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# সেবা প্রদানের প্রতিশ্রুতি



## **Citizen's Charter**

### Eastern Bank Ltd.

## 22.10.2023

	1 - Vision & Mission
Vision	To become the most valuable brand in the financial services in Bangladesh creating long-lasting value for our stakeholders and above all for the community we operate in by transforming the way we do business and by delivering sustainable growth.

	We will deliver service excellence to all our customers, both internal and external.
	We will ensure to maximize shareholders' value.
	We will constantly challenge our systems, procedures and training to maintain a cohesive and professional team in order to achieve service excellence.
	We will create an enabling environment and embrace a team based culture where people will excel.



Serial	Name of Service	Service Providing Method	Required documents & Place of Receipt	Service Charge and mode of payment	Timeline for Service	Responsible Office (Name, Designation Contact Number & Email)
1	2	3	4	5	6	7
1	Account	Physical Presence / Online	<ul> <li>Savings Account/Current Account (Individual)</li> <li>a. <u>Required documents</u>: <ul> <li>Completed and Signed Account Opening Form</li> <li>Recent Passport Size Photo of Applicant</li> <li>National ID/ Valid Passport/ Copy of Birth Certification</li> <li>(with attested photo)</li> <li>Nominee's Photo ID and Recent Passport Size Photo</li> <li>(attested by Applicant)</li> <li>Copy of Recent Utility</li> <li>Bill*Gas/Electricity/WASA/Telephone</li> <li>Income Proof Document (If required)</li> <li>Copy of TIN (If required)</li> <li>During Account Opening, Branch may request for any other appropriate document(s).</li> </ul> </li> <li>b. <u>Place of documents receipt</u>: Branch/Online</li> </ul>	Initial Deposit as per Schedule of Charges Mode of Payment: Cash Deposit/Cheque/PayO rder/Online Transfer	0-4 days	Respective Relationship Manag / Dealing Officer

2	Information	Physical Presence / Online	Savings Account/Current Account (Individual) a. <u>Required documents</u> : As per information modification requirement (such as Utility Bill Copy for address update, Proof of Submission of Return for Tax update, etc.) b. <u>Place of documents receipt</u> : Branch/Online (only selected modifications are available online)	N/A	0-1 day	Respective Relationship Manager / Dealing Officer
3	•	Physical Presence/Online	Savings Account/Current Account (Individual) a. <u>Required documents</u> : Through SkyBanking app/Cheque requisition leaf b. <u>Place of documents receipt</u> : Branch	As per Schedule of Charges Mode of Payment: Account Debit	2-4 days	Respective Relationship Manager / Dealing Officer
			<b>Debit Card</b> a. <u>Required documents</u> : Passport sized photo and signed application form (Applicant must have account with EBL) b. <u>Place of documents receipt</u> : Branch	As per Schedule of Charges Mode of Payment: Account Debit	0-7 days	Respective Relationship Manager / Dealing Officer



4	Card Service	Physical Presence	<ul> <li>Prepaid Card</li> <li>a. <u>Required documents</u>:</li> <li>* Completed EBL Prepaid Card Application Form</li> <li>* Recent Passport Size Photograph of Applicant</li> <li>* Photocopy of valid NID (Original Must be shown)</li> <li>* Valid Passport is mandatory for endorsement for International Transactions</li> <li>* Completed KYC Form</li> <li>* EBL reserves the right to ask for additional document(s) to ensure due diligence</li> <li>b. <u>Place of documents receipt</u>: Branch/EBL Skycare</li> </ul>	As per Schedule of Charges Mode of Payment: Cash Payment	0-5 days	Respective Relationship Manager / Dealing Officer
			Credit Card a. <u>Required documents</u> : * Card Application Form duly Filled up NID (Applicant , Lab Printed Photo (Applicant duly attested) * Lab Printed Photo (Nominee attested by applicant) * CIB Enquiry and Undertaking Forms of applicant * Income Proof Document/s as per policy * Bank Statement as per policy * Proof of Submission of Tax Return *EBL reserves the right to ask for additional document(s) to ensure due diligence b. <u>Place of documents receipt</u> : Branch	As per Schedule of Charges Mode of Payment: Credit Card bill payment	11-12 days	Respective Relationship Manager / Dealing Officer



5	Locker Service	Physical Presence	<ul> <li>* NID/Passport of both Applicant &amp; Nominee</li> <li>* Duly filled up and signed locker application form.</li> </ul>	As per Schedule of Charges Mode of Payment: Account Debit	Same day based on availability	Respective Relationship Manager / Dealing Officer
6		Physical Presence	* Account Payee Cheque (favoring "Yourselves Account Pay	As per Schedule of Charges Mode of Payment: Account Debit	Instant	Respective Relationship Manager / Dealing Officer
7	Endorsement	Physical Presence	a. <u>Required documents</u> : Original Passport/s and EBL Card b. <u>Place of documents receipt</u> : Branch/EBL SKYCARE, EBL Skylounge	N/A	1 day	Respective Relationship Manager / Dealing Officer
8	Endorsement	Physical Presence	* Ticket & other related documents (if applicable)	As per Schedule of Charges Mode of Payment: Account Debit	Instant	Respective Relationship Manager / Dealing Officer



q		Physical Presence	<ul> <li>a. <u>Required documents</u>:</li> <li>* Prize Bond (for Sale)</li> <li>* Local Cash Currency (For Purchase)</li> <li>* Photo ID will be required for Large Volume Transactions</li> <li>b. <u>Place of documents receipt</u>: Branch</li> </ul>	N/A	Instant	Respective Relationship Manager / Dealing Officer
10	PIN Generation (Debit Card / Credit Card)	Through IVR	a. <u>Required documents</u> : N/A b. <u>Place of documents receipt</u> : Contact Center	As per Schedule of Charges Mode of Payment: Account Debit (Debit Card) Bill Generation (Credit Card)	Instant	Respective Relationship Manager / Dealing Officer
11	Generation/Repl acement	Presence: Branch / FBI	a. <u>Required documents</u> : Signed Form for PIN Replacement b. <u>Place of documents receipt</u> : Contact Center	As per Schedule of Charges Mode of Payment: From Prepaid Card Balance	1 day	Respective Relationship Manager / Dealing Officer
12	Cash Withdrawal	Physical Presence / ATM / CRM	a. <u>Required documents</u> : Cheque Leaf/Card b. <u>Place of documents receipt</u> : Branch/ATM/Cash Recycling Machine	As per Schedule of Charges (Inter City * Accout Debit) No Charge (Intra City)	Instant	Respective Relationship Manager / Dealing Officer



13	Cash Denosit	Dropbox / Physical Presence / CRM / RTDM	a. <u>Required documents</u> : * Filled up Deposit Slip * Photo ID ( if bearer and applicable) b. <u>Place of documents receipt</u> : Branch/DropBox/Cash Recycling Machine/Real Time Deposit Machine	As per Schedule of Charges (Inter City * Accout Debit) No Charge (Intra City)	Instant	Respective Relationship Manager / Dealing Officer
14	Cardless Deposit	CRM/ RTDM	a. <u>Required documents:</u> Customers must have their mobile number and the mobile phone (for OTP), NID number, A/C Number or Card Number.	N/A	Instant	Customers can call EBL Contact Center at 16230 or inform through Skybanking App's Query / Complaint cell or email directly at ibanking@ebl- bd.com.
15	Net Banking	Online	Merchant list available at: https://ebl.com.bd/eblnetbanking Select payment method "Internet Banking" then "Eastern Bank PLC" at checkout.	N/A	Instant	Customers can call EBL Contact Center at 16230 or inform through Skybanking App's Query / Complaint cell or email directly at ibanking@ebl-bd.com



16	Binimoy Fund Transfer	Online	Available in Skybanking App. User Registration is required.	N/A	Instant	Customers can call EBL Contact Center at 16230 or inform through Skybanking App's Query / Complaint cell or email directly at ibanking@ebl-bd.com
17	A-Challan		Portal link: https://ibas.finance.gov.bd/acs/general/sales#/home/dash board Online payment system for E-Passport, Income Tax, Duty/Tax, Other submissions of NBR	Charge BDT 20 per transaction	Instant	Customers can call EBL Contact Center at 16230 or inform through Skybanking App's Query / Complaint cell or email directly at ibanking@ebl- bd.com.
18	Instant Card Block	Online	Available in Skybanking App Instant Card Block service can be used when a card is lost or stolen.	N/A	Instant	Customers can call EBL Contact Center at 16230 or inform through Skybanking App's Query / Complaint cell or email directly at ibanking@ebl- bd.com.



19	Foreign Part Enable/ Disable	Online	Available in Skybanking App. Applicable for Credit Card and Prepaid Card only.	N/A	Instant	Customers can call EBL Contact Center at 16230 or inform through Skybanking App's Query / Complaint cell or email directly at ibanking@ebl- bd.com.
20	Credit Card Limit Conversion	Online	Available in Skybanking App. Applicable for Credit Card only. USD to BDT/ BDT to USD.	N/A	Instant	Customers can call EBL Contact Center at 16230 or inform through Skybanking App's Query/Complaint cell or email directly at ibanking@ebl- bd.com.
21	PSR in ESS	Online	Available in EBL Self Service Portal. Link: https://selfservicehub.ebl-bd.com/ Submit Proof of Tax Return Slip online without visiting branch.	N/A	Instant	Customers can call EBL Contact Center at 16230 or inform through Skybanking App's Query/Complaint cell or email directly at ibanking@ebl- bd.com.



22	Positive Pay Instruction	Center / Physically at	Available in Skybanking App/Call Contact Center through Registered mobile number/submit signed positive pay instruction form request at branch	N/A	Instant	Customers can call EBL Contact Center at 16230 or inform through Skybanking App's Query / Complaint cell or email directly at ibanking@ebl- bd.com.
23	View Passport Endorsement Status	Online	Available in Skybanking App	N/A	Instant	Customers can call EBL Contact Center at 16230 or inform through Skybanking App's Query / Complaint cell or email directly at ibanking@ebl- bd.com.
1/4	In-house cheque transfer	Physical Presence	a. <u>Required documents</u> : * properly signed cheque b. <u>Place of documents receipt</u> : Branch	N/A	Instant	Respective Relationship Manager / Dealing Officer
25	(heating [	Physical Presence	a. <u>Required documents</u> : Cheque Leaf In Order with material information and signature Positive Pay Confirmation (If applicable) b. <u>Place of documents receipt</u> : Branch	As per Schedule of Charges Mode of Payment: Account Debit	As per Bangladesh Bank Guideline	Respective Relationship Manager / Dealing Officer



26		Presence	a. <u>Required documents</u> : As per Instruction of the Snachayaptra/ Bond Issuing Authority b. <u>Place of documents receipt</u> : Branch	N/A		Respective Relationship Manager / Dealing Officer
27	Interbank Fund Transfer (BEFTN/RTGS/N PSB)	Branch/Online	(Written/Online where applicable)	As per Schedule of Charges Mode of Payment: Account Debit	As per Bangladesh Bank Guideline	Respective Relationship Manager/Dealing Officer
28	Personal Loan (Unsecured)	Branch/Online	<ul> <li>* Lab Printed Photo (Guarantor attested by applicant)</li> <li>* Business Card/Office ID (Guarantor * Service Employment)</li> </ul>	As per Schedule of Charges Mode of Payment: Account Debit		Respective Relationship Manager / Dealing Officer
29	Remmitance Service	Branch	a. <u>Required documents</u> : As per Foreign Exchange Policy Department (FEPD)	N/A	0-1 day	Respective Relationship Manager / Dealing Officer

30	Utility Bill Payment	Branch / Online	a. <u>Required documents</u> : Utility Bill Copy (if paid through branch) b. <u>Place of documents receipt</u> : Branch/Online	N/A	Same day	Respective Relationship Manager / Dealing Officer
31	USA VISA fee deposit	Branch / Online	a. <u>Required documents</u> : * Pre-printed USA Visa Application Fee Deposit Slip containing * CGI Ref. No. * Bank Deposit Slip	N/A	1 day	Respective Relationship Manager / Dealing Officer
32	Chinese VISA fee	Branch	a. <u>Required documents</u> : Bank Deposit Slip containing correct information with applicant's Passport number	N/A	1 day	Respective Relationship Manager / Dealing Officer
33	RJSC Fee	Branch	a. <u>Required documents</u> : Pre-printed instruction with required information and amount	N/A	Same day	Respective Relationship Manager / Dealing Officer
34	Tax Challan Deposit	Branch	a. <u>Required documents</u> : ETIN Copy Tax Deposit Slip	N/A	Instant	Respective Relationship Manager / Dealing Officer
35	Passport Application Fee	Branch	b. <u>Place of documents</u> . b. <u>Place of documents receipt</u> : Branch	N/A	Instant	Respective Relationship Manager / Dealing Officer

#### Note:

- 1 All Indicative Days mean Working Days only.
- 2 In all cases, the Time Limit will be applicable only for customer requests after receiving complete set of relevant supporting documents
- 3 The above Time Limit is only an indication of approximate time required for rendering services. However, actual service may take



	2.2 - Institutional Service (প্রাতিষ্ঠানিক সেবা)									
Serial	Name of Service	Name of Service Method		Service Charge and mode of payment	Timeline for Service	Responsible Officer (Name, Designation, Contact Number & Email)				
1	2	3	4	5	6	7				
1	Fund Transfer / Pay Order/ Remittance/ Salary / Standing Instruction /Sweep/TT	Letter/ Email / Mobile or Internet Application	EBL Website (ebl.com.bd)	Service Charge: As per schedule of charges Mode of Payment: From Account	Immediately	Respective Relationship Manager				
2	Lending	Letter/Email	EBL Website (ebl.com.bd)	Service Charge: As per schedule of charges Mode of Payment: From Account	Maximum 2 Months	Respective Relationship Manager				
3	Trade Service	Letter/Email	EBL Website (ebl.com.bd)	Service Charge: As per schedule of charges Mode of Payment: From Account	Maximum 5 Working Days	Respective Relationship Manager				
4	Guarantee Service	Letter/Email	EBL Website (ebl.com.bd)	Service Charge: As per schedule of charges Mode of Payment: From Account	Maximum 5 Working Days	Respective Relationship Manager				
5	Structured Finance Service	Letter/Email	EBL Website (ebl.com.bd)	Service Charge: As per schedule of charges Mode of Payment: From Account	Standard Time	Respective Relationship Manager				
6	Cash Management Solutions	Letter/Email	EBL Website (ebl.com.bd)	Service Charge: As per schedule of charges Mode of Payment: From Account	Standard Time	Respective Relationship Manager				
7	Supply Chain Financing Solutions	Letter/Email	EBL Website (ebl.com.bd)	Service Charge: As per schedule of charges Mode of Payment: From Account	Standard Time	Respective Relationship Manager				
8	Corporate Advisory Services	Letter/Email	EBL Website (ebl.com.bd)	Service Charge: As per schedule of charges Mode of Payment: From Account	Standard Time	Respective Relationship Manager				
9	EBL Connect(Online Platform)	Online	EBL Website (ebl.com.bd)	Service Charge: As per schedule of charges Mode of Payment: From Account	Instant Service	Respective Relationship Manager				
10	Automated Challan System(ACS)	Letter/Online	EBL Website (ebl.com.bd)	Service Charge: Free Mode of Payment: Not Applicable	Same Day	Respective Relationship Manager				

#### Note:

1 All Indicative Days mean Working Days only.

2 In all cases, the Time Limit will be applicable only for customer requests after receiving complete set of relevant supporting documents following rules

3 The above Time Limit is only an indication of approximate time required for rendering services.



## 2.3 - Internal Services (অভ্যন্তরীণ সেবা)

Serial	Name of Service	Service Providing Method	a. Required documents & Place of Receipt	Service Charge and mode of payment	Timeline for Service	Responsible Officer (Name, Designation, Contact Number & Email)
1	2	3	4	5	6	7
1	Furniture & Equipment Allowance		Required Document: a. Application Form b. Quotation Place of Receipt: HRD, Head Office	Payment through Account		Responsible Officer of People's Pay & Benefit Unit, HRD
1 2	Hospitalization Claim Reimbursement Digital & Physical		Required Document: a. Online Application b. Discharge Certificate c. Original Bills Place of Receipt: HRD, Head Office	Payment through Account	04 Working Days	Responsible Officer of People's Pay & Benefit Unit, HRD
1 3	Maternity Claim Reimbursement Digital & Physical		Required Document: a. Online Application b. Discharge Certificate c. Original Bills Place of Receipt: HRD, Head Office	Payment through Account	04 Working Days	Responsible Officer of People's Pay & Benefit Unit, HRD
4	TA/DA Bill Reimbursement		Required Document: a. Online Application b.Original Bills Place of Receipt: HRD, Head Office	Payment through Account	04 Working Days	Responsible Officer of People's Pay & Benefit Unit, HRD



1 5	Foreign Leave Application	Digital & Physical	Required Document: a. Application Form Place of Receipt: HRD, Head Office	NA	02 Working Days	Responsible Officer of HR Operations Team, HRD
6	Sick Leave	Digital	Required Document: a. Application Form Place of Receipt: HRD, Head Office	NA	01 Working Days	Responsible Officer of HR Operations Team, HRD
7	Maternity Leave	Digital	Required Document: a. Application Form Place of Receipt: HRD, Head Office	NA	01 Working Days	Responsible Officer of HR Operations Team, HRD
8	Employee ID Card	Physical	Required Document: a. ID Card Request Form Place of Receipt: HRD, Head Office	NA	02 Working Days	Responsible Officer of HR Operations Team, HRD
9	Busienss Card Requisition Processing	Physical & Digital	Required Document: a. Business Card Requisition Form Place of Receipt: HRD, Head Office	NA	02 Working Days	Responsible Officer of HR Operations Team, HRD
1 10	NOC/Experience Certificate	Digital	Required Document: a. Certificate Request Place of Receipt: HRD, Head Office	NA	02 Working Days	Responsible Officer of HR Operations Team, HRD

#### Note:

1 All Indicative Days mean Working Days only.

2 In all cases, the Time Limit will be applicable only for customer requests after receiving complete set of relevant supporting documents following rules &

3 The above Time Limit is only an indication of approximate time required for rendering services. However, actual service may take longer/ shorter time



SL	3. Customer's Obligation to the Bank					
1	Customers shall follow the banking norms, practices, functional rules etc.					
2	Customers shall abide by the terms and conditions prescribed for each banking product and services.					
3	Customers shall maintain disciplinary arrangement at the customer service points					
4	Customers shall convey their grievance to the bank in proper way or in prescribed form					
5	Customers shall convey the bank any changes in their address, contact numbers or any matetial information.					
	Customers generally shall ask any query at prescribed desk such as Customer Service, Branch Operation Manager, Branch					
6	Manager, Contact Center					
7	Customer shall follow banking intructions/information/awareness shared through SMS/Email from time to time					
8	Customer should refrain from making undue/unfair service request					



#### Evidences of Training

Training has been arranged	in the July – September 2023	3 Quarter as per following schedule

SI.	Training Title	Session Title	Citizen Charter Session Date	Venue	No. of Participants
1	Training on Compliance and Customer Service	Citizen Charter	15-07-2023	Head Office, 100 Gulshan Avenue, Dhaka	64
2	Foundation Program on Banking [AO-SO#04]	Citizen Charter	09-07-2023	Head Office, 100 Gulshan Avenue, Dhaka	30
3	Foundation Program on Banking [AO-SO#05]	Service Quality & Citizen Charter	05-09-2023	Head Office, 100 Gulshan Avenue, Dhaka	40
4	Foundation Program on Banking [Future Leaders]	Citizen Charter	02-08-2023	Head Office, 100 Gulshan Avenue, Dhaka	40
5	Foundation Program on Banking [TAO#08]	Citizen Charter	05-07-2023	Head Office, 100 Gulshan Avenue, Dhaka	56
6	Foundation Program on Banking [TAO#09]	Citizen Charter	19-07-2023	Head Office, 100 Gulshan Avenue, Dhaka	56
7	Foundation Program on Banking [TAO#10]	Citizen Charter	25-07-2023	Head Office, 100 Gulshan Avenue, Dhaka	51
8	Foundation Program on Banking [TAO#11]	Service Business Quality & Citizen Charter	08-08-2023	Head Office, 100 Gulshan Avenue, Dhaka	60
9	Foundation Program on Banking [TAO#12]	Service Business Quality & Citizen Charter	21-08-2023	Head Office, 100 Gulshan Avenue, Dhaka	57
10	Foundation Program on Banking [TAO# 13]	Service Business Quality & Citizen Charter	29-08-2023	Head Office, 100 Gulshan Avenue, Dhaka	58
11	Ensuring Service Excellence	Ensuring Service Excellence	09-09-2023	Head Office, 100 Gulshan Avenue, Dhaka	346
12	Service Excellence & Citizen Charter	Ensuring Service Excellence & Citizen Charter	23-09-2023	Head Office, 100 Gulshan Avenue	201
13	Service Excellence & Citizen Charter	Ensuring Service Excellence & Citizen Charter	16-09-2023	Sylhet, Chouhatta Branch	47
				Total	1106

Annexure - Kha

#### Eastern Bank PLC

Subject: Progress report on "Citizen Charter Implementation Plan" for 1st Quarter (Jul - Sep, 2023) and evidence submission

Annual action plan for implementation of Citizen Charter of the bank for Year 2023-24

Activities			Implementation progress Year 2023-24				Annual			
	Performance indicator	Annual Target 2023 - 24	1st Quarter (July - September, 2023)	2nd Quarter (October - December, 202_)	3rd Quarter (January - March, 202_)	4th Quarter (April - June, 202_)	Achievement 202324	Implementation division	Evidence Submitted	Remarks
1	2	3	4	5	6	7	8 (7+6+5+4) =	9	10	11
Quarterly Update of Citizen Charter	Updated for Quarter-1, 2023-24	To be updated 4 times	Done	N/A	N/A	N/A	N/A	Retail & SME Banking	Website Upload and displayed at Branch	÷
Arranging Training on Citizen Charter	a. Training Program Conducted on Citizen Charter in the quarter and few dates are shared, such as on 09.07.2023, 15.07.2023, 02.08.2023, 29.09.2023, 23.09.2023,	4 Training/Workshop to be organized	Done	N/A	N/A	N/A	N/A	Human Resources Division	Screenshot of Invitation to	Citizen Charter is a mandatory part of the foundation training in EBL. Priority Banking Segment employees have also been breifed on Citizen Charetr. Evidence of training schedule is has been shared
Organizing briefing sessions with stakeholders on banking services	Sessions organized with stakeholders by higher management	2 briefing sessions to be organized	N/A	N/A	N/A	N/A	N/A	Retail & SME Banking	N/A	Will be conducted within June 2024
Implementation of Decision of the Monitoring Cell of Citizen Charter	Report Preparation & Website Upload initiated	A. Finalizing the report B. Uploading the final report on Website	Done	N/A	N/A	N/A	N/A	EBL	Website Upload	

Seal & Signature of the heat Mustafa Bshita Senior Mustafa Difficer Service and Bysiness Quality Retail & SME Banking Eastern Bank PLC. Head Office, Dhaka

Sultana

Focal point of Citizen's Charter of Eastern Bank Limited

Sabera Sultan Mili Head, Service & Business Quality Sales Governance Retail & SME Banking Eastern Bank PLC. Head Office, Dhaka