

How to Close a Demat Account with No Holdings (Basic Account Closure)?

If your Demat account has no shares or securities and no outstanding dues, here's how to close a Demat account:

- 1. Download the Closure Form:** Visit our website http://jselsec.in/CLOSURE_FORM.pdf and download the Demat account closure form.
- 2. Fill in Your Details:** Complete the form with accurate information and gather your KYC documents (like PAN card, Aadhar, and address proof). Make sure everything is valid and up-to-date.
- 3. Submit the Documents:** Submit the form, Client Master Copy (Duly Digital Signed) and KYC documents either in person at our DP's office or by mailing to our mail id jseldp@yahoo.com . Physical submission is required, even if you've done everything else online.
- 4. Signatures for Joint Accounts:** If it's a joint account, all account holders need to sign the closure form in the presence of a DP official.
- 5. Check for Outstanding Balances:** Log in to your account on [CDSL MY EASY LOGIN](#) to ensure there are no remaining shares or negative balances. Only when the account is clear of securities can it be closed.

How to Close a Demat Account with Pending Holdings (Transfer and Account Closure)

If your Demat account has securities that need to be transferred to another account, follow these steps on how to close a Demat account online:

- 1. Understand Depositories:** India has two main depositories, NSDL and CDSL. If you are transferring holdings within the same depository, you will need an "Intra DIS" slip. Use the "Off-Market Transfer" option in your Demat account.
- 2. Get the CML:** Obtain the Client Master List (CML) from your account with the logo, stamp, and signatures for verification.
- 3. Fill Out the Transfer Form:** Complete the transfer form with details about the shares you want to transfer, including the ISIN numbers (unique identification for each security) and the 16-character client ID for the target account.
- 4. Submit to DP's Office:** Submit the completed transfer form and related documents to DP's office or mail to jseldp@yahoo.com .
- 5. For Further query visit our website :** <http://jselsec.in/index.html>