

Account Closure Procedure

Account Closure Procedure (As per SEBI & Exchange Guidelines):

1. Client must visit office.
2. Submit signed closure request letter.
3. Fill closure form.
4. Clear all dues and obligations.
5. Broker verifies request.
6. Account closure processed in systems.
7. Confirmation provided.
8. Remaining balances settled.

Process Flowchart:

Client Visits Office



Submit Closure Request Letter



Fill Closure Form



Clear All Dues



Verification by Broker



Account Closure



Confirmation to Client