* ***20 DEC 2022 EVENING SESSION***
* **Collection of Account Closure Charges- In case of fee collection from a different account.**

1. Invoke the menu “**CACCS” Collect Account Closure Charges**
2. Enter the forex **A/c ID** to be closed
3. Enter account to be charged.
4. Click on **GO**
5. Confirm the original closure charge
6. Click on **SUBMIT**.

* **Verification of Account Closure Charges Collection**

1. Select the menu “**VACCC” Verify Account Closure Charges Collection**
2. Enter the account number to be verified or click on the searcher to locate the account.
3. Confirm the details captured by the maker
4. Click on **SUBMIT.**

* **Dollar Account Closure**

1. Invoke the menu – “**CAT**” **Close Account**
2. Enter the dollar **A/c ID**
3. Click on **GO**
4. Enter the **Closure Remarks**
5. Select the appropriate **Reason Code Description** from the searcher
6. Click on **Upload Document** to upload supporting document if any.
7. Click on **Continue**
8. Click on **SUBMIT**

* **Verification of the Dollar Account Closure**

1. Invoke the menu “**VAC**” **Verify Account Closure**
2. Enter the **A/c ID** to be verified for closure or click on the searcher to locate it.
3. Click on **GO**
4. Confirm the details captured by the maker
5. Click **Continue**
6. Confirm the other details captured by the maker
7. Click **Submit**.