

HDFC Securities DP Account Closure Request Form

Application No		Date	DD/MM/YYYY
Closure Initiated by	☐ BO ☐ DP ☐ CDSL		

(To be filled by the BO (in case of BO-initiated closure). Please fill all the details in **Block Letters** in English)

To,

DP Operations team

HDFC SECURITIES LIMITED

I THINK TECHNO CAMPUS, 8TH FLOOR,

BLDG -B, KANJURMARG(E),

MUMBAI – 400 042

CDSL DP ID – 12086700, 12095000

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:

Account Holder's Details (HDFC Securities DP only)

DP ID									CLIENT ID								
Name of the First / Sole Holder																	
Name of the Second Holder																	
Name of the Third Holder																	
Address for Correspondence																	
CITY					STATE					PINCODE							

Details of remaining security balances in the account (if any)

Reasons for Closing the Account: _____

Balance remaining in the account (if any) to be :

- | partly rematerialised and partly transferred to another account (Number given below) | Rematerialised | Not applicable | Transferred |
|--|----------------|----------------|-------------|
| | | | |

DP ID								CLIENT ID							
Balance present in account for (To be filled by DP, if applicable)								☐ Ear - marked ☐ Pledged ☐ Frozen ☐ Lockin ☐ Pending for Dematerialisation ☐ Pending for Rematerialisation							

I/We declare and confirm that all the transactions in my/our demat account are true/ authentic.

	First/ Sole Applicant	Second Applicant	Third Applicant
NAME OF APPLICANT			
SIGNATURE *			

*If DP or CDSL initiates account closure, Signature(s) of account holder(s) not required.

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Acknowledgement Receipt

Application No		Date	DD/MM/YYYY
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We hereby acknowledge the receipt of the instruction for Closing the following Account subject to verification: -
(HDFC Securities DP only)

[illegible]**Depository Participant Seal and Signature****Instructions to Account Holder(s)**

- a) Submit a duly-filled RRF if the balances are to be Rematerialized.
- b) 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 **"SHIFTING OF ACCOUNT"**.

Checklist

- a) Please note that this form is valid for HDFC Securities DP accounts only starting with '12086700' and '12095000'. Please do not use this form for HDFC Bank DP closure request.
- b) DP account number to be mentioned in "CLIENT ID" field on the DP closure form. Please do not mention Trading account number in the client ID field.
- b) Please mention Address as per DP records on the closure form. Pls refer CML copy for Address as per DP records.
- c) Signature is mandatory and all holders should sign the DP closure form. Signature to be done by all holders in the signature column below Name of applicant.
- d) In case there are holdings in the DP account then a copy of Client Master list duly stamped and signed by an official of Target DP is mandatory. In case there are holdings in account, Holder should tick Transferred to another account on the form and fill the Target DP ID and CLIENT ID below.