

**Corporate Business Banking**  
**Bank Letter Request Form**



Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

Branch Name: \_\_\_\_\_

Request for:	<input type="checkbox"/> Reference Letter	<input type="checkbox"/> Balance Confirmation Letter	<input type="checkbox"/> Share Capital Letter
Company Name:			

**Please issue the letters for:**

<input type="checkbox"/> All Account(s) Under CID:	
<input type="checkbox"/> Only for the Following Account No:	
Please debit Account No for Fee/Charges:	

<input type="checkbox"/> Please issue as per the standard Template for this letter
<input type="checkbox"/> Addressed to the following:
<input type="checkbox"/> Additional Requirements for Reference Letter or Share Capital Letters only. Please specify:

**For Balance Confirmation, the balance to be with effect as of \_\_\_ / \_\_\_ / \_\_\_**

- We hereby authorise \_\_\_\_\_ holding ID card # \_\_\_\_\_ to collect the letter on our behalf.
- Please send the letter directly to our auditors:

\_\_\_\_\_  
 \_\_\_\_\_

Authorized Signatory(ies):		
	Name	Signature
1		
2		
3		

<p><b>Bank Use Only:</b></p> <p><input type="checkbox"/> I certify that the above named person(s) placed his/her/their signature(s) in my presence</p> <p><input type="checkbox"/> I verify that the signature(s) of the above person(s) has been verified by me to match the FCR client signature</p> <p>RM/RO: _____</p> <p style="text-align: center;">(name/stamp)                                      (signature)                                      (date)</p> <p><b>Check List:</b></p> <p><input type="checkbox"/> Letter from Company's Auditor, signed by the signatory attached only for Balance confirmation requests</p> <p><input type="checkbox"/> For Balance confirmation requests, the dates can only be effect as of the end of the month</p> <p><input type="checkbox"/> Check availability of balance in customer account (double check on Hold Amounts)</p> <p><input type="checkbox"/> Customer request is updated on Itqan. SR Number: _____</p> <p><input type="checkbox"/> Customer signature(s) is available in FCR and verified for old signatory(ies)</p> <p>TFO/CPD Maker: _____</p> <p style="text-align: center;">(name)                                      (signature)                                      (date)</p> <p>TFO/CPD Checker: _____</p> <p style="text-align: center;">(name)                                      (signature)                                      (date)</p>
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