

RBSL/HO/IT-BRNCH\_CODE/502/10(A)

To,  
Managing Director  
Rich Business System Limited  
Zeenat Center-1, 100, East Nasirabad  
Chittagong.

<b>Head Office Only</b>
Serial No.

[Attach applicant's color passport size photo here]
Applicant's Signature ↓

**Through: Director, IT  
Manager, IT.**

**Subject: Application to open a branch code.**

Dear Sir,  
I undersigned want to take a **Rich Business System Ltd branch** to perform the business under your terms & conditions. So, I hereby request you to create a branch code as well. My details are listed below.

**Branch Manager's:** [Must be in Capital Letter]

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**Branch Area:** [Must be in Capital Letter]

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**Branch Address:** [Detail Address]

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**Email Address:** [Optional]

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**Contact Number:** [Must Require]

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I declare in sound mind that the information mentioned above is true. So, I therefore hope that you will take immediate step to create my branch code and oblige me thereby.

Office Use only (IT Department)

Verification Comments (With Manager's Sign)	Approved By

**Yours truly,**

Name:

Sign & Date:

Branch code: (Software Department Use only)

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**Attachment:**

Admin & HR dept's branch code registration agreement.

(ব্রাঞ্চ কোড নিবন্ধনে প্রশাসন ও মানব সম্পদ বিভাগের সম্মতিপত্র )

<b>Entry By</b>