

# Account Closure Request

Branch Where A/c is held \_\_\_\_\_ Date: \_\_\_\_\_

Name			
Cust ID		A/c Nos.	

I / We request you close the above mentioned account(s) and pay the balance amount(s) along with interest, if any, by –  
 Cash  Pay Order  Credit to A/c.No. \_\_\_\_\_ in the name of \_\_\_\_\_  
\_\_\_\_\_ with \_\_\_\_\_ Branch

### Cheque Book

- I am / We are enclosing all unused cheques from the cheque book(s) issued to me / us.  
 I / We confirm that the unused cheques have been destroyed by me / us.  
 I / We confirm that I / we do not have any unused cheques with me / us.

### ATM / Debit Card

- I am / We are enclosing the ATM / Debit Card(s) issued to me / us.  
 I / We confirm that my / our ATM / Debit Card(s) has / have been destroyed by me / us.  
 I / We confirm that the ATM / Debit Card(s) has / have not been issued to me / us.

### Reasons for closure of Account(s)

- Moving residence, no branch near residence / office.  
 Moving from the city, no convenient branch in new city  
 Unhappy with service (please specify) \_\_\_\_\_  
\_\_\_\_\_  
 Unhappy with products (please specify) \_\_\_\_\_  
\_\_\_\_\_

Comments \_\_\_\_\_

I/We are agreeable to the Bank deducting the account closure charges as well as other unpaid bank charges, if any, from the proceeds of the account.

Signature(s) – to be signed by all the account holders. \_\_\_\_\_

### FOR OFFICE USE ONLY

Signatures Verified		Unused Chq Leaves Destroyed	
ATM / Debit Card Destroyed		DCB Bill Pay – Letter sent to Bill desk	
Internet Banking Registration Cancelled		Phone Banking / Mobile Banking Registration Cancelled	
CSOA Cancelled			
Proceeds Paid by Cash / Pay Order		Proceeds Paid by Credit to SB / CA No.	


Date: \_\_\_\_\_ Signature(s) of Bank Officials \_\_\_\_\_

### Acknowledgement

Name	Cust ID
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Received Customer Request for Account Closure A/c No(s). \_\_\_\_\_

Signature & Date Receipt Stamp

 **DCB 24-Hour Customer Care**  
Email [customercare@dcbbank.com](mailto:customercare@dcbbank.com)  
Call 3281 1322 ■ Toll Free 1800 209 5363  
Website [www.dcbbank.com](http://www.dcbbank.com)