

Serial No.

To,
The Managing Director
Rich Business System Ltd
Zeenat Center-01 (4th Floor),100, East Nasirabad, Chittagong.

[Attach applicant's color
passport size photo here]

Photo has to be matched
with joining form photo.

অবশ্যই আঁঠা দিয়ে
ছবি লাগাতে হবে।

**Through: Director, Finance & Accounts
Manager, Accounts.**

Subject: Application to provide Purchase Card.

Dear Sir,

I hereby request you to create / authorized a purchase Card on behalf of your company. My detailed information is given below:

Name: [Must be in capital letter]

Branch Name: [Applicant's Branch Name]

E-mail address: [Applicant's email address]

DID: [Applicant's DID]

CID: [Applicant's CID]

Orbit: [Running]

Mobile Phone Number:

Load with point:

500p 0p

I declare in sound mind that the information mentioned above is true. I also request you to authorize and provide me applied Purchase Card and oblige me thereby.

Applicant's Signature with Date

Signature with date and seal of
Branch Manger/ Stockiest

Received Date:..... Statement Number:..... Ledger Serial:.....

Received Fees:

Application fee:

Purchase Card fee:

Point Fee:

Total:

Issue Date: Expire Date:.....

Received By

Approved By

Office Use

✂ --- Cut here to send IT. ---

Name:

CID:

Branch Name:

Issue Date:.....

Expire Date:.....

Point:

Authorized by

[Attach applicant's color
passport size photo here]

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