

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

 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.
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

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)

1st Account Holder

2nd Account Holder

3rd Account Holder

4th Account Holder

(For Non-Individual customers, signatures as per MOP required. For Individual customers, all the account holders need to sign.)

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

For Bank Use only

Branch use section

(For all applicants)

Cheque book collected/destroyed Yes N.A.

Debit card collected/destroyed Yes N.A.

Locker surrendered Yes N.A.

Attrition Control Form attached Yes N.A.

Dated

Documents sent to RPC/CPC on

Signature Verified by (Sign & Emp. Code)

CPC / RPC use section

(For all applicants)

OD Limit zeroised Yes N.A.

Demat account closed Yes N.A.

Memos checked and actioned Yes N.A.

Account in TOD: 009 (To Zeroise Account) ** Yes N.A.

**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.**, _____