HSBC

Customer Service Request Form

The Manager

Branch

Date D D M M Y Y Y Y

Dear Sir / Madam,

Please update/issue the below information/documents of my/our Account No. - -

Required Service/s (tick in appropriate ☐):

☐ Issue duplicate statement of account for the period D D M M Y Y Y Y to D D M M Y Y Y Y

☐ Issue a bank certificate ☐ Issue a balance confirmation certificate ☐ Issue single/multiple loan outstanding certificate

☐ Issue a consolidated loan outstanding certificate (All live term loans) ☐ Issue loan tax certificate ☐ Issue loan closing certificate

☐ Other service: _____ Purpose of other service: _____

Other information update request (tick in appropriate ☐):

☐ Phone (Res.): _____ ☐ Phone (Office): _____

☐ Mobile: _____ ☐ Email: _____

☐ Tax Identification Number* (copy of TIN Certificate attached herewith): _____

☐ National ID (NID) / Passport No./ Birth Certificate No. (copy attached herewith).

_____

☐ Date of Birth: _____ Place of Birth: _____

☐ Spouse Name: _____

☐ Mother's Name: _____

☐ Father's Name: _____

* I/we am/are aware that Withholding Tax on interest earning on conventional account(s) or profit earning for Amanah account(s) will be 15% for account balance above BDT100,000 in case the TIN is found to be invalid by the Tax Authority.

I/We hereby confirm that the information provided above is full correct and complete and that I/We shall be responsible for any incorrect, partial or false information that has been provided in this form.

Yours faithfully,

Customer Name
Signature (Sole/Principal Applicant)

Customer Name
Signature (Joint Applicant)

Signature Verified

For Bank use only

Action taken	Charge deducted	Received by	Delivered to

Issued by The Hongkong and Shanghai Banking Corporation Limited in Bangladesh [July 2024]