

Date:

General Manager/ Deputy General Manager
 Assistant General Manager/ Manager
 Sonali Bank Limited

Sir,

I/ We, the undersigned, am/are maintaining a Savings/ Current/ SND/ Loan/ Deposit Scheme/ Fixed Deposit account with your branch bearing A/C number and A/C title as

I/ We, now require the following service(s) against my/our above mentioned account.

Intended Service (Please put a ✓ mark on the check box)		
<input type="checkbox"/> Account Statement (Period) (/ / to / /)	<input type="checkbox"/> Bank Solvency Certificate (Date) as of / /	Cheque Book Request <input type="checkbox"/> New Account <input type="checkbox"/> Lost <input type="checkbox"/> MICR Number of Leaves:
<input type="checkbox"/> TDS (Tax Deducted at Source) Certificate (/ / to / /)	<input type="checkbox"/> Account Re-activation (Inoperative/ Dormant/ Deposit Scheme)	<input type="checkbox"/> Convert to Non-Interest Bearing A/C (for Savings Account only)
<input type="checkbox"/> TIN (Tax Identification Number) Update TIN Number:	<input type="checkbox"/> Email Address Update (use Upper-case Letters only) Email:	
Mobile Number Update <input type="checkbox"/> Account <input type="checkbox"/> Card Mobile Number:	<input type="checkbox"/> NID (National ID)/ Smart ID Update ID Number: Date of Birth: / /	SMS Alert <input type="checkbox"/> Transaction Alert <input type="checkbox"/> Push-pull <input type="checkbox"/> Deactivate
Fixed Deposit Renewal <input type="checkbox"/> With Interest <input type="checkbox"/> Principal only Tenure (Number of Month): Settlement A/C No.	<input type="checkbox"/> Signature Card Update (for Signature/ Photo Change)	<input type="checkbox"/> Fixed Deposit Encashment Instrument No.
<input type="checkbox"/> Address Update (please provide complete address):		Transaction Facility <input type="checkbox"/> Debit freeze <input type="checkbox"/> Debit unfreeze <input type="checkbox"/> Credit freeze <input type="checkbox"/> Credit unfreeze
<input type="checkbox"/> Positive Payment Instruction Cheque No. Amount: Validity: (/ / to / /)	<input type="checkbox"/> Stop Payment Instruction <input type="checkbox"/> Stop Payment Instruction Revocation Cheque No. Date: / / Amount:	
Sonali e-Wallet <input type="checkbox"/> PIN Reset <input type="checkbox"/> Unlock <input type="checkbox"/> Device Change	Debit Card <input type="checkbox"/> PIN Re-issue <input type="checkbox"/> Card Block <input type="checkbox"/> E-commerce Enable (Limit:.....Taka) <input type="checkbox"/> Card Re-issue <input type="checkbox"/> Card Unblock <input type="checkbox"/> E-commerce Disable <input type="checkbox"/> Card Closure	
<input type="checkbox"/> Others (please specify):		

I/ We would therefore, request you to make necessary arrangement in providing me/us the above tick (✓) marked services.

Yours,

Applicant's Signature

Name :
 Mobile Number :

Applicant's Signature
 (for joint account)

Name :
 Mobile Number :

Information/ Documents required (if applicable) for availing service

1. Cheque Book Request

A copy of General Diary (GD) is required to be submitted for cheque book request made in case of Lost/ Burnt/ Damaged cheque book/ requisition slip. Additional information/ documents might be required for joint accounts, and shall be decided by the branch.

2. Signature Card Update

A customer needs to be physically present at the branch for updating Signature card (signature/ photo) of any account. A new signature card needs to be filled up and recent passport sized photograph (colour) is required for updating the same.

3. Fixed Deposit Encashment

The original instrument needs to be submitted for encashment of all types of Fixed Deposits (FDR/ DBS/ TBS etc.).

4. Fixed Deposit Renewal

A fixed deposit (FDR only) is automatically renewed for 3 months, unless there is any specific instruction from the customer. Renewal of FDR(s) can be done in two ways - with interest and principal only. However, a settlement account (an account where interest shall be credited) is required for renewal without interest (i.e. principal only renewal).

5. Positive Payment Instruction

As per Bangladesh Bank's instruction, a positive payment instruction is required for cheque payments of 1 (One) Lac or above using BACH (Bangladesh Automated Clearing House).

6. TIN (Tax Identification Number) Update

Copy of TIN Certificate is required for updating TIN.

7. NID/ Smart ID Update

Copy of NID (National ID)/Smart ID Card is required for updating NID/Smart ID.

8. Debit Card

All debit cards are enabled with E-commerce transaction facility by default, with a daily limit of 10,000/- (Ten thousand taka). However, customers need to apply for new limit in case of any transaction above ten thousand.

* **Service Charge (in appropriate case) might be applicable.**

** **Any additional information/ documents (if required) for availing the service(s) shall be decided by the branch as per bank policy.**

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General Manager/ Deputy General Manager
Assistant General Manager/ Manager
Sonal Bank Limited

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Fixed Deposit Renewal <input type="checkbox"/> With Interest <input type="checkbox"/> Principal only Tenure (Number of Month): Settlement A/C No.	<input type="checkbox"/> Signature Card Update (for Signature/ Photo Change)	<input type="checkbox"/> Fixed Deposit Encashment Instrument No.
	<input type="checkbox"/> Account Transfer (please provide intended name of the branch) Branch Name:	
<input type="checkbox"/> Address Update (please provide complete address):		Transaction Facility <input type="checkbox"/> Debit freeze <input type="checkbox"/> Debit unfreeze <input type="checkbox"/> Credit freeze <input type="checkbox"/> Credit unfreeze
<input type="checkbox"/> Positive Payment Instruction Cheque No. Amount: Validity: (/ / to / /)	<input type="checkbox"/> Stop Payment Instruction Cheque No. Date: / /	<input type="checkbox"/> Stop Payment Instruction Revocation Amount:
Sonal e-Wallet <input type="checkbox"/> PIN Reset <input type="checkbox"/> Unlock <input type="checkbox"/> Device Change	Debit Card <input type="checkbox"/> PIN Re-issue <input type="checkbox"/> Card Block <input type="checkbox"/> E-commerce Enable (Limit:.....Taka) <input type="checkbox"/> Card Re-issue <input type="checkbox"/> Card Unblock <input type="checkbox"/> E-commerce Disable <input type="checkbox"/> Card Closure	
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