

Date:/...../ 202.....

The Chief Executive Officer
FAS Capital Management Limited
Suvastu Imam Square (4th floor), 65,
Gulshan Avenue, Gulshan-1,
Dhaka-1212

Sub: Prayer for closing of A/C. FA / FB..... A/C. Name:

Dear Sir,

With reference to the above, I write to inform you that I am not able to maintain my above Account with your Merchant Bank.

I therefore, pray and hope that you would be kind enough to take necessary arrangement to close the account.

Your kind co-operation in the regard will be highly appreciated.

With kind regards,

Signature : 1. _____ 2. _____

Client Name : &

ACCOUNT CLOSURE REQUEST FORM

Seal

The Chief Executive Officer

Date: /..... /202.....

FAS Capital Management Limited [FCML]
Suvastu Imam Square (4th floor), 65,
Gulshan Avenue, Gulshan-1,
Dhaka-1212



Dear Sir;

I/ we, holding portfolio investor A/C number **FA / FB** requesting you to take the following action(s) on my/ our behalf as per policies of FCML through issuing account payee cheque (s):

Fund Withdraw Tk. Bank A/C No..... Account Closure

(Amount in Words.....)

Thanking you,

Single / Joint	Cash / Margin
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1. _____ 2. _____

Signature of Client(s)

FOR FCML OFFICIAL USE

Application received through	Original	E-Mail	----- Front Office
A/C opening book duly filled & signed by the applicant & authority	Yes	No	
All required documents received, attested and duly signed**	Yes	No	
Signature checked and verified with physical signature card	Yes	No	
If any Non-compliance please mention AC No. FC	Yes	No	
Current Asset/ (Liabilities) in Tk as per portfolio (attached) print date			
Deduct: All accrued fees & charges receivable in Tk.			
Net amount available in Tk. for account closure			

** If no, then list of documents required on the other side of the application

All A/C opening information is available in system as per book	Yes	No	----- Back Office
Signature of investor(s) checked and verified with system	Yes	No	
Presence of manual entries or any suspicious transactions	Yes	No	
<u>If yes, then please explain why:</u>			
All accrued charges and fees entered correctly in system	Yes	No	
Presence of fractional shares in the portfolio (if yes then attach paper)	Yes	No	
Presence of non-margin able share(s) – if yes then attach list	Yes	No	
Presence of any other portfolio account in the name of the applicant(s) – if yes then please mention AC No FC.....	Yes	No	
Amount and ratio of the margin loan maintained correctly	Yes	No	

Amount for closure found ok after checking	Yes	No	----- Head of Accounts
All accrued charges and fees received for processing the application	Yes	No	
Requested amount for account closure may be accounted for against the portfolio investor’s account(s)	Yes	No	

Placed for kind your kind information and approval.

Portfolio Manager

Chief Executive Officer

(Special Note: Please write any types of observations/ comments on the opposite side of the application, if required)

Letter of Indemnity

I/We,, maintained a portfolio
A/C # **FA/FB** With FAS Capital Management Limited On my instruction the
account has been closed with effect from I have received entire
dues from FAS through cheque # Dated For
TK.

I/We do hereby indemnify FAS Capital Management Limited in full against all actions,
claims, demand made against FAS arising in connection, whether directly or indirectly, with
any mistake detected in future related to trading or transactions in my account.

Signature : 1. _____ 2. _____

Client Name : &

Date :/...../202