

### ACCOUNT CLOSURE REQUEST FORM

To,  
**InCred Capital Wealth Portfolio Managers Pvt Ltd**  
 3<sup>rd</sup> Floor, B Wing, Kaledonia Building,  
 Sahar Road, Andheri (E),  
 Mumbai – 400069.

Application No. \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Dear Sir / Madam,  
 I / We the Sole Holder / Joint Holders / Guardian (in case of Minor) / Clearing Member request you to close my / our account with you from the date of this application. The details of my/our account are given below (Please tick appropriate option):

*(To be filled by the BO [in case of BO-initiated closure]. Please fill all the details in BLOCK LETTERS in English)*

**Closure Initiated by:**  BO/CLIENT  DP  CDSL *(if request submitted by client mandatorily tick "BO/Client")*

<b>CLOSURE TO BE EFFECTED IN</b>	<input type="checkbox"/> Equity Trading A/c <span style="float: right;"><input type="checkbox"/> Demat A/c</span> <i>(If TRADING and DP both accounts to be closed tick both option)</i>					
<b>Note: Both trading account will be deactivated once request received for trading closure submit separate request for multiple demat accounts</b>						
<b>Trading Code</b>	<b>Name as per Trading A/c</b>					
<b>DP ID:</b> <i>(tick appropriate option)</i>	<input type="checkbox"/> <b>12091000</b>	<b>CLIENT ID:</b>	<input type="checkbox"/>			
<b>Client ID / BO ID:</b> (of account to be closed)						
<b>Name of First / Sole Holder</b>						
<b>Name of Second Holder</b>						
<b>Name of Third Holder</b>						
<b>Address for Correspondence</b>						
	<b>City</b>	<b>State</b>	<b>PIN</b>			
<b>Reason for Closing the Account</b> <i>(tick appropriate option)</i>	<input type="checkbox"/> Stopped dealing in Equities <input type="checkbox"/> Dissatisfied with services <input type="checkbox"/> Transferred from client <input type="checkbox"/> If any other reason please specify --					
<b>Balance remaining in the BO account (if any) to be :</b>	<input type="checkbox"/> Partly rematerialised and partly transferred.		<input type="checkbox"/> Rematerialised <input type="checkbox"/> Not applicable/No Holding & Balance			
	<input type="checkbox"/> Transferred to my/our own account <i>(Provide target account details and enclosed CML)</i>		<input type="checkbox"/> Transferred to any other account <i>(Submit duly filled Delivery Instruction Slip signed by all holders)</i>			
<b>Target Account Details:</b>	<input type="checkbox"/> NSDL <input type="checkbox"/> CDSL	<b>DP ID :</b> <b>Client / BO ID :</b>				
<b>Balance present in a/c for</b> <i>(To be filled by DP, if applicable):</i>	<input type="checkbox"/> Pending for Dematerialisation		<input type="checkbox"/> Pending for Rematerialisation <input type="checkbox"/> Ear - marked			
	<input type="checkbox"/> Pledged		<input type="checkbox"/> Frozen <input type="checkbox"/> Lock-in			
<b>DECLARATION: In case of Account Closure due to SHIFTING OF ACCOUNT:</b> <i>I/We declare and confirm that all the transactions in my/our demat account are true / authentic.</i>						
"I/We request you to make full and final settlement of my account and credit the securities due to me/us, if any, to my/our above mentioned demat A/c. The client master report of the aforesaid demat account is enclosed" "Further I/We am/are also demat account holder (Client/BO Id _____), I/We hereby authorize you to adjust any debit balance in the said account with any credit balance in my trading account <i>(strike off, if not applicable)</i> " Further I/We undertake to settle my/our obligations, if any, towards you.						
	<b>Sole/First Holder</b>	<b>Second Holder</b>	<b>Third Holder</b>			
<b>Holder Name</b>						
<b>Holder Signature*</b>						
<b>* If DP or CDSL initiates account closure, Signature(s) of account holder(s) not required.</b>						
<b>Following pre-check to be done before sending the requests for Closure of [Trading and DP account (CDSL)] to enable us to process the requests expeditiously and to avoid possible rejections.</b>						
Ledger Balance in your account (should have Nil/ Credit balance); It should not have Debit Balance.	Signatures of all the holders should match with DP records.		No stock of yours is held in our Pool/Collateral account.(if yes transfer to DP A/C)			
<b>For Ops Helpdesk Use</b> <b>(Trading Closure)</b>	<b>Status</b>	<b>Ledger Balance</b>	<b>Hold/Collateral Stock</b>	<b>Signature</b>	<b>Maker</b>	<b>Checker</b>
<b>For DP Use</b> <b>(DP Closure)</b>	<b>Scrutiny by</b>		<b>Data entered by</b>		<b>Verified by</b>	

===== (Please Tear Here) =====

**Acknowledgement Receipt**

We hereby acknowledge the receipt of your request for Closing the following Account subject to verification: -

Application No. :								Date:							
DP ID								Client ID							
<i>Name of First / Sole Holder</i>								<i>Name of Second Holder</i>				<i>Name of Third Holder</i>			
<b>Instructions to Account Holder(s)</b>															
<ul style="list-style-type: none"> <li>• Submit a duly-filled RRF if the balances are to be rematerialized.</li> <li>• Submit a duly-filled Delivery Instruction Slip (DIS) (off market instruction slip) if the balances are to be transferred to another Account. This requirement is not applicable in the case of <b>"SHIFTING OF ACCOUNT"</b>.</li> </ul>															