

Branch Manager \_\_\_\_\_

Date \_\_\_\_\_

Eastern Bank Limited \_\_\_\_\_ Branch

Please close the following account on my /our behalf :

 Account No. 

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 Type of Account:  CASA  TD  RD  Others.....

Account Title \_\_\_\_\_

 Proof of Submission of Tax Return (If Applicable):  
 e-TIN no..... Assessment Year (document attached).....

 Debit Card attached  Debit Card misplaced  Unused cheque leaves attached/destroyed

Please cancel any instruction on my account and pay the account balance (less any charges payable by me/us):

 In cash

 By transfer to account no. 

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Account Title \_\_\_\_\_

 By Payorder Issuance:

Beneficiary Name \_\_\_\_\_

Bank Account No. \_\_\_\_\_ Bank Name \_\_\_\_\_

 Reasons for closing the account:  Leaving Bangladesh  Service quality concerns  Charges

 Moving to another bank  Other (please specify) \_\_\_\_\_

 \_\_\_\_\_  
 Customer's Signature

 \_\_\_\_\_  
 Signature of Joint Signatory

 \_\_\_\_\_  
 S.V. (full signature with ID)

**FOR BANK'S INTERNAL USE ONLY**

Branch:

 Loan A/C Checked  Unused cheque leaves checked/destroyed

 Standing Order/MDP Delinked  Standing Instruction Not Exist/ Exist

 Debit Card Facility Aailed/Not Aailed  Debit Card destroyed

 \_\_\_\_\_  
 Checked By (With Seal/ID)

 \_\_\_\_\_  
 BM/BOM/BSSM(With Seal/ID)

Operation :

 Standing Order Delinked  A/C Balance \_\_\_\_\_

 Charge Deducted \_\_\_\_\_  Close out Balance \_\_\_\_\_

 \_\_\_\_\_  
 A/C Closed By

 \_\_\_\_\_  
 Authorized By