

Date: ..DD../..MM../..YYYY.....

Branch Manager

Account Number:

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BRAC Bank PLC.

Branch:

Account Name:

A. Document issue

Kindly issue _____ copy(s) of the document(s) as indicated below:

☐ A/C Statement	From ..DD../..MM../..YYYY to ..DD../..MM../..YYYY
☐ Certificate	☐ A/C Certificate ☐ A/C Balance Certificate: in BDT ☐ A/C Balance Certificate: in (____) FCY ☐ Sanchaypatra Issuance/Interest Certificate ☐ Loan Outstanding Certificate ☐ Foreign Currency Encashment Certificate ☐ Inward Remittance Certificate
☐ Tax certificate	Year _____ ☐ Loan ☐ DPS ☐ Foreign Remittance/Interest Income

B. Service Request(s)

Kindly execute the following service request(s)

☐ Collection Authorization (In addition to the documents mentioned above)	Cheque Book (SL No: _____ to _____, [____] leaves) ☐ FD Receipt/Advice ☐ BA Letter ☐ Sanchaypatra ☐ Return Clearing Cheque (Ch. No: _____ Issuing Bank _____) ☐ No Objection Certificate (NOC)	
☐ Fund Transfer	Beneficiary A/C Number: _____ Beneficiary A/C Name: _____ Amount (in figure): _____ Justification: _____ Amount (in words): _____	
☐ Pay Order Issuance	Currency: ☐ BDT ☐ USD Amount (in figure): _____ Amount (in words): _____ Purpose: _____ Dated ____/____/____	Beneficiary: _____ Bank: _____ Branch: _____ A/C No: _____ Address: _____ Contact No: _____
☐ Pay Order Cancellation	Pay Order Number: _____ dated _____ favoring _____ Amount (in figure): _____ Justification: _____	

If delivery through bearer (যদি অ্যাকাউন্টহোল্ডার ব্যতীত অন্য কেউ আসে):

Bearer Name: _____	Branch Address: _____
Bearer's Mobile Number: _____	
Bearer's Signature: _____	Signature of the Account Holder for Attestation _____

I/We hereby authorize the Bank to debit all scheduled charges from my/our abovementioned account.

1st Account holder

2nd Account holder

For Bank Use Only

☐ Mode of operation	☐ Signature Verified	☐ Physical Presence ☐ Yes ☐ No	☐ Charge realized _____ ☐ Charge realized _____	☐ Transaction Id _____ ☐ Transaction Id _____
☐ Callback Confirmation	Contact No: _____	Date & Time: _____		
Signature with Seal/PIN (for callback confirmation)		Request Received & Delivered By (BSSO)		Action Taken & Approved by (BM/BOM)