

ANNEXURE Q



APPLICATION FOR CLOSING AN ACCOUNT

(For NSDL Beneficiary Account only)

Branch Code	0	0							
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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	
1. Closure request needs to be signed by ALL the account holders. POA holder (if any) cannot sign the closure request. 2. Corrections (if any) have to be authenticated by ALL the holders. Please strike-off as "NA" for details which are not applicable. 3. Closure request would be rejected in case of any outstanding charges. 4. In case Trading a/c linked to this Demat account, please submit delinking or trading account closure request separately.. 5. Certified True Copy of Board resolution required in case of 'Corporate account' closure.	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

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)

I	N								

DP ID (of the account to be closed)

Contact Number (Mandatory)

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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>	Target Account Details																					
	<input type="checkbox"/> NSDL <input type="checkbox"/> CDSL	DP ID <table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> Client ID <table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																				
<input type="checkbox"/> Option C [Rematerialise / Reconvert <i>(Submit duly filled Remat / Reconversion Request Form-for mutual fund units)</i>]																						
<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		For Bank use only: Sign. Of all holders are verified with Demat records Bank Officer Sign & Employee Code
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																	