# 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/MTD/DPS Account Number: - 

Account Title:

☐ **CASA Closure** ☐ **Fixed Deposit/ MTD Encashment** ☐ **FD Interest/ MTD Profit Payment** ☐ **Scheme (DPS) Closure**

FD/MTD/DPS Face Value:

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

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

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

☐ Fund Transfer to Account No.

☐ 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)

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

*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/MTD Tenor** ☐ **Change FD/MTD Maturity Instruction** ☐ **Change Both FD/MTD Tenor & Maturity Instruction**

*Reissue FD/MTD with ☐ "Principal Amount" ☐ "Principal Amount with Accrued (earned) Interest"

*New Maturity Instruction:

☐ 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/Profit to and Charge Realization A/C No.

*New Tenor: Days/ Month(s) / Year(s)

*New Scheme Code:

***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 The City Bank Ltd. I/we also agreed to pay the relevant fees & charges applied.*

*"Space for Confirmation of Customer(s) Physical Presence with Bank official sign & seal"*

Signature Verified By

**Signature of 1st Applicant**

***Note for Tenor & Maturity Instruction Change:***
*All joint account holders are required to sign regardless of mode of operation.*

Signature Verified By

**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.*

| Initiated By CS Official/CFP (with seal & sign) | Recommended by BOM/Designated Official (with seal & sign) | Approved by BM/Designated Official (with seal & sign) |
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