

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 account(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)

[Signature Box 1]

[Signature Box 2]

[Signature Box 3]

[Signature Box 4]

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

DDMMYYYY

Documents sent to RPC/CPC on

DDMMYYYY

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., _____