



**Service Request Form**  
(USE CAPITAL LETTER)

**Product:** Home /Auto/ Personal Loan/SME/Factoring/SOD/TDR/Credit Card  
**(Pls √Tick)**

Date: ...../...../20

To

**Customer Service**  
**LankaBangla Finance Limited**  
**Safura Tower (Level-11)**  
**20, Kemal Ataturk Avenue**  
**Banani, Dhaka-1213.**

**Mandatory Field:**

**From : Mr/Ms**

**Loan Agreement No.**

**Mailing Address:**

**Mobile Number :**

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**E-Mail ID:**

Please Tick (√) which service is required;

- Partial Pre-payment of Tk.
- Pre-payment/Early Settlement
- Tax Certificate
- Loan Outstanding Certificate / Loan Account Statement
- Solvency Certificate for TDR
- Photocopy of Documents like Mortgage/TPA/ others( if any)
- Correspondence Mailing Address change(Organization / Residence)
- Change address (Organization / Residence);

Organization :

Residence :

New:
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Old:

New:
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Old:

- Update/Change Phone/Mobile Number/Email :**

Organization :

Residence/Personal :

Mobile/Email :

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- Others(if any) :

**Note: I agree to pay all Fees and Charges +15% VAT to avail the said service through A/c payee Cheque in favor of LankaBangla Finance Ltd or charge my Loan A/C Tk.....**

Customer Signature & Date

Recommended by

Approved by

Captured by

