### Canada Savings Bonds and Canada Premium Bonds Certificated Products (Form CPB-12)

### **Redemptions - Table of Contents**

General Information
Where Payable1
Contact address for Canada Savings Bonds Series S1 to S31 (1946 to 1976)2
Identification of Registered Owners2
Guarantee of Signatures2
Discharges by Registered Owners
Co-owner Registration
Deceased Registered Owner
Authorized Personal Representative4
Change of Name4
Minors4
Partial Redemptions4
Canada Premium Bonds (CPB)5
CPB Samples
Redemption Periods7
Redemption during the Closed Book Period7
Re-investment into Another Series
Hardship Redemption7
Purchase Cancellation
Redemption of Duplicate Certificates
Redemption of Compound Interest C Bonds and Regular Interest R Bonds
Canada Savings Bonds (CSB)9
CSB Samples9
CSB Series 32 - Series 50 (1977-1995)10
Redemption Periods
Redemption of Compound Interest C Bonds and Regular Interest R Bonds
Redemption during the Closed Book Period11
Series 32 to Current Series
Series 1-31 (1946-1976)

Values of Matured Series	14
Series 1 to 31 (1946-1976)	14
Series 32 and Subsequent Matured Series	15
Canada Revenue Agency (CRA) Forms T600 Ownership Certificate and T600C Statement of Cash Bonus Payment Canada Savings Bonds	
Procedures for Presentation to Data Centres /Central Branches	17
Starting with CSB Series 51 and CPB Series P3	17
Series 32-50	17
Series 1-31	18
Coupons	18
Presentation by Central Branch Data Centre of Redeemed Instruments to Bank of Canada	20
CSB Series 32, CPB P3 and Subsequent Series	20
Series 1-31	20
Adjustment Process	22
Adjustment Inquiries	22
Processing Time	23

S42

#### NOTE

CSBs and CPBs cannot be redeemed through an Automated Teller Machine (ATM) since authentication of the registered owner is required. The physical certificate must be properly negotiated by the encashing financial institution (FI). An image submitted to an FI will not qualify. Only a Clearing Replacement Document (CRD) with MICR lines created by the FI will be accepted.

Old Style CSBs (Series 1 to Series 31) are not eligible to be presented using a CRD. All original certificates must be sent to the Bank of Canada.

#### Where Payable

Canada Savings Bonds (CSBs) of any series are redeemable at any time, by the registered owner. The redemption instructions outlined below will be followed by Authorized Sales Agents.

Canada Premium Bonds (CPBs) are redeemable any time in any office in Canada of an Authorized Sales Agent. If CPBs are redeemed prior to their anniversary date, **interest is paid up to the last annual anniversary date of the bonds in question**.

No fees are to be charged to the registered owner upon redemption.

When a Bond is presented for redemption along with the proper registered owner identification, it is to be signed by the registered owner(s) or by the properly constituted personal representative(s) in the space provided on the reverse. The reverse of the **Bond is to be clearly stamped**, showing the name and address of the redeeming branch and the date, in the space provided. No stamps are to be placed on the face of the certificate. For instructions regarding specific series and types of Canada Savings Bonds, refer to the appropriate series in this tab.

If the Authorized Sales Agent is in doubt as to the authenticity of a Canada Savings Bond series 32 and subsequent series or a Canada Premium Bond series 3 and subsequent series presented for redemption, or the validity of the registration, the certificate should be forwarded, on a collection basis, to:

#### Canada Savings Bonds PO Box 2770, Station D Ottawa, ON K1P 1J7

For Old Style CSB (Series S1 to S31) the signature of the Registered Owner and Paid Stamp of Redemption Agent is required on the space provided on the front of the bond.

Coupons from Canada Savings Bonds are payable at any office in Canada of any Authorized Sales Agent, without charge, in accordance with the redemption instructions outlined below. Blocks of coupons with attached compound interest certificates are payable at any office in Canada of any Authorized Sales Agent, without charge, in accordance with the redemption instructions outlined below.

#### Contact address for Canada Savings Bonds Series S1 to S31 (1946 to 1976)

Bank of Canada Wholesale Debt Unit 234 Laurier Avenue West Ottawa, ON K1A 0G9

#### **Identification of Registered Owners**

An Authorized Sales Agent shall not refuse to redeem Bonds solely on the basis that the registered owner(s) does not have an account at that institution. Where the registered owner does not have an account at that institution, a minimum of two pieces of identification should be taken; one of these should have a picture and one should have the registered owner's home address. Satisfactory identification would include original, unaltered items, such as a passport, driver's license, or signed major credit card. Identification is to be verified to the signature of the registered owner on the redeemed Bond(s). The means of identification should be noted on the Bond. Branches are to ensure that the proceeds of a Bond presented for redemption are received by the person(s) entitled thereto and institutions will be held liable for erroneous payments. Where no fault or negligence exists regarding an erroneous payment made with respect to Bonds, institutions may be relieved of liability in accordance with the provisions of section 40 of the Domestic Bonds of Canada Regulations. This section specifies that where an Authorized Sales Agent for Bonds makes an erroneous payment and the Bank of Canada is satisfied that the error did not result from fault or negligence on the part of the Authorized Sales Agent, the Treasury Board, on the advice from the Bank of Canada, may relieve the Authorized Sales Agent of liability to the Government of Canada.

#### **Guarantee of Signatures**

All redeemed Bonds are to be endorsed with a stamp showing the name of the redeeming branch and the date of redemption. The impression of the branch stamp constitutes a guarantee that the signature on the Bond is that of the registered owner. Where the Bond is signed by a person(s) acting in a representative capacity, the impression of the branch stamp constitutes, in addition to a signature guarantee, a guarantee that the person(s) signing the Bond has the authority to do so and guarantees that all necessary documents evidencing that authority are held at the branch. Where the branch stamp is utilized as an endorsement, it constitutes a transaction guarantee.

Institutions which are STAMP members are encouraged to use the imprint to effect transfers and exchanges. The STAMP imprint allows you to guarantee a signature; it does not allow you to guarantee a transaction. Transaction Guarantees must continue to be over-guaranteed by a Direct Clearer.

Institutions other than chartered banks must specifically guarantee the signatures of registered owners of bonds within the limit established with the Bank of Canada for each particular institution. Where the bond(s) is signed by a person(s) acting in a representative capacity, the supporting documents must be furnished. However, if a particular institution's head office has arranged a said-to-contain agreement with the Bank of Canada, the aforementioned conditions may be superseded by the agreement.

#### **Discharges by Registered Owners**

All Bonds presented for redemption are to be signed by the registered owner(s) thereof or by the properly constituted attorney(s). Where the registered owner(s) is (are) a known client(s), the Authorized Sales Agent may utilize a branch stamp in lieu of a valid signature from the registered owner(s). Such endorsement shall be deemed to constitute a valid endorsement.

#### **Co-owner Registration**

Where two or more individuals are registered co-owners, all registered owners must sign the Bonds.

Where a bond is registered in the names of two or more individuals **with** the words "and survivor" and one or more of the individuals die, the rights of the deceased individual(s) under the bond are vested in the survivor(s) by reason of survivorship, subject to applicable laws. However, such right of survivorship may not be enforceable where the deceased co-owner was domiciled in the province of Quebec at the time of death (see Deceased Registered Owner, below).

Where a Bond is registered in the names of two or more individuals **without** the words "and survivor" and one or more of the individuals die, the rights of the deceased person(s) under the bond are not vested in the survivor(s) by reason of survivorship (see Deceased Registered Owner, below).

#### **Deceased Registered Owner**

In the case of a deceased registered owner, the Bonds are to be signed by the properly constituted personal representative(s). In this instance, the following documents are required:

- for Canadian residents residing in the province of Quebec at the time of death, the required documents shall consist of a notarial or authenticated copy of the will, or, where there is no will, a declaration of heredity; in either case, a Quebec death certificate issued by the Registrar of Civil Status must also be furnished;
- for Canadian residents not residing in the province of Quebec at the time of death, refer to the Bank of Canada Business Rules at <u>http://www.csb.gc.ca/about/customer-service/transferredeem-from-a-deceased-owner-all-provinces-except-quebec/</u>

S42

#### **Authorized Personal Representative**

The documents required to evidence authority to sign in cases where the registered Bonds are signed by a person acting in a representative capacity include:

- a notarial or other authenticated copy of the power of attorney where signed under the authority of such document;
- a certified copy of the resolution naming the officers authorized to sign where the Bond is registered in the name of a charitable organization.

#### Change of Name

When the name of a registered owner has been changed by marriage, divorce or court order and the registration of the Bond has not been changed, the discharge of the registered owner is to be obtained as shown in the registration on the Bond as well as the registered owner's present name.

#### Minors

A Bond registered in the name of a minor (under 18 years of age) may be dealt with as if the registered owner were of age of majority.

A Bond registered in the name of a minor, who is unable to sign by reason of immaturity, may be redeemed against the signature of a parent, guardian or tutor who has legal custody and control of the registered owner. A birth certificate of the registered owner shall be furnished as evidence of immaturity. In the case of a person born and baptized in the province of Quebec, a certificate of baptism may be accepted as evidence of age. Where an official guardian or tutor has signed, a certified copy of the guardianship or tutorship papers is to be obtained.

In the case of a separation or divorce, the same rules apply. The parent who has legal custody of that child is the only one who can redeem this certificate. Upon redemption, the parent must present a certified copy of the legal documents to the financial institution.

#### **Partial Redemptions**

An un-matured Bond certificate, presented for partial redemption is to be accepted for collection only and sent to the following address, along with a letter of explanation, for exchange into smaller denominations.

Canada Savings Bonds PO Box 2770, Station D Ottawa, ON K1P 1J7

#### Canada Premium Bonds (CPB)

#### **CPB Samples**

You will find below a copy of the current style of CPB and copies of all the various certificate types that were issued since Series P3 (1998).

**NOTE** Any Transfer & Exchange or Lost bond replacement certificates would have been printed on the certificate style available at that time.

#### CPB Series P52 – (2006-current)



#### CPB Series P17 - Series P51 (2001-2006)





#### CPB Series P11 – Series P16 (2000)

#### CPB Series P3 - Series P10 (1998-1999)



#### **Redemption Periods**

Canada Premium Bonds are redeemable any time. If CPBs are redeemed prior to their anniversary date, **interest is paid up to the last annual anniversary date of the bonds in question**. Refer to the <u>S40 Redemption Tables</u> for specific redemption values.

#### **Redemption during the Closed Book Period**

The registers for Regular Interest Bonds are closed for the preparation of the payment of interest **two months in advance of the interest payment date**.

If a Regular Interest Bond is redeemed during the Closed Book Period, interest for that year will be paid on the anniversary date and an amount equal to the interest earned since the last anniversary date will be deducted from the par value of the Bonds at the time of redemption. The redemption values shown in the **S40 Redemption Tables** for Regular Interest Bonds redeemed during the closed book period are the **par value less the unearned interest for one year**.

#### **Re-investment into Another Series**

In cases where a **CPB** registered owner requests an Authorized Sales Agent to reinvest an outstanding series of CPB prior to its anniversary date, in order to purchase the CPB series on sale for the same Anniversary Date, the Authorized Sales Agent is encouraged to accommodate the registered owner's request. The Authorized Sales Agent is to hold the original certificate(s) until the anniversary date and then present them for reimbursement, as per the normal procedure.

For example, a **CPB** with a November 1 Issue Date may be accepted for re-investment into another November 1 CPB series, during the sales period for that latter series, prior to the anniversary date (i.e., prior to November 1). However, these certificates are not to be presented to the Canada Savings Bonds office until November 1.

#### **Hardship Redemption**

A hardship redemption can be considered with interest paid up to the end of the month prior to the date of redemption provided one of the following conditions exists and supporting evidence to the satisfaction of the Bank of Canada:

- the owner has died;
- the redemption is ordered by a court;
- the proceeds of redemption are required by the registered owner:
  - to avoid bankruptcy,
  - to purchase a home further to the Home Buyer's Plan of the Government of Canada or to pursue education further to the Lifelong Learning Plan of the Government of Canada, for which bonds must be held in a Registered Plan to be eligible for redemption.

For more information, have the registered owner call the Canada Savings Bonds Contact Centre at **1 800 575-5151**, from 8 a.m. to 8 p.m. Eastern Time, Monday to Friday.

#### **Purchase Cancellation**

In cases where a **CPB** purchaser wishes to cancel a purchase up to the Date of Issue, the Authorized Sales Agent undertakes that they will reimburse the purchaser immediately, without any charge or penalty. The Authorized Sales Agent will not provide the purchase information to the Canada Savings Bonds Office.

Any **CPB** purchase cancellation request following the Date of Issue but prior to the receipt of the physical certificates, will be handled as a redemption. The Authorized Sales Agents undertake that they will immediately and without charge, reimburse the registered owner with the current redemption value. Upon receipt of the certificates, the Authorized Sales Agent is to redeem them **at par using the current redemption process.** 

#### **Redemption of Duplicate Certificates**

In cases where **CPB** certificates were printed in duplicate as a result of a transaction being submitted twice, and when the Authorized Sales Agent has remitted funds in duplicate for the transaction, the Authorized Sales Agent should redeem the certificate at par and keep the redemption proceeds.

#### **Cancellation of Duplicate Certificates**

In cases where **CPB** certificates were printed in duplicate as a result of a transaction being submitted twice, but the Authorized Sales Agent has remitted the funds only once, the Authorized Sales Agent must return the duplicate certificate through their Central Branch, along with a detailed letter of explanation on the institution's letterhead, giving the full registration and **the certificate number stating that no funds are required to**:

Canada Savings Bonds PO Box 2770, Station D Ottawa, ON K1P 1J7

#### Redemption of Compound Interest C Bonds and Regular Interest R Bonds

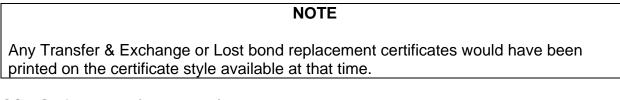
C Bonds are redeemable at face value **plus** accrued interest in accordance with the rate(s) of interest set by the Minister of Finance for each issue. Interest on C Bonds is earned monthly, and is compounded from the first Anniversary Date until the earlier of maturity and/or redemption. If a Compound CPB is redeemed prior to maturity, then simple and compound interest shall be payable to the registered owner up to the last annual anniversary date of the bond.

R Bonds are redeemable at face value **plus** any interest accrued since the Issue Date or the last Anniversary Date prior to maturity, as the case may be. Regular interest CPBs redeemed prior to maturity will only receive simple interest paid up to the last annual anniversary date of the bond.

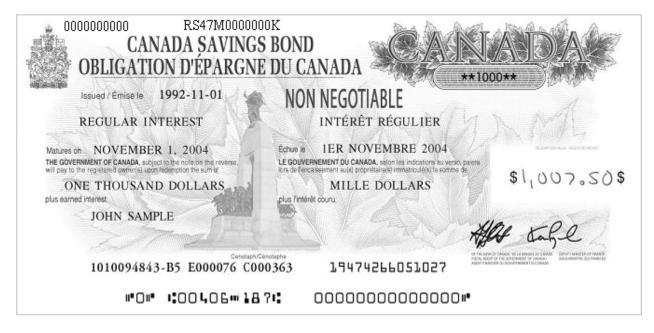
#### **Canada Savings Bonds (CSB)**

#### **CSB Samples**

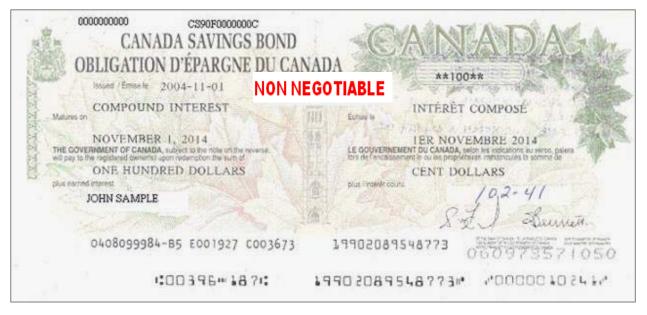
You will find below a copy of the current style of CSB and copies of all the various certificate types that were issued since Series S32 (1977).



#### CSB Series 102 – (2006-2011)



#### CSB Series 68 - Series 101 (2001-2006)



#### CSB Series 62 - Series 67 (2000)



#### CSB Series 51 - Series 61 (1996-1999)



#### CSB Series 32 - Series 50 (1977-1995)

R	RS46 M000000A	OBLIGATIO	ADA SAVINGS BOND N D'EPARGNE DU CANADA		R INTEREST REGULIER	1,00
	NON NEGOTIABLE			19464200937891		
	JOHN SAMPLI	2	1	12037898	60	
				1008	.96	
Wast		1946	4200937891			W.U
1000	MATURING NOVER		ECHEANT LI	E 1er NOVEMB	IRE 2003	R
		197		0	6097358	3.002
	1:00 296	- 18 71	194642009	37891II*	1000010	9 <b>P</b> 800

#### **Redemption Periods**

Canada Savings Bonds are redeemable by the registered owner at any time. Refer to the S40 Redemption Tables for specific redemption values.

Redemption values for all series and denominations of Bonds are shown in the <u>S40</u> <u>Redemption Tables</u> or the automated S40 Redemption Tables supplied by the Canada Savings Bonds office.

#### NOTE

For all un-matured Bonds, interest is earned to the end of the month prior to the month of redemption. For all matured Bonds, interest is paid up to the maturity date.

#### **Redemption of Compound Interest C Bonds and Regular Interest R Bonds**

C Bonds are redeemable at face value **plus** accrued interest in accordance with the rate(s) of interest set by the Minister of Finance. Interest on C Bonds is paid on redemption, and is compounded from the first Anniversary Date until the earlier of maturity and redemption.

R Bonds redeemed up to the start of the Closed Book Period, are redeemable at face value **plus** any interest accrued from the last Anniversary Date of the Bond. The Closed Book Period is defined as the two-month period prior to the Anniversary Date.

R Bonds redeemed in the month of the Anniversary Date of the bond are redeemable at face value only. Interest for the past completed year will have been paid via cheque or direct deposit to the registered owner directly.

#### **Redemption during the Closed Book Period**

The registers for Regular Interest Bonds are closed for the preparation of the payment of interest **two months in advance of the interest payment date**.

If a Regular Interest Bond is redeemed during the Closed Book Period, interest for that year will be paid on the anniversary date and unearned interest for the months not elapsed will be deducted from the par value of the Bonds at the time of redemption. The redemption values shown in the **S40 Redemption Tables** for Regular Interest Bonds redeemed during the closed book period are the **par value less the unearned interest for one or two months**, as appropriate.

#### **Series 32 to Current Series**

The redemption value, obtained from the appropriate monthly table in the S40 Redemption Tables or the automated S40 Redemption Tables, is to be written in the space provided for that purpose on the face of the redemption certificate. All redemption certificates are to be signed by the registered owner(s) or by the properly constituted personal representative(s) in the space provided on the reverse. In order to avoid machine processing difficulties at data centres and at the Bank of Canada, redemption certificates should be separated from the Bond Head by hand, one at a time. The Bond Head is not to be returned to the customer but is to be disposed of by the branch in accordance with head office instructions.

THE REDEMPTION CERTIFICATE IS TO BE CLEARLY STAMPED, SHOWING THE NAME AND ADDRESS OF THE REDEEMING BRANCH AND THE DATE, only in the space provided on the reverse. No stamps are to be placed on the face of the certificate.

The standard procedure for handling a redemption certificate presented without a Bond Head will be for the branch to accept and process the certificate as normal.

If a Bond Head is presented for redemption, the branch is to inform the person presenting it to report the circumstances of the missing redemption certificate to:

Canada Savings Bonds PO Box 2770, Station D Ottawa, ON K1P 1J7

The Bond Head has no value and is, therefore, **not redeemable**.

#### NOTE

For Series 32 to 50, the registered owner should present the entire bond (bond head and redemption certificate) for redemption.

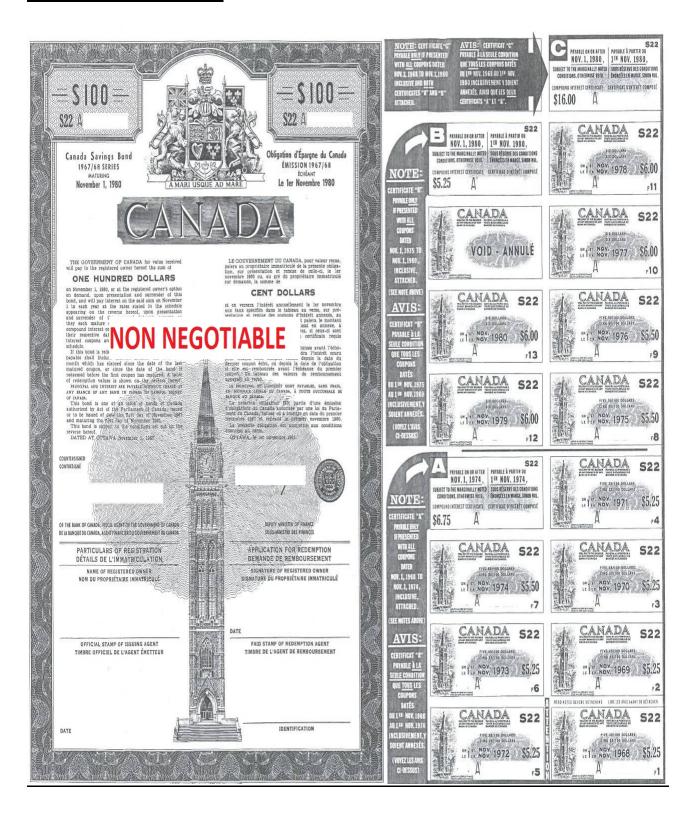
#### Series 1-31 (1946-1976)

#### Coupon Bonds

Coupon Bonds are redeemable at their face value **plus** the value of each attached coupon **plus**, if applicable, the value of any attached compound interest certificates **plus**, if applicable, such cash bonus payments as announced by the Government of Canada.

#### Fully Registered Bonds

Fully Registered Bonds are redeemable at their face value, **plus**, if applicable, such cash bonus payments as announced by the Government of Canada.



#### **Special Fully Registered Bonds**

Special Fully Registered Bonds are redeemable at their face value, **plus** simple interest, **plus** compound interest, **plus**, if applicable, such cash bonus payments as announced by the Government of Canada.

When the Bond is presented for redemption, it is to be signed by the registered owner(s) or by the properly constituted personal representative(s) in the space provided on the face of the bond. The bond and all attached coupons are to be cancelled with the branch stamp, on the face, **CLEARLY SHOWING THE NAME AND ADDRESS OF THE REDEEMING BRANCH AND THE DATE.** 

#### NOTE

When a Bond eligible for an interim bonus is presented for redemption and the UPPER LEFT-HAND CORNER has not been removed, the branch will leave the corner attached to the bond and include the value of the interim bonus in the total redemption value of the bond.

When the registered owner is entitled to a cash bonus payment(s), the total cash bonus payment value is to be included in the redemption value of the Bond.

#### Values of Matured Series

#### Series 1 to 31 (1946-1976)

The redemption value of matured Canada Savings Bonds, Series 1 to 31 is available in the <u>S40 Redemption Tables</u>. The redemption values shown for Series 17 to 31 **include** the value of the **maturity cash bonus payment**. Please note that **the value of any attached coupons, Compound Interest Certificates and the value of any applicable interim cash bonus are not included** in the redemption value and must be added to the redemption value shown in the tables.

When a Canada Savings Bond of one of these series is redeemed (Series 22, 23, 25, 26, 27 and 28 eligible for interim cash bonus and maturity cash bonus), the owner may be eligible for an interim cash bonus payment which became due and payable on **November 1, 1979**. If this interim cash bonus has previously been paid, the upper left-hand corner of the related bond certificate will have been removed as evidence of payment. If the upper left-hand corner is still intact, the value of the interim cash bonus payment must be added to the redemption value shown in the table. Do not remove the upper left-hand corner from the Bond when the Bond is presented for redemption. For more information, contact 1 800-665-8650.

Redemptions

#### **Exceptions**

In the event that a corner is presented by a customer separately from the Bond, it should be forwarded on a collection basis, together with a letter explaining the circumstances and providing the name and address of the individual who presented it for payment, to:

Bank of Canada Wholesale Debt Unit 234 Laurier Avenue West Ottawa, ON K1A 0G9

If a customer submits a Bond without an upper left-hand corner and claims the interim bonus payment has not been received, the customer is to be advised to direct the claim by letter to the above-mentioned address.

#### **Blocks of Compound Interest Coupons**

When Coupon Bonds are redeemed with coupons and compound interest certificates attached, such coupons and certificates SHOULD NOT be detached from the bonds. The value of these attached coupons and compound interest certificates are to be included with the redemption value of the bonds. In order for compound interest certificates to be valid they must be attached to the complement of matured coupons which make up the "Block".

#### Series 32 and Subsequent Matured Series

Regular Interest R Bonds of **Series 32 and Subsequent Matured Series** are redeemable at their par value only. Compound Interest C Bonds of these series are redeemable at par plus accrued interest. The redemption value shown in the <u>S40</u> <u>Redemption Tables</u> **include** the total earned interest.

## Canada Revenue Agency (CRA) Forms T600 Ownership Certificate and T600C Statement of Cash Bonus Payment Canada Savings Bonds

#### NOTE

The Bank of Canada does not require copies of CRA Form T600 and T600C.

When redeeming C Bonds, do not complete a T600/T600C Form for Series 45 and subsequent series. Registered owners will receive a T5/R3 Form from the Canada Savings Bonds office covering the interest earned during the last bond year or earned until redemption. When redeeming Compound Interest Canada Savings Bonds of Series 44 and earlier, branches must complete a T600 Form, copies of which are to be provided to the registered owner and CRA.

In addition, when redeeming Compound Interest Canada Savings Bonds Series 32 to 35, complete a T600C, copies of which are to be provided to the registered owner and CRA.

When redeeming R Bonds, do not complete a T600 Form. Registered owners will receive a T5 Form from the Canada Savings Bonds office covering the interest earned during the last bond year or earned until redemption. CRA will also be provided with this information from the Canada Savings Bonds office.

#### Cash Bonus Payments

Form T600C is to be completed and signed by, or on behalf of, the registered owner as acknowledgement of receipt of the total cash bonus payments(s). Branches will be required to produce their copy of Form T600C or other evidence as proof of payment in cases where registered owners claim a cash bonus payment was not received.

# Procedures for Presentation to Data Centres /Central Branches

#### Starting with CSB Series 51 and CPB Series P3

Redeemed Bonds, with redemption values micro-encoded in the bottom front corner, are to be grouped in batches of not more than **250**. A detail listing, including the following information, is to be prepared and securely attached to the appropriate batch:

- the name and address of the data centre or central branch;
- the complete CSB ID Number of the data centre or central branch;
- the date;
- the number of redemption certificates;
- the value of the batch.

#### NOTE

Redeemed certificates within each batch are to be in the same sequence as shown on the detail listing. Listings received from branches or other sources are not to be transferred to the Bank of Canada.

#### Series 32-50

Certificates with MICR redemption amounts, with Bond Heads and perforated strips detached, are to be grouped in batches of not more than **250**. A detail listing, including the following information, is to be prepared and securely attached to the appropriate batch:

- the name and address of the data centre or central branch;
- the complete CSB ID Number of the data centre or central branch;
- the date;
- the number of redemption certificates;
- the value of the batch.

If there are multiple batches of redemption certificates, the value of each batch with an attached detail listing, is to be listed on a summary listing. The summary listing is to be securely attached to the first batch listed and also include:

- the name and address of the data centre or central branch;
- the complete CSB ID Number of the data centre or central branch;
- the date;
- the total value of the batches;
- the number of packages submitted.

#### NOTE

Redeemed certificates within each batch are to be in the **same sequence** as shown on the **detail listing**. Listings received from branches or other sources are not to be forwarded to the Bank of Canada.

#### Series 1-31

All Bonds and coupons are to be cancelled with the branch stamp on the face prior to shipment.

A completed Form 727 **must** accompany redeemed Canada Savings Bonds forwarded to the Bank of Canada for reimbursement. All redeemable bonds, including bonds not eligible for a cash bonus payment, are to be listed on the Form 727, available at <a href="http://www.csb.gc.ca/wp-content/uploads/2009/01/727.pdf">http://www.csb.gc.ca/wp-content/uploads/2009/01/727.pdf</a>.

A listing of the serial numbers of all redeemed bonds is to be prepared and retained by the branch. The Form 727 provides a convenient location at the back for the listing of serial numbers.

Form 727 and all bonds are to be sealed in the special envelope provided by head offices. The name of the institution and branch, the total par value and the total redemption value of the bonds is to be shown on the outside of each sealed envelope.

Redeemed Canada Savings Bonds are to be shipped to your Central Branch daily or as otherwise in accordance with head office instructions.

#### Coupons

All single coupons and blocks of coupons with compound interest certificates attached, forwarded by branches, are to be cancelled ON THE BACK with a branch stamp clearly identifying the institution and the branch. CANCELLATION BY PERFORATING EQUIPMENT IS NOT PERMITTED.

Branches are to sort all coupons for shipment to their central branch into three categories:

- single coupons of individual values up to and including \$500.00;
- single coupons of individual values over \$500.00;
- valid blocks of coupons with compound interest certificates attached.

#### NOTE

In order for a Block of coupons to be valid, it must contain the correct complement of annual interest coupons, together with the compound interest certificate(s). Where extra coupons are attached to a valid Block they are to be detached and processed with single coupons. VALID BLOCKS ARE NOT TO BE CUT AND PRESENTED AS SINGLES. If a valid Block has inadvertently been separated by cutting, it is to be reconstructed into a valid block (with tape) ensuring that the serial numbers of all pieces in the Block match.

Envelopes of coupons/certificates received from other institutions are to be opened and consolidated with the branch shipments.

Special envelopes for shipping coupons are provided by head offices of institutions. Separate envelopes are to be used for each of the three categories. Branches are to further sort items of each category in single value or complete block value sequence, as appropriate. The sorted bundles of each category are to be recorded, with lowest values first, on the printed bordereau of the face of each envelope to show:

- the name and CSB ID Number of the institution and branch;
- the date of dispatch;
- the number of items of each individual value;
- the total value of items for each individual value;
- the total number of items in the envelope;
- the total value of all items in the envelope.

When the envelope is too small to accommodate the volume of items to be shipped, the completed bordereau from the face of the appropriate envelope is to be fastened securely to the front of a larger sealed package. The space limitations on the bordereau will govern the variety of individual values that can be forwarded as one package.

Whenever more than 100 items of any one individual value are being forwarded, they are to be broken down into lots of 100 and separated by elastic bands.

Single coupons of individual values "over \$500.00" and Blocks of coupons may be shipped by branches daily. Envelopes of coupons with individual values "\$500.00 and under" are to be forwarded weekly or when 50 or more coupons have been accumulated by the branch.

#### NOTE

Branches are not to send more than one envelope or package per category on any day.

Branches are to send envelopes of Coupons and/or Blocks of coupons to their Central Branch, for submission to the Bank of Canada, Ottawa.

If a branch is unable for some reason to redeem particular coupons or Blocks of coupons presented, they are to be forwarded on a collection basis only, with a letter explaining the circumstances to:

Bank of Canada Wholesale Debt Unit 234 Laurier Avenue West Ottawa, ON K1A 0G9

# Presentation by Central Branch Data Centre of Redeemed Instruments to Bank of Canada

#### CSB Series 32, CPB P3 and Subsequent Series

Note

Effective October 1, 2012, Central Branch Data Centres may present redeemed instruments to the Bank of Canada by sending either the original redeemed certificate, or a Clearing Replacement Document (CRD) with a MICR line and an image of the original redeemed certificate. CRDs must meet the quality and design standards outlined in the Canadian Payments Association's Standard 014 (Clearing Replacement Document Design Standard) and Standard 006 (Specifications for MICR Encoded Payment Items). Regardless of whether a Central Branch Data Centre is submitting original redeemed certificates or CRDs, the same presentation process applies.

All batches are to be securely wrapped in a sealed parcel that will show the institution's name, address, CSB ID Number, and the said-to-contain value on the outside. A batch can contain CSBs and CPBs. If more than one parcel is to be presented at one time, the value of each parcel is to be listed on a summary listing which will be firmly attached to the outside of one of the parcels. The Bank of Canada will not accept broken or unsealed parcels.

Redemption certificates presented for settlement on a "said-to-contain" basis should not exceed 20,000 certificates or 80 batches of 250 certificates per presentation. Each presentation of 20,000 certificates or 80 batches of 250 certificates would be entered in ACSS (Automated Clearing Settlement System) for use by Direct Clearers to obtain reimbursement for redeemed government items". The total Redemption Value is to be recorded under Code 101 - Stream B: Canada Savings (series 32 and up) and Premium Bonds Where presentations exceed 20,000 certificates or 80 batches of 250 certificates, more than one entry in ACSS would be required. This limit applies to CSB and CPB certificates only.

The value of all items entered in ACSS and forwarded to the Bank of Canada, Ottawa will be settled via the Canadian Payments Association's Large Value Transfer System.

#### Series 1-31

Envelopes (or parcels) of redeemed bonds received from branches or other sources are to be examined to verify that the required information has been supplied and that the envelopes are intact. Envelopes received from other sources are to be stamped on the face with a branch stamp of the presenting institution. If an envelope is open, torn or improperly completed, the contents are to be verified and placed in a new envelope properly completed and sealed.

Envelopes are to be listed showing the par and redemption values and the listing stamped with the branch stamp of the central branch or data centre. Listings received from branches or other sources are not to be forwarded to the Bank of Canada. The envelopes are to be securely wrapped in a sealed parcel in the same sequence as shown on the listing.

Each parcel of redeemed bonds will show the institution's name and address and the total par and redemption values on the outside.

The redemption values of redeemed Canada Savings Bonds are to be entered in ACSS (Automated Clearing Settlement System) **under Code 160** – Stream H: Treasury bills, Old Style Canada Savings Bonds and Coupons, Government of Canada Marketable Bonds and Compound Interest Blocks for presentation to the following address:

Bank of Canada Wholesale Debt Unit 234 Laurier Avenue West Ottawa, ON K1A 0G9

A settlement will be issued for the value of all items entered in ACSS and will be settled via the Canadian Payments Association's Large Value Transfer System.

#### Coupons

Envelopes (or parcels) of redeemed coupons received from branches are to be examined to verify that the required information has been supplied and that the envelopes are intact. If an envelope is open, torn or improperly completed, the contents are to be verified and placed in a new envelope properly completed and sealed.

Envelopes are to be sorted into three categories:

- envelopes of single coupons with a value up to and including \$500.00;
- envelopes of single coupons with a value over \$500.00;
- envelopes of valid blocks of coupons with compound interest certificates attached.

For each category, envelopes are to be separately grouped and listed in batches of **100**, maximum. The listing will show the data centre or central branch name and address. Envelopes are to be presented **in the same sequence** as shown on the listing. If more than one batch is being presented on any day, a minimum of 50 envelopes in a batch is acceptable. If only one batch is presented there is no minimum requirement.

The redemption value of each individual envelope received from branches is to be listed by the Central Branch or data centre. Listings received from branches are not to be forwarded to the Bank of Canada.

For each category, if there is more than one batch, the value of each batch is to be summarized on a separate listing. Batches are to be securely wrapped in a sealed parcel for each category and the institution's name and address and the total redemption value shown on the outside of the parcel.

For each category, if more than one parcel is to be presented at one time, each parcel is to be listed on a summary list which will be firmly attached to the outside of one of the parcels. The redemption values of redeemed Coupons are to be entered in ACSS (Automated Clearing Settlement System) **under Code 160** – Stream H: Treasury bills, Old Style Canada Savings Bonds and Coupons, Government of Canada Marketable Bonds and Compound Interest Blocks for presentation to:

Bank of Canada Wholesale Debt Unit 234 Laurier Avenue West Ottawa, ON K1A 0G9

A settlement will be issued for the value of all items entered in ACSS and will be settled via the Canadian Payments Association's Large Value Transfer System.

For further information regarding the redemption of Redeemed Instruments, refer to the Canadian Payments Association Rule G3, Rules pertaining to the Redemption and Settlement of Government of Canada Paper Instruments.

#### **Adjustment Process**

Adjustments with Financial Institutions will be done only for values that are greater than \$6.99 whether positive or negative.

The Bank of Canada will continue to provide photocopies of the redeemed certificates (if requested) to those institutions receiving CSB Redemption Adjustments on paper when:

- No "Paid" stamp appears on the redeemed certificates and the adjustment is returned to the Data Centre;
- The redeemed certificate claim value is incorrectly listed on the Data Centre detailed listing;
- A certificate is received by itself; and
- The redeemed certificate value has been incorrectly MICR-encoded (applicable to CSB Series S32 and after and all CPB Series).

The Bank of Canada will provide the Data Centres with a Redemption Adjustment Settlement Summary Report in order to assist them in determining the paper adjustments associated with a presentation for a settlement date and value.

#### **Adjustment Inquiries**

### Inquiries related to adjustments should be directed to your Central Branch Data Centre.

If the inquiry cannot be resolved, the Central Branch Data Centre should call the Canada Savings Bonds Contact Centre at: **1 888 646-2626** (teletypewriter only **1 800 354-2222**) or write to:

Canada Savings Bonds PO Box 2770, Station D Ottawa, ON K1P 1J7

#### **Processing Time**

Adjustments for bonds cashed in **Jan. – Oct.** are mailed to the Data Centre within 4-6 weeks.

Adjustments for bonds cashed in **Nov. – Dec.** are mailed to the Data Centre within 8-10 weeks. Once again, these two months are an exception due to high volume of bonds being redeemed.