

Date (DD/MM/YYYY): _____/_____/_____

To,
The Manager
BRAC Bank PLC

Account Name:															
A/c Number:															

Subject: **Declaration about Document Submission (Deferral)**

Dear Sir/Madam:

While processing for an account or financing facility from your esteemed organization, the following documents were asked for submission. But due to the unavailability of these documents due to unforeseen circumstances, I/We could not make the submission in due time. I/We are aware that valid & updated versions of these documents are a mandatory requirement to take a financial service from BRAC Bank Limited including but not limited to account opening, dormant account activation and availing of loan/credit facilities.

SN	DOCUMENT NAME ✓ Please Tick mark as applicable & write the Dates correctly	SUBMISSION DATE
1	Trade License expired on 30-Jun-2025	Within DD-MM-YEAR
2	ETIN (if required)	Within DD-MM-YEAR
3	Tax Return Expired on 30-Jun-2025	Within DD-MM-YEAR
4	Approval from Concerned Authority (please specify):	Within DD-MM-YEAR
5	Others (please specify):	Within DD-MM-YEAR
6		
7		

Thus, I/We hereby confirm that, I/We will provide the bank with renewed & updated copy of the aforesaid documents as per this declaration. I/We will accept any decision given by the bank regarding this issue upon failure to submit these documents in time. I/We also understand that my debit transaction (withdrawal of money) will be restricted if I/We do not fulfill the above conditions outlined.

Please consider the circumstances and proceed to provide the account or financing facility from your bank.

With regards,

.....
A/c Holder's Signature

.....
Joint A/c Holder's Signature (if any)

Bank Use Only	
Received & Verified PSO/MPSO/PIN:	Supported By Line Manager

Respective Source &/ Branch or SME/Sales Unit Head/RM/BDM will be liable to meet the deferrals within stipulated time.