

Date :

The Authority

Square Securities Management Ltd.

Room # 318 (2nd floor)

9/E Motijheel C/A

Dhaka - 100

Subject : **Request to change Contact Address / Contact Number / Email address**

Dear Sir,

I do hereby request you to change my/our _____ (Tick mark for **change** & mark for **unchanged**)

i. Contact address [], ii. Contact no. [] iii. Email [] to my under mentioned BO Account :

Client Code : _____ BO Id. : 12015600 _____

BO Name : _____

Existing Address : _____

Existing Contact no. : _____ Existing Email address: _____

New Address : _____

Contact (Phone) no. : _____

Email address : _____

Thanking you.

Faithfully yours,

Signature of the Account holder/s

Name: _____

Client Code: _____

BO Id. : 12015600 _____

NID # _____

Cell # _____

For office use only

_____ Received by Date:
_____ Posted by Date:
_____ Verified by Date: