

# SANCHAYPATRA AUTO COUPON ENCASHMENT ENROLLMENT FORM

The Manager

Date 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

\_\_\_\_\_ Branch

BRAC Bank Limited

I/we would like to enrol into Auto Coupon Encashment (ACE) Service of BRAC Bank Limited. Accordingly, I/we hereby authorize you:

1. Debit my/our account for the Auto Coupon Encashment Fee. (BDT 1,000+ VAT, one time)
2. I would also like to:-
  - Encash the coupons on due date and credit the interest amount earned on following Savings Certificate in my/our account
  - Credit the Principal amount in my/our account upon maturity

Account Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Account Title

--

Sanchaypatra/Bond Details:

SP Type	Date of Issue	Reg. No.	SP Script No.	Face Value	No. of Coupons	Sequence of Coupons

**If the Bondholder is minor:**

I /We am/are the guardian of the bondholder/s who is/are minor and I/We am/are giving this instruction to the Bank for the benefit of the minor.

\_\_\_\_\_  
Signature of the Guardian (1)

Name:

Contact No.:

E-mail Address:

\_\_\_\_\_  
Signature of the Guardian (2)

Name:

Contact No.:

E-mail Address:

I/we am/are also agree that I/we have read and understood the Terms &amp; Conditions of this service printed overleaf.

Bond Holder's Signature:	Bond Holder's Signature:
Name (in block letters):	Name (in block letters):
Contact No:	Contact No:
Email Address:	Email Address:

### Bank Use Only

Signature Verified by: (Branch Official)	Signature Verified by: (Operation Official)
<input type="checkbox"/> PB Customer <input type="checkbox"/> BBL Staff	
(Sign and seal):	(Sign and seal):

**Note:**

1. TAX/VAT deduction shall be as per applicable rules and regulations.

## Terms and Conditions

### BRAC Bank Limited

Dear Sir,  
As mentioned in the Auto-Coupon Encashment Service Enrolment Form I/We have purchased Sanchaypatras as a customer through your bank. I/We understand that encashment of coupon of the said Sanchaypatra from time to time at its maturity by me/us is burdensome and involves risk. I/We have deposited the said Sanchaypatra along with the said coupon to your bank for availing Auto-Coupon Encashment Service on the following terms and conditions:

1. In the Auto-Coupon Encashment Service Enrolment Form, the Instructions given by me/us to you shall remain applicable until you receive any instruction from me/us to the contrary.
2. I/We understand that on maturity date the coupon value/interest of the said Sanchaypatra will be credited to my/our account mentioned in the Auto-Coupon Encashment Service Enrolment Form of each coupon, subject to signature verification. The coupon value/interest of the said Sanchaypatra will be credited on the next banking day, if the date of maturity is a holiday.
3. On maturity of the each coupon and/or principal amount of the said Sanchaypatra, I/We authorize you to deduct tax from the amount received from the Bangladesh Bank in accordance with the laws of Bangladesh.
4. I/We understand that interest and principal of the said Sanchaypatra will be paid by the Government of Bangladesh through Bangladesh Bank and as such on maturity of the said Sanchaypatra you will credit interest and/or principal amount in my/our account upon receipt of fund from the Bangladesh Bank. As such I/we shall not hold you liable for any delay for payment of the said interest and/or principal amount by the Bangladesh Bank.
5. I/We understand and acknowledge that I/We should give separate instruction to you if we wish to encash the said Sanchaypatra before its maturity and you will take steps for premature encashment of the said Sanchaypatra subject to the rules set out by the Government of Bangladesh from time to time.
6. As mentioned in Auto Encashment Service Enrolment Form I/we hereby authorize you to deduct annual fee along with TAX and VAT in accordance with the laws of Bangladesh from my/our account for the service rendered to me/us by you. I/We agree that the fees will be charged upfront non-refundable.
7. By giving 7 (seven) banking days notice to you, I/We can unsubscribe Auto Encashment of Sanchaypatra service.
8. You will take necessary steps, in case of lost or misplacements of any coupon or Sanchaypatra by you. However, I/we hereby agree to execute necessary document required by you for replacement of the said lost or misplaced coupon or Sanchaypatra or credit the amount equivalent to the amount mentioned in the said coupon or Sanchaypatra in my/our account.
9. To avail this service I/We shall keep the account (where the proceeds of the said Sanchaypatra or the coupon will be credited) open till maturity of the Sanchaypatra.
10. If the Sanchaypatra holder is a minor, regarding enrolment of this service the guardian of the minor should provide declaration on behalf of the minor. After attaining maturity a minor can give further instructions. If the minor becomes a major/adult by the time the Sanchaypatra matures, an additional declaration will be required from the adult before the principal of the Sanchaypatra can be encashed. Through appropriate documents Bank will verify the identity of the adult.
11. In the event of any alteration in my/our account number and address and contact information, I/We shall inform/notify you immediately.
12. Relating to my/our investment you shall maintain strict confidentiality in all matters and should not disclose it without my/our prior written consent. However, I/we hereby authorize you (and/or any of your officers/employees) to disclose any information concerning me/us, my/our investment to any of the following:
  - a) any office or branch of another Group Member of the BRAC Bank Limited,
  - b) any regulatory, supervisory, governmental or quasi-governmental authority with jurisdiction over you or another Group Member of the BRAC Bank Limited
  - c) any agent, contractor or third party service provider or any professional advisor of yours
  - d) any person to whom you are required or authorised by law or court to make such disclosure
  - e) any person who is under a duty of confidentiality to you
  - f) any bank or financial institution with which I have or proposes to have dealings; regardless of whether the recipient in each case is located in Bangladesh or in another country.
13. I/We agree that if any of my/our instruction is ambiguous or not clear in your reasonable opinion you may refrain from taking any action on the basis of the said instruction and I/we shall not make you liable for any loss, damage, costs and expenses suffered by me/us for your inaction. All instructions and other notifications shall be in writing.
14. I/we hereby agree to reimburse you on full indemnity basis all loss, damage, costs and expenses (including legal fees) arising out of and in relation to the said service whether such loss or damage is caused by us or any representative of us.