Service Request Form-01

Bank Asia

Date: __DD__ / __MM__ / __YYYY__

The Head of Branch

Bank Asia PLC.

_____**Branch/Center/Window**

Account Information

Account Number:_____ Account Title:_____

A. Issuance of Document: Kindly issue the following document(s) as indicted below:

☐	A/C Statement	From __DD__ /__MM__ /__YYYY__ to __DD__ /__MM__ /__YYYY__
☐	Certificate	☐ Solvency Certificate in BDT/ FCY ☐ Balance Confirmation Certificate in BDT/ FCY ☐ Inward Remittance Certificate ☐ Sanchaypatra Issuance/Investment Certificate ☐ Foreign Currency Encashment Certificate ☐ Loan Outstanding Certificate ☐ Others (Please specify) _____
☐	Tax certificate	Financial Year _____/_____ ☐ DPS/FDR ☐ SB/CD/SND A/C ☐ SP Interest/Tax Certificate ☐ Others_____

B. Service Request (s): Kindly execute the following service request(s).

☐	Fund Transfer (within Bank Asia PLC)	Beneficiary A/C Number:_____ Beneficiary A/C Name:_____ Amount (in figure): _____ Amount (in words): _____ Justification:_____
☐	Pay Order Issuance	**Mode of Payment:** ☐ Cash ☐ Debit Link A/C _____ ☐ Cheque No. _____ Date _____ Amount in Figure:_____ Amount in Word:_____	**Beneficial Type:** ☐ Individual ☐ Govt. Institute ☐ Non- Govt. Institute Beneficiary: _____ Address: _____ _____ Contact No. _____ Purpose:_____
☐	Pay Order Cancelation	Pay Order Number: _____ dated_____ favoring_____ Amount (in figure):_____ Credit A/C No. _____ Justification: _____
☐	Debit Card	☐ New Issuance ☐ Replacement
☐	Internet Banking	E-mail ID: _____ Customer ID:_____
☐	Cheque Issue	Containing _____ Leaves
☐	Stop Payment	Cheque Leaf(ves) No. _____
☐	Positive Pay	Chq. No. _____ Amt._____ Date:_____ Fvg:_____
☐	Others (Please specify)	

C. Collection Authorization: Please arrange to provide the following(s) to the Bearer:

☐	Collection Authorization	Cheque Book _____ leaves ☐ FD Receipt ☐ A/C Statement ☐ Tax Certificate ☐ Balance Confirmation Certificate ☐ Sanchaypatra Script ☐ Return Cheque (Ch. No: _____ Issuing Branch _____) ☐ ATM Card ☐ NOC ☐ Pay Order, Amount Tk. _____ PO No. _____ ☐ Others (Please specify)_____
	Bearer's Details	Name:_____ Mobile No.:_____ Signature:_____ Signature of A/C Holder for Attestation:_____

I/We have authorized the above instructions. I/We hereby declare that all details provided in this form are true and correct and are supported by valid documents enclosed with this form.

_____
Signature of 1st Applicant

_____
Signature of 2nd Applicant

For Bank Use Only

☐ All the information stated above and customers' signature has been checked and verified. All relevant supporting documents have been obtained as per bank's policy.

☐ Signature Verified	Physical Presence ☐ Yes ☐ No	☐ Callback Confirmation: Contact No:_____ Date & Time:_____	Charge realized: ☐ Yes ☐ No Tk. _____

_____
Initiating Officer's Signatue with Seal

_____
Approving Officer's Signature with Seal