FBC Bank Limited
(Registered Commercial Bank)

Form A 20

Branch
Date
Stamp

Customer Accounts Instructions To Close/Transfer Account

Branch _____ Date: _____

At the close of business on _____ please close my Current/Savings/FCA/Call Account in your books/transfer the balance together with all my Stop Orders, Mandates and Powers of Attorney to _____ where I wish these documents to be regarded as being operative.

Any cheques subsequently presented on my account in your books are to be forwarded to the above branch.

My future address will be _____

_____

_____

Full Names _____

Signed: 1. _____2. _____ 3. _____ 4. _____

Account Number

Reason Account closed and How Balance Disposed of _____

Check List

	Initials
Customer Services Department	
ATM/Cheque Card retrieved/destroyed	
Unused cheque forms surrendered and stamp duty refunded	
Customer Accounts Department	
Compulsory Closure – Financial Clearing Bureau advised	
Final Statement and vouchers despatched	
Stop Payments removed/forwarded to new branch	
Powers of Attorney removed, deleted from Microbanker and filed/forwarded. Signature (s) deleted from system	
Stop Orders cancelled/forwarded to new branch	
Manager's Department	
Advance Folder, Forms removed/forwarded to new branch or filed	
Information Cards removed and filed. Master Information Card – Personal forwarded to new branch or filed	
Safe Custody items handed up	
Bank guarantees removed and filed/forwarded	
Exchange Control/Foreign Exchange Department	
File removed/forwarded to new branch	
(RETURN TO CUSTOMER ACCOUNTS DEPARTMENT PROMPTLY)	

RETAIN WITH CUSTOMER OBSOLETE RECORDS FOR A PERIOD OF 8 YEARS