

# Closure/Encashment/Renewal Form

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

Date	D	D	M	M	Y	Y	Y	Y
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Branch / Center 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 the below instruction		

## A. Account / Locker / Closure and FDR / DPS / Scheme Deposit Encashment

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"/> Other .....																		
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 CSO Name..... & Sign .....																		
<b>Pay Residual Balance</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"/> Misplaced..... <input type="checkbox"/> Attached & Destroyed in presence of 02 Officers CSO Name:..... & Sign..... CSM / BM Name:..... & Sign.....																		

## B. FDR / Family Support Renewal / Tenor Change

A/C Number																			
Renewal of Deposit	<input type="checkbox"/> Renew with Principal only & transfer the profit 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 & Profit together																		
Tenor Change	<input type="checkbox"/> Present Tenor ..... Months <input type="checkbox"/> Renewed Tenor ..... Months																		

For Bank Use Only	
<b>Verifying Officer</b>	
CSO Sign	
Name Seal	
<b>Authorizing Officer</b>	
CSM/BM Sign	
Name Seal	
<b>Branch Head Approval</b>	

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