



HOW TO CLOSE DEMAT & TRADING ACCOUNT ONLINE – A STEP BY STEP GUIDE TO THE CLIENTS

Before You Close your Demat/Trading Account

Note that a demat/trading account cannot be closed online alone, just by making an online request for account closure via email. You have to submit an application in person by visiting your nearest branch or registered office or to your relationship manager, which includes providing a hard copy of the necessary documents. However, by downloading the closure form online, you can certainly ease the process.

If you want to know **how to close a Demat/trading account online**, there are a few preliminary steps to take care of:

1. Make sure there are no [shares](#) present in the account.
2. Make sure their account does not have a negative balance. To know the details of your account, check it by logging in to your account or contact your registered branch.
3. Download the [Account Closure Form](#) from our website under "Download Forms" tab.

How to Deactivate a Demat Account :

Fill the Account Closure Form. If more than one person shares the demat account, all the holders are required to sign the closure form in the presence of a Depository Participant (DP) official.

Make sure you furnish the following details while submitting your closure form:

- Your ID and the DP ID
- KYC details like name and address that are aligned with your records.
- State the reason for closing the Demat account.
- A bank official must submit and verify the self-attested identity proof copy. This is mandatory.

Ensure to submit the unused portion of the delivery instruction booklet slip back to the DP.

The form is submitted to the nearest branch, in person. Corporate accounts can be transferred or closed by an authorised signatory of the institution.

What to do in case there are remaining holdings in your Demat account

1. Download the closure form and fill it in.
2. Fill in the delivery instruction slip (DIS) to transfer the remaining securities held in the account to another Demat account. Names and details of Demat account holders on new and old must be identical.
3. Submit the client master report from the central depository of the new account, where the transfer is being proposed, along with the relevant stamp, signature, and logo.
4. Submit the closure form along with the DIS, CML, and other necessary documents at the nearest branch or at the DP's Head Office.

In Order to close the demat and trading account for a deceased person please visit the nearest branch or our registered office with the following details;

- a. Death Certificate
- b. PAN Copy
- c. Address proof of the deceased person.

There are no charges involved in the process of the account closure.