

DATE	D	D	M	M	Y	Y	Y	Y
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For Office Use Only	:	
CRM Query No	:	

APPLICATION FOR CLOSING AN TRADING/ DEMAT ACCOUNT (Non-Individual)

Dear Sir/Madam,

1. I / We hereby request you to close my/our account with you as per following details:

Name of the holder(s)	
Sole/ First Holder	
Second Holder	
Third Holder	

2. Reason/s for Closure of Trading/ depository account: _____

3. Client ID (of account to be closed)

Trading Code					
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Demat Account No	.								
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DP ID: IN300214

4. Please tick the applicable option(s)

<input type="checkbox"/> Option A [There are no balances / holdings in this account]																								
<input type="checkbox"/> Option B [Transfer the balances / holdings in this account as per details given]	<input type="checkbox"/> Transfer to my / our own account (Provide target account details and enclose Client Master Report of Target Account)	<table border="1"> <tr> <th colspan="2">Target Account Details</th> </tr> <tr> <td><input type="checkbox"/> NSDL</td> <td>DP ID</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> CDSL</td> <td>Client ID</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Target Account Details		<input type="checkbox"/> NSDL	DP ID									<input type="checkbox"/> CDSL	Client ID								
	Target Account Details																							
<input type="checkbox"/> NSDL	DP ID																							
<input type="checkbox"/> CDSL	Client ID																							
	<input type="checkbox"/> Transfer to any other account (Submit duly filled Delivery Instruction Slip) <input type="radio"/> signed by all holder(s) or <input type="radio"/> signed by POA holder(s)																							
<input type="checkbox"/> Option C [Rematerialise / Reconvert (Submit duly filled Remat / Reconversion Request Form for mutual fund units)]																								

5. Mobile number/ Landline Number _____

Please do the needful at the earliest and arrange to refund the balance (if any) in the said Trading account.

I agree with the Ledger balance And/ Or Stock lying in my trading code and Demat account as on the said date and have no dispute with respect to the said accounts

6. Signature(s)



Sole / First Holder



Second Holder



Third Holder

Instruction/Notes : 1. Please surrender all unutilized Instruction Slips along with this Closure Request. 2. Account will be closed, subject to NO HOLDINGS and SIGNATURE VERIFICATION as on records. 3. In case of joint holders, all holders must sign. 4. Please clear the DP dues if any. 5. In case of any Mutual Fund holdings at the time of closure, you may either redeem the same or get it transferred (Note: The ARN shall be changed from Kotak Securities Limited (KSL) to the target distributor's ARN, as specified by you or to the offline ARN of KSL if no ARN is mentioned by you on conversion request) 6. In case of closure cum transfer case, the BO should submit duly certified (signed and stamped) Client Master Report (CMR) obtained from the target Participant. 7. Please note that once your trading/demat account is closed, all active and running SIP's sourced through our portal/any online mode will be deemed to be cancelled with immediate effect. 8. In case you have SGB in your demat account and wish to process inter-depository transfer, you are requested to give remat request to KSL along with closure documents. You are also requested to give demat request simultaneously to the CDSL Target DP for seamless transfer of SGB units. For any further details contact customer service

Acknowledgement

We hereby acknowledge the receipt of the your request for closing the following

Account subject to verification: having client id - DP ID – IN300214

Trading Code

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Client id

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 Date

D	D	M	M	Y	Y	Y	Y
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Name of Sole / First Holder : _____

Name of Second Holder : _____

Name of Third Holder : _____

Signature of the Authorised Signatory



Seal/ Stamp of Participant

Your request will be processed within a tentative period of 10 working days from the date of receipt of complete documents. In case of queries regarding the status of the request,

We request you to call on Customer Service No. 1800 209 9191. Demat related complaints write at ks.demat@kotak.com

For any other queries or complaints write at service.securities@kotak.com