

REQUEST LETTER FOR CLOSURE OF FIXED DEPOSIT (FD)

Date:

Dear Sir/Madam,

Company Name (Depositor):

We hereby request you to close the below Fixed Deposit(s):

Please provide information appropriately, else mention NA (Not applicable).		
FD Account Number(s)	:	
FD Closure Amount (USD)	:	
CLOSURE INSTRUCTION (select only one below)		
Credit Principal (P) + Interest (I) in Current Account		<input type="checkbox"/> Yes <input type="checkbox"/> No
Transfer to another bank account		
Amount (P / P+I / I / exact amount with currency)	:	
Beneficiary Name	:	
Beneficiary Address	:	
Purpose of transfer	:	
Relationship of Depositor with Beneficiary	:	
Beneficiary's Bank Name	:	
Beneficiary's Bank Address	:	
Beneficiary's Account Number	:	
Beneficiary's Bank SWIFT Code	:	
Charges (SHA1 / BEN2 / OUR3)	:	
Intermediary Bank (if necessary)	:	
Intermediary Bank SWIFT (if necessary)	:	

¹SHA=Charges to be shared between depositor and beneficiary. ²BEN=Charges to be paid by beneficiary. ³OUR=Charges to be paid by depositor.

We confirm that the Terms and Conditions relating to Fixed Deposit in the General Terms and Conditions governing Accounts and Facilities (GTC), accepted by us shall apply to the Fixed Deposit placed under this letter. All other applicable terms in the GTC shall continue to be in force.

On behalf of (Company Name):

Name of Authorised Signatory	Signature

Please affix stamp / seal of Company / Establishment: