



## Service Request Form

Date ...../...../.....

Customer's Name:

Card Number :

Customer ID :

### A. Information Update: Please update the following information of my Card Account

<input type="checkbox"/> Mobile Number	a.	b.
<input type="checkbox"/> Address (Block Letter)	<input type="checkbox"/> Present	
	<input type="checkbox"/> Permanent	
	<input type="checkbox"/> Office/Work/Business	
<input type="checkbox"/> E mail (for e statement enrollment)	1.	2.
<input type="checkbox"/> Send any correspondence to my mail address	Present/Permanent/Office/Work	

All my previous information related with the card shall be suspended with the new information provided.

### B. Customer Requisition: I would like to request for the following

1	<input type="checkbox"/> Credit Limit	<input type="checkbox"/> Increase	<input type="checkbox"/> Decrease	Desired Limit	
2	<input type="checkbox"/> Card Type	<input type="checkbox"/> Upgrade	<input type="checkbox"/> Downgrade	Desired Card	
3	<input type="checkbox"/> Replace/Reissue Credit Card			Reason	
4	<input type="checkbox"/> Lien	<input type="checkbox"/> Assign	<input type="checkbox"/> Remove	<input type="checkbox"/> Re Assign	Lien A/C No
5	<input type="checkbox"/> Cancel Auto Debit A/C No:			New Auto Debit A/C No	
6	<input type="checkbox"/> Change Billing Date	Preferred date			
7	<input type="checkbox"/> Block Card	Reason :			
8	<input type="checkbox"/> Priority Pass	<input type="checkbox"/> Issue	<input type="checkbox"/> Cancel		
9	<input type="checkbox"/> Close Card	Reason: <input type="checkbox"/> Fees & Charges <input type="checkbox"/> Dissatisfaction with limit/service <input type="checkbox"/> Leaving the country <input type="checkbox"/> Frequent Transaction Problem <input type="checkbox"/> Any Others Reason			
10	<input type="checkbox"/> Others				

In the event any amount is charged against Priority Pass Lounge visits, which is due and payable by the customer, the customer shall be liable to make the payment to Bank irrespective of whether the card has been closed for any reason whatsoever.

C. Auto Debit : I would like to have my Community Bank account automatically debited each month for the payment of my card dues as follows:

Auto Debit instruction from my Community Bank Account Number	1. Primary Card:	Amount	<input type="checkbox"/> Total Due <input type="checkbox"/> Minimum Due
		Payment	<input type="checkbox"/> Local <input type="checkbox"/> Foreign
<input type="text"/>	2. Supplementary Card:	Amount	<input type="checkbox"/> Total Due <input type="checkbox"/> Minimum Due
		Payment	<input type="checkbox"/> Local <input type="checkbox"/> Foreign

D. Travel Quota (TQ) Limit Adjustment :

TQ Limit <input type="checkbox"/> Assign <input type="checkbox"/> Change <input type="checkbox"/> Renew	For SAARC & Non SAARC Countries : USD :
Passport Number of Primary Cardholder:	Passport Expiry Date:...../...../.....
Passport Number of Supplementary Cardholder:	Passport Expiry Date:...../...../.....

I assume full responsibility for complying with the provisions of the Foreign Exchange Act 1947 and any/all subsequent amendments, rules, orders and directives issued there – under. I declare that foreign exchange released to me shall be used for expenses incurred by me in a foreign country. I also understand that the maximum international usage on my credit card will be limited up to the available limit (i.e. in local currency) of my credit card.

E. Fund Transfer (CBBL Bank Only)

Transfer From (Bank Use Only)	Transfer to
Account Number :	Customer Account Number:
<input type="text"/>	<input type="text"/>
	Name:
	Amount in TK :
	Amount in Words :
	Tenor:3/6/9/12/18/24/36      Interest rate:

\*\* Please Call +8809612716707 or 16707 to enable international e-commerce/ internet transaction.

Authorize and Agree	Customer Signature
I declare that the above mention information provided by me is correct. I authorize the above information and I agree to the relevant terms and conditions.	<p>_____</p> <p>Primary Cardholder      Supplementary Cardholder</p>

<b>Bank Use Only</b>	
Front Office : Signature Verified by Staff (Signature, ID & Date)	Operations: Received & Validate by Staff (Signature, ID & Date)
<input type="text"/>	<input type="text"/>