

Citizen Guide: Change of name on bond certificate (Individual)

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

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

Criteria :

Owner means an owner who is an individual.

Method for submitting a request

An owner who owns a bond in scrip form and wishes to change name on bond certificate (given name, family name, title, rank, position) has to submit a Registration / Change of Registration Form signed with the same signature as given to the Bank of Thailand and the new signature as well as other related documents as specified in the "List of required documents".

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

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

Place 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>	Opening hours: Monday through Friday (except official holidays) from 08:30 to 16:30 hrs. (lunch break at noon)
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Steps, Processing time and Responsible department

Total processing time: 50 minutes

No.	Steps	Processing time	Responsible department
1)	Document verification Verify a request and required documents <i>Remark: One of identification documents as specified in the "List of required documents", items 1 – 3</i>	20 minutes	Payment and Bond Department
2)	Consideration Consider completeness and correctness of the documents / Change name in record of registration and on the bond 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)	Signing for approval/Board resolution 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)	Identification card Original 1 Copy 0 Remark 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
2)	Identification card of government officer or state agency employee Original 1 Copy 0 Remark 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)	Passport Original 1 Copy 0	Passport Office

No.	Document name, number of documents and additional information (if any)	Government agency that issues the document
	Remark This is used for foreigner only (alien identification card can be used instead)	
4)	Registration / Change of Registration Form Original 1 Copy 0 Remark –	Payment and Bond Department
5)	Certificate of name change, family-name change, title change issued by government agency Original 1 Copy 0 Remark The Bank can retrieve information from the Department of Provincial Administration's Linkage Center system, using the identification card of the bond owner.	Department of Provincial Administration
6)	Bond certificate Original 1 Copy 0 Remark –	Payment and Bond Department

Fee

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

Channels for making complaints / suggestions

No.	Channels for making complaints / suggestions
1)	Bank of Thailand <i>Remark:</i> <i>Head Office: Tel. 1213</i> <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 <i>Remark: 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 <i>Remark: Office of Public Sector Anti-Corruption Commission (PACC)</i> <i>- 99 Moo 4, Software Park Building 2nd 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)	Registration / Change of Registration Form <i>Remark: -</i>
2)	Sample

No.	Form name
	Remark: -

Remark

Processing time: 50 minutes per bond certificate

Infographic

No.	Form name
	No information

Information for staff

Process name: Change of name on bond certificate (Individual)

General term: Change of name on bond

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 1

Maximum number of requests 2

Minimum number of requests 0

Citizen Guide's reference names: A copy of Citizen Guide 23/08/2019 09:11