

Account Closure Form

To,
The Royal Bank of Scotland plc
_____ Branch, India

Date:

Subject: Request for closure of my account(s)

Dear Sir/Madam,

Request you to kindly close my/our account(s) and or fixed deposits as detailed below.

| TYPE OF ACCOUNT (e.g. Saving/Current/Fixed Deposit) | ACCOUNT NUMBER |
|--|----------------|
| | |
| | |

I confirm destroying the following.

- Unused cheque leaves (_____ to _____)
- Debit Card No

Further, please process closure proceeds of the account as per the option provided below:

1. Issue a demand Draft /cashier's cheque in the currency the account /fixed deposit is maintained. Please courier the draft to my preferred communication address as per bank records.
2. Transfer to Account Number _____ as per details mentioned below.

| | |
|--|--|
| <input type="checkbox"/> RTGS Transaction (only for amount INR Two lacs or more) | <input type="checkbox"/> NEFT Transaction |
| I / We authorise The Royal Bank of Scotland plc to debit my/our account in order to effect a credit to the account of my/ our beneficiary party maintained with another Bank through the National Electronic Funds Transfer (NEFT) / Real Time Gross Settlement (RTGS) system [as selected above] of the Reserve Bank of India in accordance with the details specified below. | |
| Date: | |
| Customer (Requestor) Details: | |
| Debit Customer Account Number being closed | |
| Title of customer account / Customer name | |
| Cheque number | |
| RBS plc Branch where Account is Held | |
| IFSC Code of the RBS Remitting Branch | |
| Amount to be debited (Figures) | TOTAL ACCOUNT CLOSURE PROCEEDS |
| Amount to be debited (Words) | TOTAL ACCOUNT CLOSURE PROCEEDS |
| Beneficiary Details: | |
| Beneficiary (Credit) Account Number | |
| Re confirm : Credit Beneficiary Account Number | |
| *** Beneficiary Name (upto 35 characters including spaces) Beneficiary account to be in the same holding pattern as the account being closed. | |
| I understand and agree that this NEFT/RTGS (as applicable and selected above) instruction may be effected by the beneficiary's Bank solely based on the beneficiary's account number stated above and not considering the beneficiary's name. | |
| Beneficiary Address (Optional) | |
| Beneficiary's Bank and Branch name | |
| Beneficiary's Bank IFSC CODE | |
| Details / Purpose of payment | |

*** Please attach a cancelled cheque leaf of the beneficiary account for verification.

1. In consideration of The Royal Bank Of Scotland plc agreeing to transfer / transferring funds as above, I / we hereby undertake to indemnify and hereby indemnify The Royal bank of Scotland plc, their successors and assignees from and against all consequences that may arise from such transfer and against all losses, charges and expenses in connection with the said transfer thereof, in case of delayed payments from the counter-party or incorrect details of beneficiary supplied to The Royal Bank Of Scotland plc by me / us.

2. I/ We agree to abide with all Terms & Conditions and Rules/Regulations governing NEFT/RTGS transactions, as applicable and as issued by RBI from time to time.

3. Provided that the Remitting Bank has not acted with gross negligence, the Remitting Bank shall not be liable for any loss or damage arising or resulting from delay in transmission delivery or non delivery of Electronic message or any mistake, omission or error in transmission or delivery thereof or in deciphering the message for any cause whatsoever or from its misinterpretation or the action of the destination Bank or any act or event beyond its control.

4. I/We agree & accept that instructions / messages received after cut off time will be processed on the next working day.

FOR NR - PIS HOLDERS ONLY

I / We hereby confirm that the funds are favouring a Non Resident Indian(s).

| | |
|--|--|
| | |
| Name(s) of Authorised Signatories | |
| Signature(s) | |
| Contact Mobile Number /Email | |

Important points to Note:

- If you hold accounts in more than one account holding pattern, please provide a separate closure request letter
- Letter to be signed and sealed (wherever applicable) by all account holders of the account
- Please ensure the signatures are as per bank records.
- If you have any Standing Instructions (debit/credit) updated in the above mentioned accounts, please note that they would not be honored and if you have provided the account number to any third party (e.g. Mutual Funds etc.), you will need to inform them about the change
- Contact your RBS Branch for any clarifications/assistance
- Listed below are set of documents required for Current account closure to be submitted on the letter head along with rubber stamp and seal

| | |
|---------------------|---|
| Proprietorship Firm | Account closure request to be signed by proprietor |
| HUF | Account closure request to be signed by Karta |
| Partnership | Covering letter as per mandate AND Resolution/Letter signed by all partners |
| Limited Company | Covering letter as per mandate AND Board resolution |
| Trust | Covering letter as per mandate AND Trust deed AND Resolution from trustees |
| Society | Covering letter as per mandate AND Society by-laws AND Resolution from office bearers (President, Gen. Sec, Treasurer etc.) |

For Office use only:

Received at:

Processed at:

Transaction ID:

Total Amount Wired : _____

(Breakup A/c Balance : _____ Interest : _____

User ID Stamp and Signature

Approved by:

Name

Name