

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

To,  
Kotak Commodity Services Pvt. Ltd.  
1st Floor, Nirlon House  
Dr. A. B. Raod, Worli  
Mumbai 400 030.

**Sub: Application for closing Trading Account**

Dear Sir,

I, the undersigned, hereby request you to close my below mentioned trading account with you.

Client code: \_\_\_\_\_

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

Clients Signature:



Client name : \_\_\_\_\_

Branch add : \_\_\_\_\_

Note: The balance has to be checked at branch end and only after confirmation is received from branch, the account will be closed. Account cannot be closed if there is any debit balance in the account

For office use:

**Acknowledgement**

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

Query id: \_\_\_\_\_

Employee code : \_\_\_\_\_

Employees Signature : \_\_\_\_\_