

**FORM – 2**  
**[See sub-paragraph (1) of paragraph 7]**  
**(Application for premature closure of account)**

To,  
The Postmaster/Manager  
.....  
.....

Sir,

1. I wish to prematurely close my Account No \_\_\_\_\_  
having balance of \_\_\_\_\_ (Rupees \_\_\_\_\_  
Only) and request you to pay the amount after deduction of applicable penalty as per  
details given below:-

Please Credit the amount to my SB Account no. \_\_\_\_\_  
standing at \_\_\_\_\_ (Name of Account office).  
or

Please issue a Demand Draft/account payee cheque  
or

Please pay in cash (applicable if the amount is below permissible limit)

3. I hereby declare that the provisions under which the account can be closed  
before maturity have been complied with.

Necessary documents as applicable are attached as under:-

- 1.
- 2.

\*Certified, that the amount sought to be withdrawn/loan to be availed is required  
for the use of .....who is alive and still a Minor.

Date:- \_\_\_\_\_ Signature or thumb impression of depositor/guardian  
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(Thumb impression of the depositor should be attested by a person known to the  
accounts office)

**For office use only**

Payment detail

Eligible balance in Account ` \_\_\_\_\_

Less Penalty amount ` \_\_\_\_\_

Total Amount to be paid ` \_\_\_\_\_ (In figures)

(In words) \_\_\_\_\_

Date Stamp

Signature of Postmaster/Manager

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**Acquittance**

(to be filled by account holder/ messenger)

Received Rs. \_\_\_\_\_ (In figures) \_\_\_\_\_ (in words) By  
cash/cheque/DD bearing No.) \_\_\_\_\_ dated \_\_\_\_\_/by  
transfer to Account No \_\_\_\_\_.

Date

Signature/thumb impression of depositor/guardian