

The Manager  
NRB Services  
Personal Financial Services  
HSBC Dhaka Main Office

Date: \_\_\_\_\_

Dear Sir

**Request for applying in IPO of** \_\_\_\_\_  
(IPO Issuing Company Name)

**Re: NITA #** \_\_\_\_\_

You are requested to debit BDT \_\_\_\_\_ (in words  
\_\_\_\_\_ ) from my above mentioned account

and issue a Cashier's Order in favor of \_\_\_\_\_ in  
(Company name)

order to purchase \_\_\_\_\_ (in words \_\_\_\_\_ )  
(no of shares)

number of share of the said company that has offered IPO and the deadline of submission for  
NRBs for this particular IPO is \_\_\_\_\_  
(last date of IPO submission)

You are requested to submit the IPO application along with the Cashier's Order to the said  
company's designated bank.

Thank you.

Yours faithfully

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

A/C No: \_\_\_\_\_