

[To be typed on the letterhead, if the account is in the name of a firm / company]

Date :

The Head Operations
Axis Bank Limited
Hong Kong Branch

Closure of Our Account with You

Dear Sir,

I/We wish to close my/our Savings / Current / Term Deposit / Account No. _____ [HKD] & _____ [USD] with you as _____ (reason for closure.)

2. I/We surrender the following to enable you to close the account. I/We confirm having destroyed the following unused cheque leaves:

Unused cheques nos. from _____ to _____

3. I/We confirm that there are no cheques issued by me/us are unrepresented till date. If any presented to the cheque may be dishonoured as I/We understand that upon issuing this letter, the account is no longer valid and available for operations. I/We also confirm that the standing instructions, if any, given to the Bank earlier would stand automatically cancelled upon closure of account and Bank would not be liable in dishonoring the standing instructions.

6. We have not availed any advance facility from your Bank

OR

We have availed following advance facilities from:

	Name of the Branch	Nature of Facility	Limit (Rs)	Outstanding (Rs)
i)				
ii)				

7. Please close our account as requested and pay us closure proceeds by:

a. cash order in the name of depositor(s) or

b. wire transfer to my/our account No. _____ with _____ (Bank Name), Swift Code _____.

Names and signatures of the account holders:

Name(s)	Specimen Signature(s)

Date:

Place: