

Date	D D - M M - Y Y Y Y	Branch	
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Customer Details

Customer Name			
Account No	/ / / /		
QID / PP No		Mobile	

I/we request you to close my/our subject account and reimburse the remaining balance (if any) to me as under;

Cash	☐	Demand Draft*	☐	SWIFT**	☐	Credit to Doha Bank Account***	☐
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(*Fill Demand Draft Request Form, **Fill Remittance Form, *** Fill Fund Transfer Form)

Reason for Account Closure

Reason	
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Declaration

I/We agree that the service requested will be governed by the bank's standard terms and conditions and the applicable banking regulation and practice and agreed to debit the charges applicable. I/we also hereby undertake to be fully responsible for any debt security, financial obligation, or any other obligation arranged prior to the date of this request.

Customer Signature :	
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For Branch Use Only

	Yes	No	N/A
ATM card received & destroyed	☐	☐	☐
Received unused cheques & destroyed	☐	☐	☐
Standing order cancelled	☐	☐	☐
Safe Deposit Locker facility Cancelled	☐	☐	☐
Credit cards received & destroyed and settled in CTL and CBS	☐	☐	☐
Guarantee revoked	☐	☐	☐
Checked customer profile for remarks	☐	☐	☐
*Loan outstanding paid in full with all applicable charges and insurance commission	☐	☐	☐

	Yes	No	N/A
Checked the Diary System for conditions and obligations	☐	☐	☐
Checked statement for last 6 month to validate Direct or Indirect regular payments	☐	☐	☐
Checked whether any promotion is availed with an undertaking	☐	☐	☐
Cleared account balance	☐	☐	☐
Cleared account accrued interest	☐	☐	☐
Signature deleted in CBS	☐	☐	☐
Obtained Account Verification Form	☐	☐	☐
Inquired in CBS by QID & Short name to ensure the customer does not hold exposures in other branches	☐	☐	☐

* Loans including performing & non-performing loans, Write Off and off and on balance sheet items

Details Checked, Signature Verified & Account Closed by
(Name, Staff No. & Signature)

Details Checked & Account Closing Approved by
(Name, Staff No, Signature & Bank Stamp)

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