ACCOUNT CLOSURE REQUEST FORM

ACCOUNT DETAILS

Date: D D M M Y Y Y Y

Name :

Account Number : Branch :

Account Type : ☐ Current Account# ☐ Savings Account (Resident) ☐ NRE ☐ NRO ☐ FCNR

Purpose of closure :

Please Note: (i) All accounts linked to the above account such as EEFC/FCY accounts for Current Accounts; Employee Reimbursement Account(ERA), Deposits and Junior accounts for Savings Accounts, DEMAT and DMF Accounts will also be closed.

(ii) If the above account has a linked DEMAT/DMF account, please ensure that all holdings in the DEMAT/DMF account are zeroised before applying for account closure.

(iii) **For NR accounts:** In case of closure of a Term Deposits, the indicated deposit will be pre-liquidated.

DESIRED MODE OF RECEIPT* OF THE BALANCE AMOUNT

(Please fill in the details for any of the options given below, as applicable, and strike out the rest)

Currency : ☐ USD ☐ EURO ☐ GBP ☐ SGD ☐ CAD ☐ AUD

(This is applicable only for NRE accounts and FCNR deposits for Foreign currency telegraphic transfers or demand drafts. All other transfers will be in INR.)

☐ **To another bank account by electronic transfer^/Foreign Currency Telegraphic Transfer**

Other bank account no. : Reconfirm Account No. :

Name of account holder :

Account Type : ☐ Savings Account ☐ Current Account Account Category : ☐ Resident ☐ NRE ☐ NRO

Bank Name : Branch/City :

IFSC/SWIFT Code :

☐ **By Demand Draft**

Address for dispatch : ☐ Mailing ☐ Non-Mailing ☐ Other Address

☐ **To another Citibank account in India**

Citibank Account : City :

Name of account holder :

RECIPIENT ADDRESS DETAILS

(Required only for Foreign Currency Telegraphic Transfers or Demand Drafts to be dispatched to "Other Address". Please strike out this section if not applicable)

Line 1 :

Line 2 :

City :

State : Country :

PIN/ZIP : Contact Number : Country Code Area Code

I/We understand, agree and acknowledge that Citibank shall act solely on the basis of my/our instructions without any responsibility and liability upon the Bank. I/We further declare that I/We have already destroyed all cheque leaves and related card pertaining to above account.

CUSTOMER SIGNATURE (To be signed by all account-holders):

Signature (1st Account Holder) Signature (2nd Account Holder) Signature (3rd Account Holder)

FOR BANK USE ONLY

Instruction received by : ☐ Mail/Representative ☐ In Person

Complete set of originals received : ☐ Yes ☐ No

IDs sighted (details) : ID Type:_____ ID Number: _____

Customer met in person by : (1) Name:_____ Signature: _____ Emp. ID: _____

(2) Name:_____ Signature: _____ Emp. ID: _____

Signature verified by : Name:_____ Signature: _____ Emp. ID: _____

#Company accounts should be accompanied by a Board Resolution.

*Cannot be made to third-party accounts

^Closure proceeds can be released through NEFT/RTGS for Customer in Person transactions. In case the transaction is routed through a bearer:
(a) NEFT/RTGS will be processed if the amount payable is up to ₹10,000 (b) If the amount payable is greater than ₹10,000 it will be paid by way of Demand Draft.

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