

TO BE FILLED IN BY A BANK OFFICIAL

1. Please include the details of the customer who has proposed for the closure of his/her bank account.

Vintage (no. of months)			
Profitability Band			
Balance at the time of closing (Rs.)		YES / NO	
AMR in previous 4 months (Rs.)		YES / NO	
AMR in previous 12 months (Rs.)		YES / NO	
RTM Customer (from 7005 screen)		YTD	3 months
If the Vintage is less than 6 months - Charges recovered		CD	CW
Transaction Volumes (from 7005 screen)		CI	CW
Product Holding		CI	

2. Please note the detailed reasons stated by the customer for closure of his/her existing HDFC Bank account after discussion with him/ her.

3. Please note down the defense put forth to the customer for retaining the account. (for closures with reason codes in Sr. No. 1 to 7 only)

If the customer opts to retain his/her account with us, please obtain his/her signature below and retain the form for future use.
Customer Declaration
 I/We confirm that I wish to retain my account with the bank.

Full Name _____ Signature _____
 (no.1) _____
 (no.2) _____
 Signatures of Bank Officers 2: _____
 Standing Instructions deleted Super Sever OD limit zeroised

Checklist:

ATM Card received at the branch and destroyed Cheque leaves received at the branch and destroyed (no. from _____ to _____)
 Signatures of Bank Officers 2: _____
 Standing Instructions deleted Super Sever OD limit zeroised

If paid by MICR/OD No. _____ Dated _____
 Balance in a/c _____
 Service charges, if any Rs. _____ recovered waived off (Approval grid reference number: _____ in cases waived off)
 Amount paid _____

Branch Use section

Date of Receipt: _____ Branch Code: _____
 Signature Verified by Name & Signature: _____
 Employee Code: _____ Approval: _____
 POO No for rejection sent on: _____

CPU Use Section

Date of Receipt at Central Desk: _____
 Signature Verified by Name & Signature: _____
 Employee Code: _____

HDFC Bank is just a call away - Call Phishing/Scamming for any employee complaints

City/State	0211110001	0211110001	0211110001	0211110001	0211110001
City/State	0211110002	0211110002	0211110002	0211110002	0211110002
City/State	0211110003	0211110003	0211110003	0211110003	0211110003
City/State	0211110004	0211110004	0211110004	0211110004	0211110004
City/State	0211110005	0211110005	0211110005	0211110005	0211110005
City/State	0211110006	0211110006	0211110006	0211110006	0211110006
City/State	0211110007	0211110007	0211110007	0211110007	0211110007
City/State	0211110008	0211110008	0211110008	0211110008	0211110008
City/State	0211110009	0211110009	0211110009	0211110009	0211110009
City/State	0211110010	0211110010	0211110010	0211110010	0211110010

Address: 10001, 10002, 10003, 10004, 10005, 10006, 10007, 10008, 10009, 10010, 10011, 10012, 10013, 10014, 10015, 10016, 10017, 10018, 10019, 10020, 10021, 10022, 10023, 10024, 10025, 10026, 10027, 10028, 10029, 10030, 10031, 10032, 10033, 10034, 10035, 10036, 10037, 10038, 10039, 10040, 10041, 10042, 10043, 10044, 10045, 10046, 10047, 10048, 10049, 10050, 10051, 10052, 10053, 10054, 10055, 10056, 10057, 10058, 10059, 10060, 10061, 10062, 10063, 10064, 10065, 10066, 10067, 10068, 10069, 10070, 10071, 10072, 10073, 10074, 10075, 10076, 10077, 10078, 10079, 10080, 10081, 10082, 10083, 10084, 10085, 10086, 10087, 10088, 10089, 10090, 10091, 10092, 10093, 10094, 10095, 10096, 10097, 10098, 10099, 10100, 10101, 10102, 10103, 10104, 10105, 10106, 10107, 10108, 10109, 10110, 10111, 10112, 10113, 10114, 10115, 10116, 10117, 10118, 10119, 10120, 10121, 10122, 10123, 10124, 10125, 10126, 10127, 10128, 10129, 10130, 10131, 10132, 10133, 10134, 10135, 10136, 10137, 10138, 10139, 10140, 10141, 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