

REQUEST FOR CLOSURE OF ACCOUNT (DRAFT FORMAT)

Place :

Date :

To:

The Branch Manager

Abhyudaya Co-op. Bank Ltd.

-----Branch

Dear Sir,

Request for closure of account:

Name of the Account :

Type of Account :

Account Number :

I/We am/are having the captioned account with your branch for the last-----years.

I/We request you to close the above deposit account for the following reason/s.

a)

b)

I/We enclose herewith the unutilized cheque leaves. Also I enclose the pass book for updation and return.

The Balance amount may be paid to me/us

a) By cash

b) By Demand draft in my name /in the name of ----- (one of the joint Depositor)

c) By credit of my/our account No----- with your-----branch

d) By NEFT/RTGS to Account Number-----Favouring-----
with -----Bank-----Branch IFSC Code No-----

Yours faithfully,

(Signature/s)

(To be signed by all Depositors in case of Joint accounts)

Process for Claiming/Activation of the Unclaimed Deposit Accounts

I. Claim by the customer -

a) Account holders after checking their name and address on the List of Unclaimed Deposits displayed on this website will visit the branch maintaining his/her account and submit the "Claim Form" duly filled in and signed, along with the available details of the account (Pass book/Statements of account, Term Deposit/Special Term Deposit Receipts or advices), recent photographs, valid Identity and address proof documents (KYC documents) with originals for verification.

b) Branches will process the application for payment of unclaimed deposit and pay the amount after due diligence and KYC compliance.

II. Claim by the legal heir / nominee :-

a) For claim process, the legal heir/ Nominee (s) can visit the branch and submit the Unclaimed Deposits Claim Form (available with branch) duly filled in and signed, along with the following documents.

i. Passbook/Term Deposit/Special Term Deposit Receipts (advices)

ii. Valid Identity proof of the claimant(s)

iii. Copy of death Certificate of the account holder.

b) Branches while processing the applications will meticulously follow the Bank's policy for claim settlement of deceased and missing persons.

III. Claim of Non-individuals accounts: -

❖ For claim of non-individual accounts including proprietorship and HUF, the Claim forms will be submitted on Company's/firm's letter head duly signed by authorized signatories along with valid identity proof.