

Branch Manager
 Eastern Bank PLC. _____ 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