BYCULLA (OPP. BOMBAY CENTRAL RLY STATION)  
MUMBAI 400 008 ,MAHARASHTRA