

**APPLICATION FOR CLOSING AN ACCOUNT
 (For Beneficiary Account only)**

Date	D	D	M	M	Y	Y	Y	Y
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To,
HDFC Bank Limited
 Depository Services, Lodha-I Think Techno Campus, Kanjurmarg (E), Mumbai 400042.
DP ID: IN300126 / IN301151 / IN301549 / IN300476 / IN300601 / IN301436.

Instructions to the Applicant

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| 1. Closure request needs to be signed by ALL the account holders. POA holder (if any) cannot sign the closure request.
2. Certified True Copy of Board resolution required in case of 'Corporate account' closure.
3. Corrections (if any) have to be authenticated by ALL the holders
4. Closure request would be rejected in case of any outstanding charges & account would be suspended for debit & credit.
5. Please strike-off as "NA" for details which are not applicable. | 6. In case of transfer cum closure please ensure the following:
a. At least one of the account holder visits the branch
b. He/she carries a valid original identity proof for verification
c. Additionally, for obtaining waiver of charges please note:
i. The target account should be in same combination of names and of same type/sub type as source account
ii. Submit Client Master List (in crystal format) duly stamped and signed by an official of target DP |
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1. I / We hereby request you to close my/our account with you as per following details:

Name of the holder(s)	
Sole/ First Holder	
Second Holder	
Third Holder	

2. Reason/s for Closure of depository account: _____

3. Client ID (of account to be closed)

DP ID (of the account to be closed)

I	N						

4. Please tick the applicable option(s)

<input type="checkbox"/> Option A [There are no balances / holdings in this account]																									
<input type="checkbox"/> Option B [Transfer the balances / holdings in this account as per details given]. <input type="checkbox"/> Transfer to my / our own account <i>(Provide target account details and enclose Client Master Report of Target Account duly stamped and signed).</i> <input type="checkbox"/> Transfer to any other account <i>(Submit duly filled Delivery Instruction Slip signed by all holders).</i>	<table border="1"> <tr> <th colspan="2">Target Account Details</th> </tr> <tr> <td> <input type="checkbox"/> NSDL <input type="checkbox"/> CDSL </td> <td> <table border="1"> <tr> <td>DP ID</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Client ID</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> </td> </tr> </table>	Target Account Details		<input type="checkbox"/> NSDL <input type="checkbox"/> CDSL	<table border="1"> <tr> <td>DP ID</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Client ID</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>	DP ID										Client ID									
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<input type="checkbox"/> Option C [Rematerialise / Reconvert (Submit duly filled Remat / Reconversion Request Form-for mutual fund units)]																									
<input type="checkbox"/> I / We confirm to have surrendered all unutilized delivery instruction slips																									
<input type="checkbox"/> I / We confirm to have exhausted all delivery instruction slips / misplaced / not traceable																									

5. Signature(s)

Sole / First Holder	
Second Holder	
Third Holder	

Signature of one of the account holders in the presence of Bank Staff

Name of the account holder	Signature of account holder	Signature of bank official Name, Emp Code & Stamp

Acknowledgement

We hereby acknowledge the receipt of the your request for closing the following Account subject to verification:

DP ID	I	N							Client ID								
Name of Sole / First Holder																	
Name of Second Holder																	
Name of Third Holder																	
Signature of the Authorised Signatory																Seal/ Stamp of Participant	
Date																	