



Account Closing Request/Advice

Branch

Date:

Please close my/our following account

Name:

Account Number:

All unused cheque () are returned () are lost.

Received cash () after debit my/ our account no.

Reasons for closing (If any)
.....
.....

I hereby declare that I don't have any obligation towards the Bank and if any found in future, I hereby authorize the Bank to recover the same from me as Bank's dues.

.....
Signature of Account Holder

For Bank's Use Only			
Department	Any objection		Reasons for objection
Digital Operations	Yes	No	
CAD Department	Yes	No	
Finance Department	Yes	No	
Central Operation Department	Yes	No	
Compliance Department	Yes	No	

Verified By,

Authorized By,

.....
Name:
Employee Code:

.....
Name:
Employee Code:



Application for Account Type (Product Type) Change

Branch:

Date:

Dear Sir/Ma'am,

I/We humbly request you to change my account type (product) as per the details of my/our account as follows:

Account Number:

Account Name:

Existing Ac Type:

Existing Product Name:

Existing Minimum Balance:

NPR.

New Ac Type:

New Product Name:

New Minimum Balance:

NPR.

Authorized Signature(s)

For Bank's Use Only

KYC Update: Yes No

Reason if KYC not Updated :.....

Any waiver availed in the existing Ac Type (Product):

Any waiver to be availed in the new Ac Type (Product):

Branch		COD
Signature	Signature	Signature
Name:	Name:	Name:
Employee ID:	Employee ID:	Employee ID:
CSD Official	SM	COD Official