

## Closure of Savings / Current / Investment Account

(Please fill in Capital Letters only)

Siebel Request No.

**For Bank Use:**

**Customer Account Type:**

- Wealth     
  Privy     
  Resident Individual     
  Non Individual     
  Non Resident Individual

I/We Date

Mr.  Ms.  FIRST NAME  MIDDLE NAME  LAST NAME

Mr.  Ms.  FIRST NAME  MIDDLE NAME  LAST NAME

hereby request you to close my / our Account Number

located at  branch and pay the balance as follows:

Credit to my/our other account number  (Kotak Bank Account only)

**RTGS / NEFT**

Beneficiary A/C No.

Beneficiary Name

Beneficiary Bank Name

Beneficiary Branch Name

Beneficiary Bank IFSC Code  Beneficiary Bank A/c. Type

I /We declare that above details are true and correct and the account is in my/our name

Debit Card(s)  Destroyed  Enclosed

Unused Cheque(s)

Un-presented cheques will not be honoured after the account is closed and the Bank will not be liable / responsible for the return / dishonour of the same. Kindly close the reimbursement account associated with my Salary Account. Balance (if any) of the reimbursement account to be credited as per above instruction only.

**DEMAT ACCOUNTS** linked to the above account for debit of service charges

- I/We are closing the accounts(s) separately
- Please link it to my/our other Kotak account number
- I/We agree to pay advance payment of Rs. 3000 (Mandatory if the Demat Account is not linked to other Kotak Account)

**TERM DEPOSITS** For maturity/interest payments on our TERM DEPOSITS, please

Credit to my/our other account number  (Kotak Bank Account only)

**RTGS / NEFT**

Beneficiary A/C No.

Beneficiary Name

Beneficiary Bank Name

Beneficiary Branch Name

Beneficiary Bank IFSC Code  Beneficiary Bank A/c. Type

I /We declare that above details are true and correct and the account is in my/our name

**ActivMoney**

- 2 Way Sweep  Delink (operate as a standalone)  Liquidate  
 Term Deposit  All

Credit to my/our other account number  (Kotak Bank Account only)

**RTGS / NEFT**

Beneficiary A/C No.

Beneficiary Name

Beneficiary Bank Name

Beneficiary Branch Name

Beneficiary Bank IFSC Code  Beneficiary Bank A/c. Type

I /We declare that above details are true and correct and the account is in my/our name

**Investment Account**

Close the following Accounts

A C C O U N T N O 1	A C C O U N T N O 2	A C C O U N T N O 3
---------------------	---------------------	---------------------

Lockers (if applicable)

Locker No

Surrender

Dr. charges to my/our new Kotak Account

Please delink all other linkages as well.

The reason I/ We wish to close my/our account **(Please give a brief indication of the reason for closure)**

Reason Code

**Signature(s)** (Guardian in case of Minor)

--	--	--	--

**Please Note:**

- For closure of investment Account, investments will continue with AMC and customer can approach AMC directly for future services
- Phone Banking PIN, Net Banking PIN and Debit Cards issued to customers will be de-linked from the accounts closed above. In case the customer holds any other account in addition to the account being closed, he/she need not surrender/destroy the PINs, Debit Card as they will continue to be linked to any such accounts held by the customer as per original instructions
- Reimbursement Account is a facility linked to a Salary Account proposition. Since the Salary Account is being closed, the reimbursement account linked to this account would also be closed
- In case, the amount of the closure proceeds is less than or equal to Rs. 100/-, the amount would be retained by the Bank if the payment (NEFT / RTGS / Transfer account) details are not provided. Customer should visit nearest branch and share the account details to receive the closure amount
- For Non Individual Customers other than TASC and Companies (both Pvt LTD and Public LTD Companies) the signatures of all the holders should be obtained.
- For TASC and Companies Account closure the Closure form should be signed as per existing MOP mentioned in the Account and should be supported by a Board Resolution empowering the AUS to close the account.
- For Individual customers, all the account holders need to sign.

**For Bank Use only**

**Branch Use section**

(For all applicants)

	Yes	N.A.
Cheque book collected/destroyed	<input type="checkbox"/>	<input type="checkbox"/>
Debit card collected/destroyed	<input type="checkbox"/>	<input type="checkbox"/>
Locker surrendered	<input type="checkbox"/>	<input type="checkbox"/>
Attrition Control Form attached	<input type="checkbox"/>	<input type="checkbox"/>

Dated

Documents sent to RPC/CPC on

Signature Verified by (Sign & Emp. Code)

**CPC/RPC use section**

(For all applicants)

	Yes	N.A.
OD limit zeroised	<input type="checkbox"/>	<input type="checkbox"/>
Demat account closed	<input type="checkbox"/>	<input type="checkbox"/>
Memos checked and actioned	<input type="checkbox"/>	<input type="checkbox"/>
Account in TOD: 009 (To Zeroise Account)**	<input type="checkbox"/>	<input type="checkbox"/>

\*\*If Yes, approval as per delegation matrix required

Input

Authorizer

**Acknowledgement Slip**

We acknowledge the receipt of Account Closure instruction from Mr. /Mrs. /MS \_\_\_\_\_

relating to customer relationship number \_\_\_\_\_ under service request number \_\_\_\_\_

Date: \_\_\_\_\_

Bank Official (Sign and stamp)  
For Kotak Mahindra Bank Ltd., \_\_\_\_\_