

To
 Head of Agent Banking Division
 Bank Asia Limited
 68, Rangs Tower, Purana Paltan, Dhaka- 1000

Subject: Request for update Transaction Profile (TP)

Dear Sir,
 I/We would like to draw your kind attention to the fact that, I/We have been maintaining an account in Agent Banking. For some special purpose it is urgently need to change my Transaction Profile. My A/C & requested Transaction Profile details are given below-

Account Title:

Account Number:

Type of Account:

Particulars	Daily Transaction		Monthly Transaction	
	No. of Tran.	Amount	No. of Tran.	Amount
Cash Deposit				
Cash Withdraw				
Transfer Transaction				

***Source of fund to transact:**

I/We the undersigned ensure that the transaction profile given above is a usual of myself/organization. I/We further confirm that the transaction profile will be rectified/updated as and when required.

Sincerely,

(1) Signature & seal: (2) Signature: (3) Signature & seal:

Customer Name: Customer Name: Customer Name:

Date: Date: Date:

Mobile No. Mobile No. Mobile No.

***Only for Non Individual Accounts, Provide Seal**

Acknowledge By,

Signature:

Agent/CSO's Name:

Date:

Outlet Name:

Mobile No.

Cheeked By,

Signature:

Officer Name:

Designation:

Date:

Mobile No.

***For cash deposit, source of fund to transact is mandatory.**

For Back Office Only

Reason for updating/not updating TP I/We verify A/C Holder's- (Tick mark)

(1) Signature Card	Yes	No	(2) Update Trade License	Yes	No
(3) Occupation	Yes	No	(4) Related Documents	Yes	No
(5) Provide Related Document for TP Update				Yes	No

Comments:

Verified By:

Approved By: