Kotak Mahindra Bank

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

Date

I/We

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

	Destroyed	Enclosed
Debit Card(s)	☐	☐
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

	Delink (operate as a standalone)	Liquidate
2 Way Sweep		
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)	Yes	N.A.
Cheque book collected/destroyed	☐	☐
Debit card collected/destroyed	☐	☐
Locker surrendered	☐	☐
Attrition Control Form attached	☐	☐

Dated D D M M Y Y Y Y

Documents sent to RPC/CPC on D D M M Y Y Y Y

CPC / RPC use section

(For all applicants)	Yes	N.A.
OD Limit zeroised	☐	☐
Demat account closed	☐	☐
Memos checked and actioned	☐	☐
Account in TOD: 009 (To Zeroise Account) **	☐	☐

**If Yes, approval as per delegation matrix required

Signature Verified by (Sign & Emp. Code)	Input	Authorizer

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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.,** _____