



ACCOUNT CLOSURE REQUEST

Please fill in Black Ink and in CAPITAL LETTERS
All fields marked “*” are MANDATORY

Date DD MM YY YY

CUSTOMER DETAILS

*Customer ID

*Account Number#

*Customer Name

*Purpose of closure

#Company accounts should be accompanied by a Board Resolution.

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

Notes: All linkages to the above account will also be closed.

- To another bank account by electronic transfer (Account closure proceeds can be transferred only to your own other bank account. The same cannot be transferred to any third party account.)

Other bank account No

Reconfirm Account No

Name of account holder

Account Type Savings Account Current Account

Bank Name

Branch/City IFSC Code

- By Demand Draft (Will be delivered only at the mailing address and cannot be made to third party accounts)

- To another IDFC FIRST Bank account in India (Account closure proceeds can be transferred only to your own account. The same cannot be transferred to any third party account.)

IDFC FIRST Bank Account City

Name of account holder

- By Cash (As per current Income Tax rules, if the account balance at the time of account closure exceeds ₹. 20,000/- the payment will not be made through cash)

DECLARATION & SIGNATURE(S)

I/We understand, agree and acknowledge that IDFC FIRST Bank 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.

It is my/our responsibility that all the ECS / Auto debit mandates linked to this account are amended.

All Account Holders to sign

Signature

Signature

Signature

Name of First Account Holder/
Authorised Signatory

Name of Second Account Holder/
Authorised Signatory

Name of Third Account Holder/
Authorised Signatory

FOR BANK USE ONLY

Service Request No.

Employee ID

Name of the
Branch Official

Sourcing
Branch Code

Signature of the Branch Official

CB-BB/OV-Q1-2019.0