

Branch Manager
 Eastern Bank Limited _____ Branch

Date _____

 Account No.

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 Account Title _____

Please Arrange To : (Tick as appropriate)

- 1 Issue a duplicate statement of account for the period _____ to _____
- 2 Issue a Bank Certificate(s):
- Balance Confirmation Certificate (BDT/FCY) _____
 - Solvency Certificate Loan Certificate _____
 - Certificate for Source tax for the period _____ to _____
(CASA/FD/RD/Sanchyapatra/Bond/Remittance)
- 3 Proof of Submission of Tax Return (PSR): (if applicable)
e-TIN no. _____ Assessment Year _____
- 4 update Information:
- Change of Address (Mailing/ Present/ Permanent): _____
 - _____
 - Contact No: _____ Purpose _____
 - Email: _____
 - Please update the above information for debit card* tagged with my/our account
 - Other information update _____
- 5 Unpaid clearing Cheque no _____ Tk _____ Drawn on Bank _____
- 6 Cancel Standing Instruction: Favoring _____ TK _____ Date _____
- 7 Other request (Please Specify): _____

Authorization to collect requested items by the authorized person (if applicable):**

I/ We hereby authorize Mr./ Ms. _____ Mobile _____ to collect the above mentioned requested item(s) whose signature is attested below. In this connection, I/we indemnify the Bank from any risk and responsibilities that may arise due to handing over the items to the authorized person.

 Signature of the Authorized Person:

 Attested by the account holders

 Customer's Signature

 Signature of Joint Signatory

 S.V. (full signature with ID)

Note:

* For update information in Credit Card, please use "Card customer Service Form"

** For any information update, customer's physical presence is a must.

FOR BANK'S INTERNAL USE ONLY
 Deduction of Charges Tk _____ VAT Tk _____

Branch Part:

- Call back confirmation (if applicable)
- Customer's physical presence confirmed
- CDD Review status _____

Service Delivery part:

- Call back confirmation (if applicable)

 Dealing Officer
 (With seal/ID)

 BM/BOM/BSSM
 (With seal/ID)

 Dealing Officer

 Checker