

What is Standard Operating Procedure (SOP) for closure cum transfer

- The closure cum transfer process is only used for self-transfers and not for transferring securities to another person.
- If the shares are transferred between joint accounts, the sequence of the primary and secondary account holders in both accounts must be the same.
- For example, Mr. A is the primary holder and Mr. B is the secondary holder of the existing demat account. To transfer shares to their new joint demat account, Mr. A must be the primary and Mr. B the secondary holder of the account, not vice versa.
- Securities can be transferred only within the same Beneficiary Owner (BO) status, i.e., they can be transferred only from an individual account to an individual account and not from an individual account to a joint, NRI, or HUF account, and vice versa.
- Locked-in shares, mutual funds, and government securities can only be transferred to a CDSL demat account.
- If the account holds mutual fund investments and unlisted shares, a closure-cum-Transfer request cannot be initiated online.
- All pledged holdings must be unpledged before submitting a closure-cum-Transfer request.

The closure cum transfer process is as follows:

Online

[Create a ticket](#) with the following e-signed documents:

- Print, fill out, and sign the account closure form ([PDF](#)). The signature on the forms must match the signature provided while opening an account. Sample copy ([PDF](#)). To view the signature provided while opening an account, see [Where can the submitted documents be checked while opening an account?](#)
- Client Master Report (CMR) copy of the demat account to which securities must be transferred.

To learn how to eSign, see [How to eSign documents?](#)

Offline

Courier the following documents:

- Print, fill out, and sign the account closure form ([PDF](#)). The signature on the forms must match the signature provided while opening an account. Sample copy ([PDF](#)). To view the signature provided while opening an account, see [Where can the submitted documents be checked while opening an account?](#)
- CMR copy of the demat account to which securities must be transferred.

Courier the documents to:

Zerodha Customer Support Centre
192A 4th Floor,
Kalyani Vista, 3rd Main Road,
JP Nagar 4th Phase,
Bengaluru, 560076