

## Account Closing Request Form

खाता बन्द गर्ने अनुरोध फारम

Branch  
शाखा

Date:          
मिति:

Dear Sir/Ma'am,  
महोदय,

Please close my/our following account :  
कृपया निम्न लिखित मेरो/हाम्रो खाता बन्द गरिदिनुहोला :

Name :   
नाम :

Account Number :   
खाता नम्बर :

All unused cheques (  ) are returned (  ) are lost  
प्रयोग नगरिएको चेकहरू फिर्ता गरिएको हराएको

Surrender ATM Card No. :   
बुझाइएको एटिएम कार्ड नम्बर :

Received cash (  ) after deducting applicable bank charges  
आवश्यक बैंक शुल्क कटौती गरिसकेपछि (  ) नगद प्राप्त भयो ।

Reasons for closing (If any) बन्द गर्ने कारण (यदि भएमा).....

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

म/हामी यसै मार्फत बैंकप्रति कुनै पनि दायित्व बाँकी नरहेको घोषणा गर्दछु/गर्दछौं । भविष्यमा कुनै दायित्व देखिएमा उक्त दायित्व बापतको रकम असुल गर्न समेत बैंकलाई अधिकार प्रदान गर्दछु/गर्दछौं ।

Signature of Account Holder  
खातावालाको दस्तखत

### For Bank's Use Only

#### Checklist for Account Closing:

Particulars	Yes	No	NA	Remarks
1. Cheque Book Returned				
2. Cheque Destroyed in CBS				
3. Debit Card Returned				
4. Credit Card Returned				
5. Cards Deactivated in System				
6. Mobile Banking Disabled				
7. Locker Closed				
8. Is Nominee removed ? (in case of Loan Account)				
9. Is Limit Set to Zero ? (in case of Loan Account)				

Verified and Entered By:

Approved By:

Name:  
Employee Code:

Name:  
Employee Code: