

The Chairman/Managing Director
Total Communication Ltd.
158-160 (6th Floor), Motijheel C/A, Dhaka-1000.

Requisition No. :

Date :

Time :

Sub : Requisition For Fund Withdrawal / Transfer.

Sir,
I/We would like to request you kindly allow me/us to withdrawal / Transfer fund from my B.O Account amount is TK :
(In Words :,) Please Issue / TFR.

Issue Cheque BEFTN Transfer

Doc Ref. No.- :

To the A/C NO.

CHQ No.- :

Bank- :

A/C No. (13 Digit):

Signature

Routing No.- :

Name :

Bank Name :

Internal Ref. No.:

Branch Name :

Signature
Verified by
Authorised Repr;

Sub : Authorization Letter

Dear Sir,
I/We do hereby authorize Mr. / Mrs.(Signature attested below)
to collect Cheque(s) from your company and to sign documented on my behalf further instruction.

Signature of Authorised Person

Attested by A/C Holder

Total Amount Cheque Amount Balance
 (-) (=)

Checked by
Authorised Repr;

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