

## Account Closing/Encashment Form

Please Fill in the Required Section(s) Only  
 (USE BLOCK LETTERS & CROSS OUT UNUSED SECTION(S))

Date	D	D	M	M	Y	Y	Y	Y
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Branch Name	
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Account Name	
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Declaration	Signature: 1st Applicant	Signature: 2nd Applicant
I have understood, authorized & advised the bank to comply with the below instruction		

A. Closure of Account / Locker and FDR / Encashment of Scheme Deposit	
A/c / FDR/ Scheme Account No. 1	
A/c / FDR/ Scheme Account No. 2	
A/c / FDR/ Scheme Account No. 3	
Encashment Type	<input type="checkbox"/> Pre-matured <input type="checkbox"/> Matured      Maturity Date
Reason for Closure	<input type="checkbox"/> Leaving Bangladesh <input type="checkbox"/> Moving to Other Bank <input type="checkbox"/> Personal Reason <input type="checkbox"/> Service Quality Concern <input type="checkbox"/> Others.....
Unused Cheque Book ( Y / N )	From TO
ATM / Debit Card ( Y / N )	
Surrender Locker & Key Re-deposit	Small / Medium / Large Locker No..... Key No.....
Checking Lien Marking (Yes / No)	Checked by Officer Name..... & Sign .....
<b>Mode of Payment Settlement</b>	<input type="checkbox"/> Fund Transfer To A/C No..... <input type="checkbox"/> Pay Order favoring self-Name / Other Name ..... <input type="checkbox"/> BEFTN/RTGS A/C#..... Routing#..... Bank Name:..... Branch Name:..... <input type="checkbox"/> Others .....
<input type="checkbox"/> Unused Cheque Book  <input type="checkbox"/> Refunded ATM/ Debit Card	<input type="checkbox"/> Lost ..... <input type="checkbox"/> Attached  Officer Name: ..... & Sign.....  MOP/HOB Name:..... & Sign.....

B. Renewal of (FDR / Scheme Deposit A/C)	
A/C Number	
Renewal of Deposit	<input type="checkbox"/> Renew with Principal only & transfer the Interest to A/C#..... <input type="checkbox"/> Renew with Principal only & withdrawal of profit in Cash / Pay order/BEFTN-RTGS through prescribed format of application <input type="checkbox"/> Renew with principal & Interest together
Tenor Change	<input type="checkbox"/> Present Tenor ..... Months <input type="checkbox"/> Renewed Tenor ..... Months

For Bank Use Only	
<b>Verifying Officer</b>	
Officer Sign	
Name Seal	
<b>Authorizing Officer</b>	
MOP/HOB Sign	
Name Seal	
<b>HOB Approval</b>	

Instructions Received through Bearer (Call Back Details)	
Telephone Number Called	
Date & Time of Call Made	
Phone Number used	+880
Name of Contacted Person	A/C Holder Only
Result of Call Back	
Name of Officer Making Call Back	
Sign with Seal	