

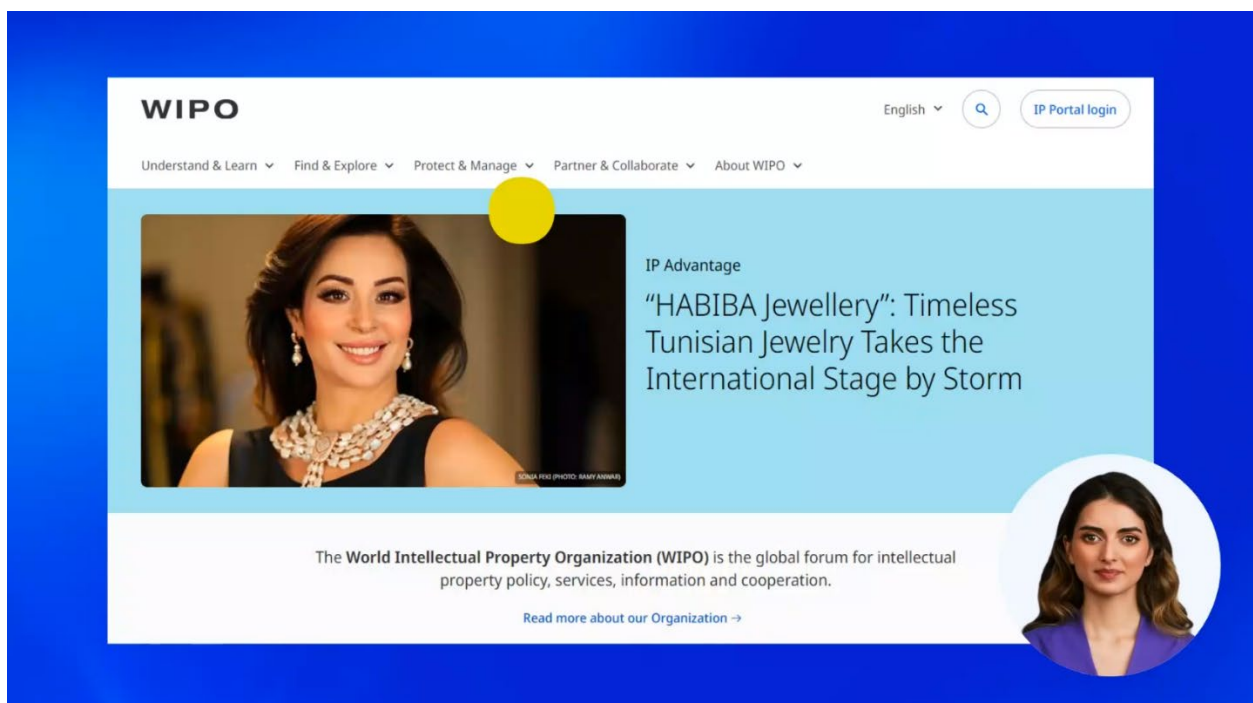
## CURRENT ACCOUNT AT WIPO: CLOSURE PROCEDURE

Hey there! Welcome to our tutorial.

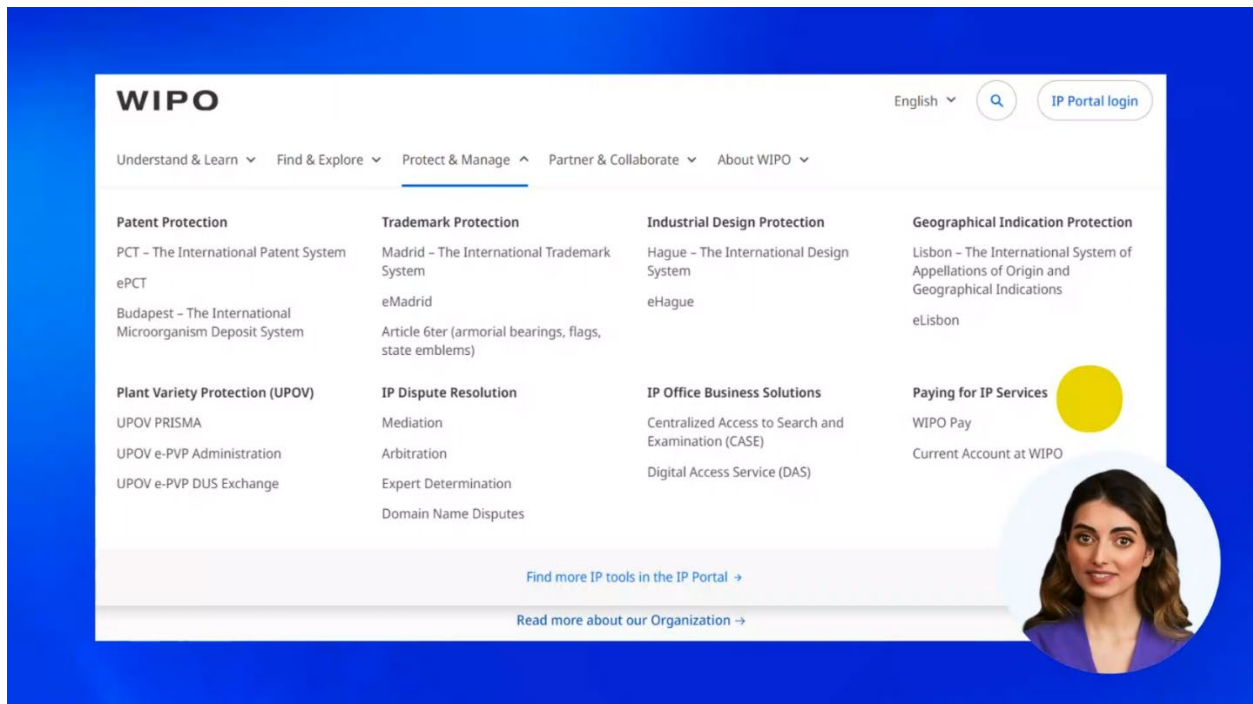
In this video you will learn how to close your Current Account at WIPO.

Before closing your Current Account at WIPO, make sure that all your transactions are paid and completed. Once all the transactions are processed you can start the closing procedure.

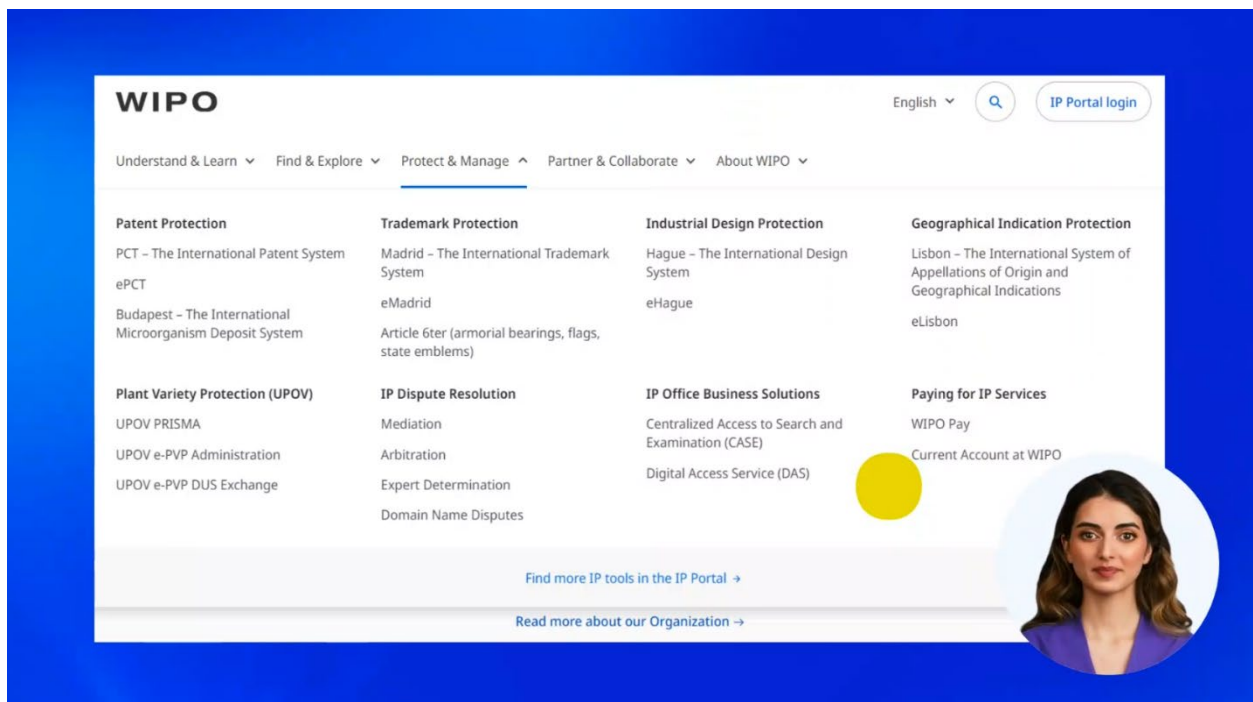
Go to WIPO's official website and click on "Protect and Manage".



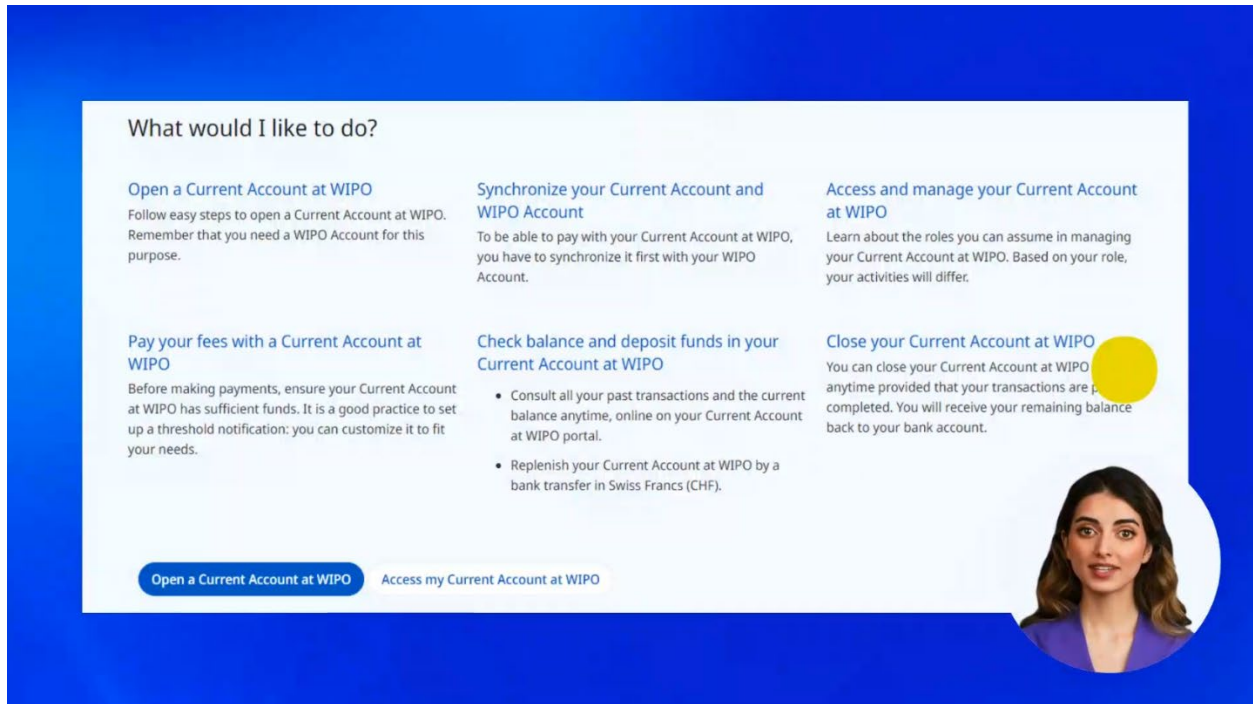
A menu will open. Find the menu title "Paying for IP Services".



Click on "Current Account at WIPO".



Scroll down the page and click on the action "Close your Current Account at WIPO".

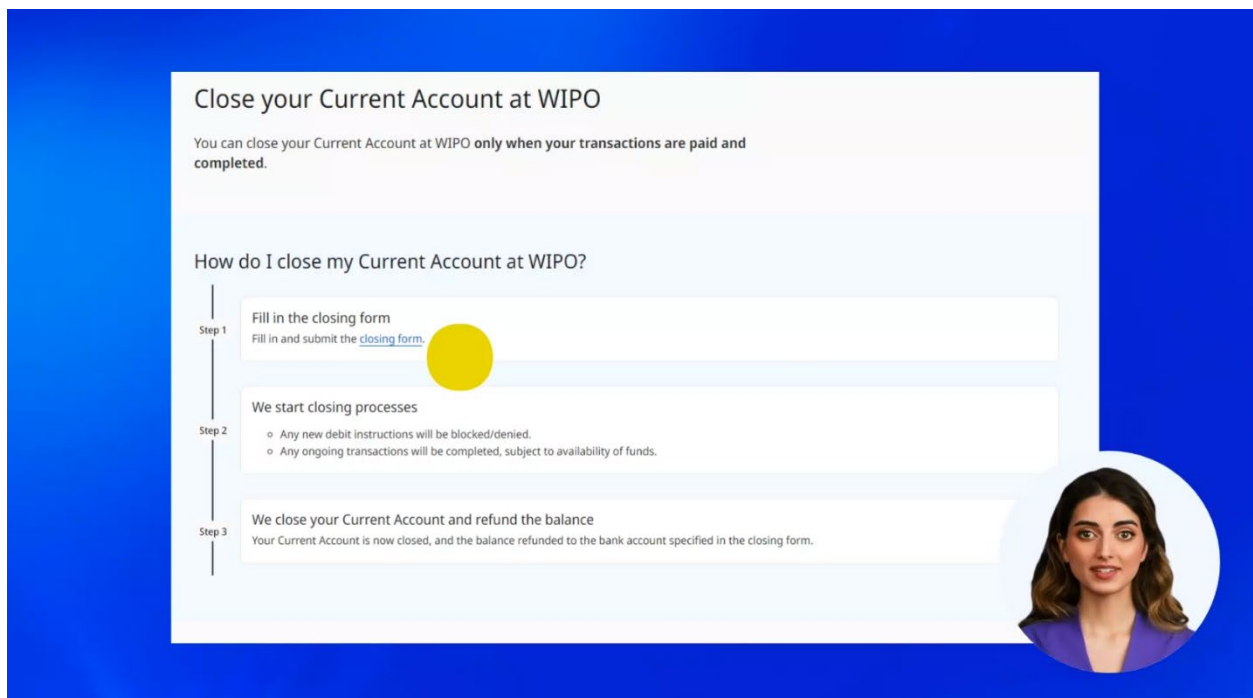


The screenshot shows a user interface with the heading "What would I like to do?". Below this heading are six action cards:

- Open a Current Account at WIPO**: Follow easy steps to open a Current Account at WIPO. Remember that you need a WIPO Account for this purpose.
- Synchronize your Current Account and WIPO Account**: To be able to pay with your Current Account at WIPO, you have to synchronize it first with your WIPO Account.
- Access and manage your Current Account at WIPO**: Learn about the roles you can assume in managing your Current Account at WIPO. Based on your role, your activities will differ.
- Pay your fees with a Current Account at WIPO**: Before making payments, ensure your Current Account at WIPO has sufficient funds. It is a good practice to set up a threshold notification: you can customize it to fit your needs.
- Check balance and deposit funds in your Current Account at WIPO**:
  - Consult all your past transactions and the current balance anytime, online on your Current Account at WIPO portal.
  - Replenish your Current Account at WIPO by a bank transfer in Swiss Francs (CHF).
- Close your Current Account at WIPO**: You can close your Current Account at WIPO anytime provided that your transactions are completed. You will receive your remaining balance back to your bank account.

At the bottom, there are two buttons: "Open a Current Account at WIPO" and "Access my Current Account at WIPO". A circular profile picture of a woman is visible in the bottom right corner.

All you have to do is fill in the closing form. Then WIPO starts the closing procedures.



The screenshot shows a page titled "Close your Current Account at WIPO". Below the title is a note: "You can close your Current Account at WIPO only when your transactions are paid and completed." The main heading is "How do I close my Current Account at WIPO?". The process is outlined in three steps:

- Step 1: Fill in the closing form**  
Fill in and submit the [closing form](#).
- Step 2: We start closing processes**
  - Any new debit instructions will be blocked/denied.
  - Any ongoing transactions will be completed, subject to availability of funds.
- Step 3: We close your Current Account and refund the balance**  
Your Current Account is now closed, and the balance refunded to the bank account specified in the closing form.

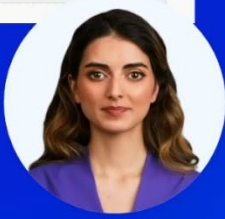
A circular profile picture of a woman is visible in the bottom right corner.

Start filling in the required information.

### Current Account at WIPO Closure

WIPO Current Account number *	
Amount to be refunded	
Electronic Signature	<a href="#">Browse</a>


If the amount to be refunded is more than CHF 20'000, please upload your electronic signature here.




Enter the bank details of the original payer for reimbursement of the remaining funds.

### Bank account holder details

Reimbursement will be issued to original payer only

Name *	Postal code *
Address Line 1 *	State
Address Line 2	Country * 
City *	Email address



Finish entering your data and send the form.

The image shows a 'Bank details' form on a blue background. The form has the following fields:

Name of bank *	Bank account number/IBAN *
Address Line 1 *	Swift code *
Address Line 2	Bank identification
Country *	(routing, ABA, BLZ, sort code)

Below the form is a 'Bank Documents \*' section with a 'Browse' button and a note: 'Please attach a copy of any official bank document confirming your bank details'. A yellow circle highlights a 'Send' button on the right side of the form. A circular profile picture of a woman is also visible on the right.

From now on any new payment with your Current Account at WIPO will be denied but all the ongoing transactions will be completed if your Current Account has sufficient funds.

You will receive the balance remaining on your Current Account at WIPO on the bank account specified in the closing form after all ongoing transactions have been processed.

You can find this and other tutorials on our website - [wipo.int](http://wipo.int).

Finally, a reminder to **be aware of possible scam attempts** by phone, email, or text message. You can learn more about how to protect yourself from different types of scams on the dedicated webpage on our website.

Thank you for watching our tutorial. See you next time!