



# ACCOUNT SERVICES FORM-II (Closure & Maintenance)

THIS IS A MACHINE READABLE FORM. It should be completed in "ENGLISH CAPITAL" letters.

Date: [ D D / M M / Y Y Y Y ]

Branch Name: [ ]

Saving/Current/FD/DPS Account Number: [ ]

Account Title: [ ]

CASA Closure  Fixed Deposit (FD) Encashment  Fixed Deposit (FD) Interest Payment  Scheme (DPS) Closure

FD Face Value: [ ]

To be en-cashed before maturity for FD/DPS:

(Space for customer additional signature for premature FD/DPS encashment)

Please encash/pay interest/close the above mentioned CASA / Fixed Deposit/ DPS account (please cancel any standing instructions on this account and collect duly discharged original FD Receipt / Advice / Scheme Certificate; if applicable) and pay the total balance with accrued interest (if applicable), after realization of all applicable charges, as per the following instructions:

Fund Transfer to Account No. [ ]

(Space for BM approval if CB of FD/MTD/Scheme/CASA account is different from fund transfer account)

Pay Order

Payment Through:  EFT  RTGS (\*Please fill up & attach respective request form- EFT for any amount and RTGS for one (1) lac equal or/& above any amount)

Others (specify) [ ]

\*If CB of primary account is different from fund transfer account, please mention beneficiary account holder's relationship, account title and his/her signature.

Beneficiary Signature

E-TIN:  Yes  No

Change FD Tenor  Change FD Maturity Instruction  Change Both FD Tenor & Maturity Instruction

\*Reissue FD with  "Principal Amount"  "Principal Amount with Accrued (earned) Interest"

\*New Maturity Instruction:

\*New Tenor: [ ] Days/ Month(s) / Year(s)

Renew Both Principal & Interest/Profit OR

Renew Principal Only and Credit Interest/Profit to the A/C No. OR

Encashment at Maturity to My / Our Account No. [ ]

\*Credit Interest to and Charge Realization A/C No. [ ]

Note: Consider this tenor/ maturity instruction changes request as a rectification of existing account opening form.

Regularization of DPS Installment

Number of Installment(s) Due: [ ] Details of Month: [ ]

Amount Per Installment: [ ] Total Installment Amount Due: [ ]

Debit Due Installment & Charge Realization A/C No. [ ]

I/we have authorized the above instructions and agreed to the relevant Terms, Conditions and Clauses of City Bank PLC. I/we also agreed to pay the relevant fees & charges applied.

"Space for confirmation of customer(s) physical presence with Bank official sign and seal"

Signature of 1<sup>st</sup> Applicant

Note for Tenor & Maturity instruction change: All joint - account holders are required to sign regardless of mode of operation.

Signature of the Joint Applicant

## FOR BRANCH USE ONLY

If customer wants to receive fund through pay order, please specify account no. here:

[ S O L 0 1 4 1 0 0 0 0 3 8 ]

We the undersigned confirm that all the related document(s) are in order as per CBL Ops Manual/SOP/Related circulars and all necessary approval(s) are taken.

Action Taken by CS Official (with seal & sign)

Recommended by BOM/Designated Official (with seal & sign)

Approved by BM/ Designated Official (with seal & sign)

**( This page is only applicable for CASA closing and FD/DPS encashment)**

**Please Select Account Closure Reason**

<input type="checkbox"/> Too many accounts	<input type="checkbox"/> Leaving the country
<input type="checkbox"/> Higher interest rate in other banks/Organization	<input type="checkbox"/> Negative words in the market
<input type="checkbox"/> Dissatisfaction with the service	<input type="checkbox"/> Misbehavior/non-assistive attitude from the branch
<input type="checkbox"/> Dissatisfaction with other facilities	<input type="checkbox"/> Higher service charge
<input type="checkbox"/> Inconvenient branch location	<input type="checkbox"/> Emergency cash requirement
<input type="checkbox"/> Inconvenient ATM location	<input type="checkbox"/> Investing in Sanchaypatra
<input type="checkbox"/> Company salary account change	<input type="checkbox"/> FD Matured
<input type="checkbox"/> Loan not disbursed	<input type="checkbox"/> DPS Matured
<input type="checkbox"/> Loan Adjustment	<input type="checkbox"/> Card Dues Adjustment
<input type="checkbox"/> BG Claim Adjustment	<input type="checkbox"/> LC Margin Adjustment
<input type="checkbox"/> Force Closure for Loan Recovery	<input type="checkbox"/> Force Closure for Card Recovery
<input type="checkbox"/> Deceased Payment	<input type="checkbox"/> FD Reissue/ Tenor Change/ Scheme Code Change
<input type="checkbox"/> Others (Please specify):	

"Space for confirmation of customer(s)  
physical presence with Bank official sign

\_\_\_\_\_  
**Signature of 1<sup>st</sup> Applicant**

*Note: All joint – account holders are required to sign regardless of mode of operation.*

\_\_\_\_\_  
**Signature of the Joint Applicant**