HDFC BANK
We understand your world

Account Closure Request form -CDSL & NSDL (for Beneficiary Account only)

BAR CODE NUMBER

Closure Initiated by ☐ BO ☐ DP ☐ CDSL ☐ NSDL Br. Code ☐☐☐☐ Date D D M M Y Y Y Y

Instructions to Account Holder(s)/Applicant (NSDL & CDSL) :-

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. Submit a duly-filled RRF if the balances are to be rematerialized. 7. Submit a duly-filled Delivery Instruction Slip [DIS] (off market instruction slip) if the balances are to be transferred to another Account. This requirement is not applicable in the case of "SHIFTING OF ACCOUNT".
8. 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 iii. For CDSL closure, Self attested Demat account holding statement is required

Please fill all the details in **CAPITAL LETTERS** in English

To,

HDFC Bank Ltd. - Depository Services, Empire Plaza I, 4th Floor,LBS Marg, Chandan Nagar,Vikhroli West , Mumbai 400 083.
NSDL (DP ID - IN 300126 / IN 301151 / IN 301549 / IN 300476 / IN 300601 / IN 301436), CDSL (DP ID - 13012400, 13020700)

I / We the Sole Holder / Joint Holders / Guardian (in case of Minor) request you to close my / our account with you from the date of this application. The details of my/our account are given below:

Account Holder's Details

DP ID ☐☐☐☐☐☐☐☐ **Client ID** ☐☐☐☐☐☐☐☐

Name of the 1st/Sole holder

Name of the 2nd holder

Name of the 3rd holder

Correspondence Address (Mandatory for CDSL & As per Demat records)

City / Town / Village PIN (Mandatory)

State Mobile No. (Mandatory) 9 1

Reason for closing the account(Mandatory)_____

Option A		☐ There are no balances/holdings in this account
Option B	NSDL	☐ Transfer the balances / holdings in this account as per details given ☐ Transfer to any other account (Submit duly filled Delivery Instruction Slip signed by all holders). ☐ Transfer to my/our own a/c (Provide target a/c details and enclose Client Master Report of Target A/C duly stamped and signed).
	CDSL	Balance remaining in the A/C (if any) to be: ☐ Partly rematerialised and partly transferred. ☐ Transferred to another account (Number given below) ☐ Rematerialised ☐ Not applicable
		Balance present in a/c for (To be filled by DP, if applicable): ☐ Ear - marked ☐ Pledged ☐ Frozen. ☐ Lock-in. ☐ Pending for Dematerialisation ☐ Pending for Rematerialisation
		Target Account Details: ☐ NSDL ☐ CDSL DP ID ☐☐☐☐☐☐☐☐ Client ID ☐☐☐☐☐☐☐☐
Option C (For NSDL Only)		☐ Rematerialise / Reconvert (Submit duly filled Remat / Reconversion Request Form-for mutual fund units)

☐ I / We confirm to have surrendered/destroyed all unutilized delivery instruction slips

☐ I / We confirm to have exhausted all delivery instruction slips / misplaced / not traceable

DECLARATION: In case of Account Closure due to **SHIFTING OF ACCOUNTS**: ☐ I / We declare/confirm that all transactions are true/authentic.

Signature of First/Sole Holder

Signature of Second Holder

Signature of Third Holder

Name_____ Name_____ Name_____

For Bank Use Only:
Sign of all holders are verified with Demat records.

Bank officer Sign & Emp Code

Signature of one of the account holder in presence of a Bank Staff

Name of the Account Holder	Signature of the Account Holder	Signature of Bank official with Name, Emp Code and Stamp

***If DP or NSDL / CDSL has initiated account closure, Signature(s) of account holder(s) are not required.**

HDFC Bank Demat Closure Form Ver 1.01 - Feb 2015

Acknowledgement Receipt

We hereby acknowledge the receipt of your instruction for closing the following Account (subject to verification) **Date** D D M M Y Y Y Y

DP ID ☐☐☐☐☐☐☐☐ **Client ID** ☐☐☐☐☐☐☐☐

Name of the 1st/Sole holder

Name of the 2nd holder

Name of the 3rd holder

Depository Participant Seal & Signature