

**SERVICE REQUEST FORM FOR CARD CUSTOMER**



<b>Cardholder's Name</b>	:																		
<b>Card Number</b>	:									X	X	X	X	X					
<b>Mobile Number</b>	:																		

Please update/change the address of my above mentioned Card and send my statement & other correspondents to-

<b>Existing /Old Address:</b>	<b>New / Updated Address:</b>

I would like to request for the following service(s):

- Limit Enhancement (Please attach document(s): (1) Salary Certificate / Trade License (2) Bank Statement of last 6 months)
- Removal of Lien (Please mention your Lien A/C No :.....)
- Advance Renewal Request
- Card Re-Activation / Withdrawal of transaction suspension & I agree to pay re-activation fee as per schedule of charges
- Cancel of standing instruction (Mention your Account number at NCC Bank Ltd. :.....)
- Request limit conversion from BDT to USD & I agree to pay conversion fee. Amount to convert: BDT .....
- Request limit conversion from USD to BDT & I agree to pay conversion fee. Amount to convert: USD .....
- Issue new Card Cheque Book against my credit card account with NCC Bank Limited
- Activate my Card and I agree relevant terms and conditions of card activation policy
- Allow foreign transactions (from date: .....to date :.....) Country.....
- Allow e-Commerce transaction for online payment (Max Single Transaction limit USD 300 or equivalent currency)  
Amount: BDT/USD....., (From date: ..... To date .....
- Waiver of Fees / Charges / Interest Reasons: .....
- Other service request (Please specify): .....

Replace/ Re-issue my Card/ PIN for the following reason:

- Card Broken/Damaged
- Card Lost/ Stolen
- PIN Forgotten
- Magnetic Stripe/Chip Faulty

Closing request: Please close my Card along with supplementary card (if any). Reasons are:

- Dissatisfied with Limit / Charges & Fees
- Dissatisfied with Service
- Other reason: .....

Setup Standing Instruction (Auto Debit): Debit my Savings Account ..... maintained at .....branch of NCC Bank Ltd. to collect  Minimum due or  Full due of my credit card on monthly basis

Enrollment of SMS Alert: (Please mention your Mobile No.: .....

Enrollment of Credit Card E-Statement: (Please mention your E-mail Address: .....

By signing I agree to the relevant Terms & Conditions of the item(s) mentioned above.

Thanking you.

**Cardholder's Signature & Date**

**OFFICE USE ONLY** ↓

Checked by

Processed by