

ACCOUNT CLOSING FORM

Date:/...../.....

To,
 The Branch Manager,
 Reliance Finance Limited
Branch

Dear Sir/Madam,

I/We hereby request you to close my/our under mentioned Saving Current account with yourselves and pay the balance amount to Mr./Mrs./Ms.: or credit to A/c No.: after deducting applicable charges thereon.

Also please find my/our unused cheque leaves having number from to and other required documents.

Yours truly,

.....
 Accountholder's Signature(s).....
 Stamp, if applicable

Accountholder's Name:

Account No.:

Reason for account closing:

FOR OFFICE USE ONLY

Client ID:

Account Balance:

Checklist for Account Closing

S.N	Particulars	Yes	No	N/A	Remarks
1	Interest Run				
2	Cheque Book Returned				
3	Debit Card Returned				
4	Mobile Banking Disabled				
5	Pending CASBA/IPO /Others				

We confirmed that the Account Holder has no liability with our department:

S.N	Department	Authorized Signatory	Remarks
1			
2			
3			
4			

Application Received and Signature Verify by:..... Date:/...../.....

Entered by: Verified by:..... Approved by (OI/BM/HOD) :