

## Annexure 1 - ACCOUNT CLOSURE REQUEST

To,

Date: DD / MM / YYYY

India Post Payments Bank Ltd.,

\_\_\_\_\_ branch

**Subject: Closure of Account No.:** \_\_\_\_\_ **Customer Name:** \_\_\_\_\_

Reason for closure \_\_\_\_\_

Please close my aforementioned account with your \_\_\_\_\_ branch.

Note: All linkages/standing instructions to the above account shall be suspended.

### **POSA DELINKING REQUEST (APPLICABLE ONLY FOR POSA LINKED IPPB ACCOUNTS)**

Kindly delink following POSA account from my IPPB Account no \_\_\_\_\_

POSA CIF: \_\_\_\_\_

POSA Account Number: \_\_\_\_\_

### **DESIRED MODE OF RECEIPT OF THE BALANCE AMOUNT**

☐ To another bank account by electronic transfer

Other bank account No.

Reconfirm Account No.

Name of account holder \_\_\_\_\_

Account Type ☐ Savings Account ☐ Current Account

Bank Name \_\_\_\_\_

Branch Name \_\_\_\_\_ IFSC Code \_\_\_\_\_

☐ To any other IPPB account

IPPB Account No  Branch Name \_\_\_\_\_

Name of Account Holder \_\_\_\_\_

### **CUSTOMER DECLARATION & SIGNATURE**

I understand, agree and acknowledge that India Post Payments Bank shall act solely on the basis of my instructions without any responsibility and liability upon the Bank. I further declare that I have already destroyed the QR card provided to above account. It is my responsibility that all the ECS / Auto debit mandates linked to this account are amended.

(Signature of Account Holder)

(Name of Account Holder)

## Annexure 2

### BRANCH OFFICIAL RECOMMENDATION

I hereby confirm the following:

1. The genuineness of the customer request has been verified by cross-checking customer details in the submitted copy of KYC document with those in Finacle.
2. The documents have been OSV'd and filed at branch.
3. I have cross-verified the bank account details filled by the customer in Annexure-1 with the bank account detail proof that he/she has submitted.
4. I have also verified that the account to which the amount will be transferred (if any) belongs to the same customer who is getting his/her account closed with IPPB, and not any third person.
5. I have checked from Finacle that the customer account status is Active.
6. I have checked from Finacle that the account is not under freeze.
7. I have checked that either outstanding charges have been recovered or sufficient balance made available to recover the same.
8. I have checked from Finacle that the available account balance is Rs \_\_\_\_\_.

Employee Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_