

# Account Closure Form



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The Head of Branch \_\_\_\_\_ Branch

CIF Number 

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Account Number 

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Name (English; Block Letters) \_\_\_\_\_

I/We request to close my/our above mentioned account

Account Closure Reason: \_\_\_\_\_

Debit Card:  Surrendered  Self Destroyed

Cheque Book:  Surrendered  Self Destroyed

Mode of Payment of the remaining balance

Pay order  Transfer to A/C Number 

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 Cancellation of Standing Instruction:  Cancellation of Locker

\_\_\_\_\_  
Signature of the Account Holder

\_\_\_\_\_  
Signature of 2<sup>nd</sup> Account Holder  
(In case of Joint Account)

## For Branch Use

- Debit Card Destroyed
- Cheque Book Destroyed
- Necessary balance available at customer account for deducting all closing related charges

\_\_\_\_\_  
Checked by (Concerned Branch Officer)

\_\_\_\_\_  
Approved by (OM/HOB)

## For Operations Use

System Given Amount		Execution Date : ___/___/20__
AMC Applied		<b>Settlement A/C</b>
TAX Deducted		<b>For Account Closure A/C Number:</b>
ED Deducted		
Net Paid Amount		
Applied Interest Rate		Cheque Book Closed (If)

Verified By

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Verified By

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Approved by

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