

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