

ACCOUNT CLOSURE FORM

Branch

Date.....

I/Weinstruct the bank to close my/our account number

..... and dispose the net balance as follows :

- Pay Cash
- Other Instructions
Tick what is applicable

Also dispose any safe custody item held as follows:

Reason for closing Account.....

Customer's Address.....

Customer's Signature(s)
.....

For Bank Use

Exit interview conducted by.....

Reasons for closure
.....
.....

A. Branch checklist

- Customer's signature(s) verified
- Unused Cheques obtained /destroyed
- No uncleared balance outstanding
- ATM card surrendered/hot-listed /destroyed
- No linked loan account(s) outstanding
- safe custody / Security items held
- Stop orders cancelled /removed
- Service fees recovered
- Accrued interest (Dr /Cr) applied
- Statement frequency removed

- Account blocked
- Final balance paid.....

Processed by.....
Customer Services Officer

Verified by.....
Branch Manager

B. Centralised Ledgers Checklist

- Signature(s) deleted from the system
- Account Documentation cancelled and marked "closed"
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Actioned by

Checked by