* ***21 DEC 2022 EVENING SESSION***
* **Account closure with minimum balance.**
* **Closure of Account -Where the customer has another Account to transfer the funds to.**

1. Invoke the menu – “**CAT**” **Close Account**
2. Enter the **A/c ID** to be closed
3. Click on **GO**
4. To transfer the funds, Select **Yes** to Transfer Balance, select **Transfer** for Transaction Type then enter the **Transfer Account ID** where the funds will be transferred to.
5. Enter the **Closure Remarks**
6. Select the appropriate **Reason Code Description** from the searcher
7. Click on **Upload Document** to upload supporting document if any.
8. Click on **Continue**
9. Click on **SUBMIT**

* **Verification of the 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**.