



Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_

The Head of Branch  
United Commercial Bank Ltd.

\_\_\_\_\_ Branch

Account Title : \_\_\_\_\_

Account Number : \_\_\_\_\_

**Subject : Request for Account Statement/Certificate.**

Dear Sir/Madam,

Please arrange to issue statement/certificate of my/our above mentioned account as indicated below:

- Account Statement : From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_
- General Certificate
- Balance Confirmation Certificate
- Account related Tax Certificate
- Loan related Tax Certificate: Home Loan / Auto Loan / Personal Loan for the year \_\_\_\_\_
- Others Certificate: \_\_\_\_\_

I/we hereby authorize the Bank to debit all applicable charges included vat from my/our above mentioned account.

Regards,

\_\_\_\_\_  
Signature of the A/C Holder

\_\_\_\_\_  
Signature of the A/C Holder  
(Joint Applicant)

I/we requested you to provide the requested item/s to \_\_\_\_\_ who's signature is attested below.

\_\_\_\_\_  
Signature of the Authorized Person

\_\_\_\_\_  
Received by  
Date:

\_\_\_\_\_  
Signature Attested

<p>Information: Applicable charges including for issuing Statement/Certificate (In BDT):</p> <ol style="list-style-type: none"> <li>1. Account Statement Duration - 1 year duration- BDT. 300.00 + BDT 45.00 (VAT)</li> <li>2. Account Statement Duration – more than 1-year duration- BDT 400.00 + BDT 60.00 (VAT)</li> <li>3. Any Certificate- BDT 200.00 + BDT 30.00 (VAT)</li> </ol>
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