

Date: _____ The Manager, Shahjalal Islami Bank PLC.,Branch.	Account Number: 													
	Account Title: 													
	Mobile Phone Number: 													
A. Document Issue														
Kindly provide the document(s) as indicated below: (Copy/Copies)														
☐ Account Statement	From <u>DD / MM / YYYY</u> to <u>DD / MM / YYYY</u>													
☐ Duplicate/ Certificate	☐ A/C Maintaining Certificate ☐ A/C Balance Certificate in BDT ☐ A/C Balance Certificate in () FCY ☐ Solvency Certificate ☐ Investment Outstanding Certificate ☐ Inward Remittance Certificate ☐ No Objection Certificate ☐ Other Certificate (Mention Below): 													
☐ TAX Certificate	☐ Fiscal Year _____ to _____													
B. Service Request(s)														
☐ Collection Authorization Information of Authorized Person for Collection	☐ Cheque Book (SL No.: _____ to _____) [] Leaves). ☐ Return Clearing Cheque: (Cheque No.: _____, Amount: _____, Date _____) ☐ Debit Card ☐ Credit Card ☐ Prepaid Card (Foreign ☐ / Local ☐ Name: _____ ☐ NID: _____ ☐ Cell: _____ Signature of A/c Holder ☐ Signature of the Authorized Person:													
☐ Update of information (Supporting documents regarding proof of address is required)	Existing Address/ Contact No./ E-mail 	New Address/ Contact No./E-mail 												
☐ Fund Transfer (Among the Branches of Shahjalal Islami Bank PLC.)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Beneficiary A/c Number:</td> <td style="width: 60%;"> </td> </tr> <tr> <td>Beneficiary A/c Title:</td> <td> </td> </tr> <tr> <td>Amount in Figure:</td> <td> </td> </tr> <tr> <td>Amount in Words:</td> <td> </td> </tr> <tr> <td>Reason:</td> <td> </td> </tr> <tr> <td>☐ Debit my Account</td> <td> </td> </tr> </table>		Beneficiary A/c Number:		Beneficiary A/c Title:		Amount in Figure:		Amount in Words:		Reason:		☐ Debit my Account	
Beneficiary A/c Number:														
Beneficiary A/c Title:														
Amount in Figure:														
Amount in Words:														
Reason:														
☐ Debit my Account														
☐ Closure of A/c/ Encash of MTDR/ MMDS/MIS/MMBS/ Others	☐ Closure of A/c / Encash ☐ Profit withdraw of A/c No.# _____ and transfer the entire amount to A/c No.: _____ A/c Title: _____ _____ or ☐ Issue a Payment Order in favor of me. (Supporting Document is required in case of non-face to face customer for MTDR encashment)													
☐ Submission of TAX Return Acknowledgement Slip for the fiscal year _____ to _____														
Customer Copy														
Date: _____														
Account Number:														
Account Title:														
Types of Service														
Remarks (if any)														
Signature with seal of the Bank Official														





Shahjalal Islami Bank PLC.

Service Request Form

Transfer of Account					
Destination Branch:				☐ A/c Reactive	☐ From Inoperative ☐ From Dormant
Reason:		With support required documents.			
Stop Payment of Cheque (Documents if any)					
Cheque No.:		Amount:		dated:	
Fvg.:		Reason of Stop Payment:			
Standing Instruction (Scheme Installment/ Other Installment)					
☐ Add for Tk.		Total Terms:		Favoring A/c:	
☐ Remove for Tk.		from A/c:			
Reason:					
Signature Change (Signature Card must needed)					
Existing Signature				New Signature	
Nominee Change (Nominee Information Form must needed)					
Name of the New Nominee:					
Father Name:			Mother Name:		
Relationship:			Date of Birth:		
NID/Passport/BRC/Others:			Gender: ☐ Male ☐ Female ☐ Third Gender		
Address:					
Mobile Number:			Percentage of Nomination:		
Positive Pay Instruction					
Chq. No.:		Amount:		Date:	
Fvg.:					
Any Other Service					
I/We hereby instructed the Bank to perform the mentioned tasks and authorize to debit all scheduled charges from my/our above mentioned Account.				Signature Verified by Bank Official	
		1 st Account Holder		2 nd Account Holder	
				Signature is verified	
For Bank Use Only					
Physical Presence of A/c Holder ☐ Yes ☐ No	☐ Signature Verified	Charge Realized: ☐ Yes ☐ No	Mode of Operations ☐ Cash ☐ Transfer	Batch No.:	Tracer No.:
Signature with Seal					
Signature with Seal					

[Handwritten Signature]



[Handwritten Signature]