

## **Citizen Guide: Withdrawal of debt securities as collateral by the collateral provider (in case the collateral taker requests the BOT to specify the use of debt securities as collateral on the certificate of debt securities)**

**Organization providing service:** Payment and Bond Department, Bank of Thailand

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### **Criteria, methods, conditions (if any) for submitting a request and granting permission**

Criteria :

1. Collateral provider means an individual or juristic person who is an owner of a scrip bond
2. Collateral taker means an individual or juristic person who accepts debt securities as collateral

Method for submitting a request

Collateral provider who wishes to withdraw debt securities as collateral has to submit a request and documents as follows:

1. Letter of Withdrawal of Using Debt Securities as Collateral (by the collateral provider) (or in a form determined by the Bank of Thailand)
2. Letter of Consent to Withdraw Collateral of Debt Securities (by the collateral taker) (or in a form determined by the Bank of Thailand)
3. Debt securities certificate
4. One of identification documents as specified in the List of required documents items 1) – 3) and 4) (juristic person)

Remarks

The time for processing the request will start counting once the officer has received and verified all required documents specified in this citizen guide.

In a case where the request letter or required documents are not complete, and/or have errors that cause the officer to be unable to consider the request, the officer will create a memorandum that specifies errors or additional documents that must be submitted. The officer and the requester (a person who makes a request) or the authorized person will sign the memorandum. A copy of the memorandum will be given to the requester or the authorized person as evidence.

The requester must correct the errors and/or submit additional documents within the time period specified in the memorandum, otherwise it will be deemed that the requester abandons the request.

The Bank of Thailand will notify the result to the requester within 7 days after the date on which the consideration of the request has been completed under Section 10 of the Licensing Facilitation Act B.E. 2558.

### **Service Channels**

<b>Place</b> <i>Bond Division, Payment and Bond Department, Bank of Thailand Head Office 273 Samsen Road, Watsamphraya, Phra Nakhon District, Bangkok 10200 / Contact in person at the office</i> <i>Remark: Official holidays mentioned above are financial institutions holidays designated by the Bank of Thailand</i>	<b>Opening hours:</b> <i>Monday through Friday (except official holidays) from 08:30 to 16:30 hrs. (lunch break at noon)</i>
<b>Place</b> <i>Bank of Thailand Northern Region Office 68/3 Chotana Road, Muang Chiang Mai District, Chiang Mai 50300 / Contact in person at the office</i> <i>Remark: Official holidays mentioned above are financial institutions holidays designated by the Bank of Thailand</i>	<b>Opening hours:</b> <i>Monday through Friday (except official holidays) from 08:30 to 16:30 hrs. (lunch break at noon)</i>

<b>Place</b> Bank of Thailand Northeastern Region Office 45 Nikorn Samran Road, Muang District, Khon Kaen 40000 / Contact in person at the office <i>Remark: Official holidays mentioned above are financial institutions holidays designated by the Bank of Thailand</i>	<b>Opening hours:</b> Monday through Friday (except official holidays) from 08:30 to 16:30 hrs. (lunch break at noon)
<b>Place</b> Bank of Thailand Southern Region Office 472 Phetkasem Road, Hat Yai District, Songkhla 90110 / Contact in person at the office <i>Remark: Official holidays mentioned above are financial institutions holidays designated by the Bank of Thailand</i>	<b>Opening hours:</b> Monday through Friday (except official holidays) from 08:30 to 16:30 hrs. (lunch break at noon)

### Steps, Processing time and Responsible department

**Total processing time:** 50 minutes

No.	Steps	Processing time	Responsible department
1)	<b>Document verification</b> Verify a Letter of Withdrawal of Using Debt Securities as Collateral (by the collateral provider), a Letter of Consent to Withdraw Collateral of Debt Securities, a debt securities certificate and required documents <i>Remark: One of identification documents as specified in the "List of required documents", items 1 – 3 and 4 (juristic person)</i>	20 minutes	Payment and Bond Department
2)	<b>Consideration</b> Consider completeness and correctness of the documents / Record the withdrawal of debt securities as collateral in the registration system and on the debt securities certificate <i>Remark: In a case where the Bank of Thailand has found that the documents are incorrect or has doubts about the documents, the Bank may ask the requester to correct the documents, explain or clarify about the documents for consideration</i>	20 minutes	Payment and Bond Department
3)	<b>Signing for approval/Board resolution</b> Propose authorized signatory for approval and notify the result to the requester in case the requester waits at the BOT office <i>Remark: -</i>	10 minutes	Payment and Bond Department

### List of required documents

No.	Document name, number of documents and additional information (if any)	Government agency that issues the document
1)	<b>Identification card</b> <b>Original 1</b> <b>Copy 0</b> <b>Remark</b> Original identification card is required. The Bank will retrieve information on identification document via the Department of Provincial Administration's Linkage Center system.	Department of Provincial Administration

No.	Document name, number of documents and additional information (if any)	Government agency that issues the document
2)	<b>Identification card of government officer or state agency employee</b> <b>Original 1</b> <b>Copy 0</b> <b>Remark</b> The card issued by the original affiliation must have identification number. The Bank will retrieve information on identification document via the Department of Provincial Administration's Linkage Center system.	Department of Provincial Administration
3)	<b>Passport</b> <b>Original 1</b> <b>Copy 0</b> <b>Remark</b> This is used for foreigner only (alien identification card can be used instead)	Passport Office
4)	<b>Juristic person certificate</b> <b>Original 1</b> <b>Copy 0</b> <b>Remark</b> Certificate issued by the Ministry of Commerce within the past 1 month or certificate issued by government agency, Original document: The Bank will verify and return the original document.	Department of Business Development
5)	<b>Letter of Withdrawal of Using Debt Securities as Collateral (by the collateral provider)</b> <b>Original 1</b> <b>Copy 0</b> <b>Remark</b> Signed by the owner	Payment and Bond Department
6)	<b>Letter of Consent to Withdraw Collateral of Debt Securities</b> <b>Original 1</b> <b>Copy 0</b> <b>Remark</b> Signed by the collateral taker	Payment and Bond Department
7)	<b>Debt securities certificate</b> <b>Original 1</b> <b>Copy 0</b> <b>Remark</b> –	Payment and Bond Department

#### Fee

No.	Fee details	Fee (baht / per cent)
1)	<b>Individual</b> <i>Remark: per debt securities certificate</i>	<b>Fee 20 baht</b>
2)	<b>Juristic person</b> <i>Remark: per debt securities certificate</i>	<b>Fee 100 baht</b>

#### Channels for making complaints / suggestions

No.	Channels for making complaints / suggestions
1)	Bank of Thailand Remark: <i>Head Office: Tel. 1213</i>

No.	Channels for making complaints / suggestions
	<i>Southern Region Office: Tel. 0 7427 2000 ext. 4421-5</i> <i>Northeastern Region Office: Tel. 0 4333 3000 ext. 3214-9</i> <i>Northern Region Office: Tel. 0 5393 1074-8</i>
2)	Center of Public Service, Office of the Permanent Secretary Remark: <i>No. 1, Phitsanulok Road, Dusit, Bangkok 10300 / Hotline 1111 / www.1111.go.th / P.O. Box 1111 No. 1, Phitsanulok Road, Dusit, Bangkok 10300</i>
3)	Public Sector Anti-Corruption Operation Complaint Center Remark: <i>Office of Public Sector Anti-Corruption Commission (PACC)</i> <i>- 99 Moo 4, Software Park Building 2<sup>nd</sup> floor, Chaengwattana Road, Klong Gleua, Pakkred, Nonthaburi 11120</i> <i>- Hotline 1206 / Telephone 0 2502 6670-80 ext. 1900 , 1904- 7 / Fax 0 2502 6132</i> <i>- www.pacc.go.th / www.facebook.com/PACC.GO.TH</i>  Anti-Corruption Operation Complaint Center for Foreign Investors Tel : +66 92 668 0777 / Line : Fad.pacc / Facebook : The Anti-Corruption Operation Center / Email : Fad.pacc@gmail.com

#### Form, sample and guide for filling form

No.	Form name
1)	Letter of Withdrawal of Using Debt Securities as Collateral (by the collateral provider) <i>Remark: -</i>
2)	Letter of Consent to Withdraw Collateral of Debt Securities <i>Remark: -</i>
3)	Power of Attorney <i>Remark: -</i>
4)	Sample <i>Remark: -</i>

#### Remark

- Certificate issued by the Ministry of Commerce within the past 1 month or certificate issued by government agency Original document.

#### Infographic

No.	Form name
	No information

#### Information for staff

**Process name:** Withdrawal of debt securities as collateral by the collateral provider (in case the collateral taker requests the BOT to specify the use of debt securities as collateral on the certificate of debt securities)

**General term:** Withdrawal of collateral

**Central organization as process owner:** Bank of Thailand

**Type of service:** One-stop service process

**Category of service:** Registration

**Laws that empower organization to grant permission or take other related actions:**

1) *Ministerial Regulation Prescribing the Criteria, Methods and Conditions for the Issuance, Buying and Selling, Transfer, and Use of Debt Securities as Collateral B.E.2550, by virtue of Sections 5 and 11 of the Public Debt Management Act B.E.2548*

2) *The Bank of Thailand Act B.E.2485 as amended by the Bank of Thailand Act (No. 4), B.E. 2551*

**Level of impact:** General service

**Service areas:** Central areas, provincial areas

**Rules / Agreements that determine time period: -**

**Time period determined by laws / requirements, etc.: 50.0** minutes

**Process statistics:**

Average requests per month 126

Maximum number of requests 321

Minimum number of requests 52

**Citizen Guide's reference names:** A copy of Citizen Guide 26/08/2019 13:20

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