

ACCOUNT CLOSURE SAMPLE FORM

SAMCO SECURITIES LIMITED

Guide to Fill the Samco Account Closure Request Form

This form is used to close your Trading + Demat account with Samco. Please follow the steps carefully:

Step 1: Account Holder's Details

- DP ID & Client ID (BO ID) → You need to fill this. It is a 16-digit number:
 - First 8 digits = DP ID
 - Last 8 digits = Client ID (BO ID) You can find this in your demat account details.
- Name of the First/Sole Holder → Write your full name (as per records).
- Name of the Second/Third Holder → Fill if applicable, otherwise leave blank.
- Address of Correspondence → Write your registered address.
- City, State, Pin → Fill in your city, state, and pin code.

Step 2: Balance, Security Details & Reason for Closure

- Reason for Closing the Account → Clearly write your reason (e.g., not using, shifting to another broker, service-related issue, etc.).
- Balance remaining in the account (if any) → Tick the correct option:
 - Rematerialized → If you want physical shares back.
 - Transferred to another account → If you are moving holdings to a new demat account.
 - Partly Rematerialized and Partly Transferred → If some holdings are to be converted into physical form and some moved to a new demat account.
 - Not Applicable → If there is no balance in the account.
- For "Balance present in a/c" → Tick the applicable option (ear-marked, pledged, etc.) or leave blank if not applicable.

New Demat Account Details (if transferring holdings)

If you choose Transferred or Partly Rematerialized and Partly Transferred, you must also provide:

- DP ID of the new account
- Client ID of the new account

Step 3: Declaration & Signature

- Sole/First Holder must sign in the space given.
- If joint holders exist, they must also sign.

Step 4: Trading Account Closure Form

- Name of Client → Your name (same as earlier).
- Trading KYC Code (Client ID given by Samco) → Mention your Samco Client ID (e.g., DP12345).
- Segment of Closure → Tick which exchanges you want to close (BSE, NSE, etc.).
- Reason for Closing Account → Tick your reason (e.g., Service issue / Shifting to competition / Not interested).
- Signature of Client → Sign again here.

Step 5: Acknowledgement Receipt (Office Use Only)

This section is for Samco's office use. You don't need to fill anything here.

Account Closure Request Form

☐ Trading ☐ DP ☒ Trading & DP



Application No.		Date									
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Closure initiated by ☐ DP ☐ CDSL ☐ BO (To be filled by the BO, please fill all the information in block letters in English)

Dear Sir/ Madam,

I/We the Sole Holder/ Joint Holder/ Guardian (in case of minor) / Clearing member request you to close my/ our account with you from the date of this application. The details of my/our account are given below:

Account Holder's Details

(BO ID)

DP ID	1	2	3	4	5	6	7	8	Client ID	1	2	3	4	5	6	7	8
Name of the First/Sole Holder	Drashti Bhatu																
Name of the Second Holder																	
Name of the Third Holder																	
Address of Correspondence	Prestige heights Tower NO 100004 Kame Road,																
City	Mumbai				State	Maharashtra				Pin	400001						

Details of remaining security balance in the account (if any)

Reason for Closing the Account																	
Balance remaining in the account (if any) to be: ☐ Partly rematerialized and partly transferred ☐ Rematerialized																	
☐ Transferred to another account (Number given below) ☐ Not applicable																	
DP ID									Client ID								
Balance present in a/c for (To be filled by DP if Applicable)	☐ Ear- marked ☐ Pledged ☐ Lock - in ☐ Pending for Dematerialization ☐ Pending for re-materialization																
*if DP or CDSL initiates account closure, signature(s) of account holder(s) not required																	

DECLARATION: In case of Account Closure due to SHIFTING OF ACCOUNT:

I/We declare and confirm that all the transactions in my/our demat account are true/authentic.

	First/ Sole Holder Signature	Second Holder Signature	Third Holder Signature
Signature*			

Account Closure Request Form (Trading)

To,

Samco Securities Limited.

Dear Sir,

I/We the holders of the trading accounts request you to close my/our account with you from the date of this application. The details of my/our account are given below:

Name of Client : Drashti Bhatu	Trading KYC Code : DP12345
Branch Tag and Name:	Sub Broker Tag: Sub Broker Name:
Segment of Closure: ☐ BSE ☐ NSE ☐ BSE FO ☐ MCX ☐ NCDEX ☐ MCD ☐ NSX	
Reason for closing the account: ☐ Service Issue ☐ Shifting to competition ☐ Not interested in trading ☐ Other	

Signature of Client

Branch Approval

Sub Broker Signature

Acknowledgement Receipt

Date:

We hereby acknowledge the receipt of your instruction for closing the following account Subject to verification: -

DP ID	1	2	0	5	4	2	0	0	Client ID							Trading KYC Code :
Name of the First/ Sole Holder																
Name of the Second Holder																
Name of the Third Holder																
Reason for Closure																

Instruction to Account Holder(s): 1. Submit a duly filled RRF if the balances are to be rematerialized
2. Submit a duly filled transfer form (off market instruction slip) if the balances are to be transferred to another account.

Depository Participant Seal and Signature