



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

The Manager,  
**Civil Bank Ltd.**

\_\_\_\_\_ Branch

Dear Sir/Madam,

**ACCOUNT CLOSURE / TRANSFER REQUEST TO OTHER BRANCHES**

Please close / Transfer my/our Account No.  To ..... Branch

Name

All unused cheques No. \_\_\_\_\_ to \_\_\_\_\_ are enclosed herewith

I/We have lost / misplaced cheque Bank from ..... to .....

I/We hereby agree of indemnity you against any claims and losses which you may incur or sustained in this connection.

For charges of NPR.  (..... Only)

Received cash  Debit my/our account No.

Reason for closing (if any)

BALANCE :  
 INTEREST :  
 TOTAL :  
 LESS CHARGE :  
 TAX :  
 TOTAL :

\_\_\_\_\_  
 (Signature of A/C Holder)

**For Bank's Use Only**

Department			Reason for objection	Signature of the Supervisor
L/C & Gtee	<input type="checkbox"/> Objection	<input type="checkbox"/> No Objection		
Credit Card	<input type="checkbox"/> Objection	<input type="checkbox"/> No Objection		
Bills	<input type="checkbox"/> Objection	<input type="checkbox"/> No Objection		
Credit	<input type="checkbox"/> Objection	<input type="checkbox"/> No Objection		
Cash	<input type="checkbox"/> Objection	<input type="checkbox"/> No Objection		
RMT	<input type="checkbox"/> Objection	<input type="checkbox"/> No Objection		
Accounts	<input type="checkbox"/> Objection	<input type="checkbox"/> No Objection		

Account closed form system on

Account not closed due to

\_\_\_\_\_  
 Prepared by

\_\_\_\_\_  
 Authorised Signature