

Customer Service Request Form

The Manager

Branch _____

Date

D	D	M	M	Y	Y	Y	Y
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Dear Sir / Madam,

Please update/issue the below information/documents of my/our Account No.

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Required Service/s (tick in appropriate):

Issue duplicate statement of account for the period

D	D	M	M	Y	Y	Y	Y
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 to

D	D	M	M	Y	Y	Y	Y
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Issue a bank certificate Issue a balance confirmation certificate Issue single/multiple loan outstanding certificate

Issue a consolidated loan outstanding certificate (All live term loans) Issue loan tax certificate Issue loan closing certificate

Other service: _____ Purpose of other service: _____

Other information update request (tick in appropriate):

Phone (Res.): _____ Phone (Office): _____

Mobile: _____ Email: _____

Tax Identification Number* (copy of TIN Certificate attached herewith): _____

National ID (NID) / Passport No./ Birth Certificate No. (copy attached herewith).

Date of Birth: _____ Place of Birth: _____

Spouse Name: _____

Mother's Name: _____

Father's Name: _____

* I/we am/are aware that Withholding Tax on interest earning on conventional account(s) or profit earning for Amanah account(s) will be 15% for account balance above BDT100,000 in case the TIN is found to be invalid by the Tax Authority.

I/We hereby confirm that the information provided above is full correct and complete and that I/We shall be responsible for any incorrect, partial or false information that has been provided in this form.

Yours faithfully,



Customer Name

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Signature (Sole/Principal Applicant)

Customer Name

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Signature (Joint Applicant)

Signature Verified

For Bank use only

Action taken	Charge deducted	Received by	Delivered to