

## Business Banking General Request Form

Branch Name: .....	Date:   d   d   m   m   y   y   y   y   .....
Customer Name: .....	CIF Number: .....

**A.  ACCOUNT STATEMENT REQUEST (This service is available on Mashreq Business Online)**

ACCOUNT NUMBER ..... From DD / MM / YYYY To DD / MM / YYYY

**B.  CHEQUE BOOK REQUEST (This service is available on Mashreq Business Online)**

Number of Cheque Books .....

Name of the Authorised Signatory Receiving the Cheque Book .....

Mobile Number of the Authorised Signatory Receiving the Cheque Book .....

Note: Cheque book will be issued as per Central Bank guidelines

**C.  DEBIT CARD REQUEST (ONE PER ACCOUNT) (This service is available on Mashreq Business Online)**

Company Name as Required on the Card .....

Cardholder's Name as Required on the Card .....

Name of the Authorised Signatory Receiving the Debit Card: .....

Mobile Number of the Authorised Signatory Receiving the Debit Card .....

New Debit Card/Debit Card replacement. Reason for Replacement .....

**D.  COMPANY ADDRESS UPDATE (This service is available on Mashreq Business Online)**

Building Name: ..... Street Name/Number: .....

Locality/Area: ..... Landmark: ..... City: ..... Country: .....

P.O. Box: ..... Telephone Number: ..... Fax Number: .....

**E. COMPANY CONTACT DETAILS UPDATE**

Primary E-mail ID\*: ..... Secondary E-mail ID\*: .....

Mobile Number\*\*\* ..... (e.g. +9715XXXXXXXX)

Country Code Area Code Mobile Number

\*This email ID will be used to send financial and non-financial communication from the Bank.

\*\*\*This mobile number will be used for all account-related issues, call back and transaction notifications. It will also be used for sending new product and marketing related communication.

**F. CHANGE IN MANDATE**

Signature Deletion: Core System Online Banking .....

Mobile Number of Signatory ..... E-mail Address of the Signatory: .....

Services to be Cancelled:  Debit Card  Business Credit Card  TIN  IMS

**ACKNOWLEDGMENT RECEIPT**

Date: | d | d | m | m | y | y | y | y | ..... Service Request Number: .....

ACCOUNT NUMBER .....

We acknowledge receipt of customer request from Customer Name: .....

Type of service request .....

Contact Number of bank official: ..... Stamp & Signature of Bank Official .....

**G. SIGNATURE CHANGE**

Name of the Signatory

Old Signature

New Signature

**H. COMPANY TITLE CHANGE**

Cheque Book Replacement

Business Debit/Credit Card Replacement Title Required on the Debit/Credit Card

**I. CONTACT DETAILS UPDATE FOR AUTHORIZED SIGNATORY**

Name	Mobile	Email ID	Mailing Address	Signature

**J. ACCOUNT CLOSURE ACCOUNT ACTIVATION (Dormant/Closed)**

Account Number

Account Number

Reason for Closure

Cheque Book and Debit Card Surrendered

Yes

No

**K.  VAT (Value Added Tax) Registration details: (This service is available on Mashreq Business Online)**

Tax Registration Number (TRN)

Tax Registration Number (TRN) effective date

Tax Registration Address

Tax State

Tax Country

The Bank agrees to provide the access to use the services in accordance with the Terms and Conditions. For detailed Terms and Conditions, please refer to Mashreq's website at [www.mashreqbank.com/www.mashreqalislami.com](http://www.mashreqbank.com/www.mashreqalislami.com). Implementation of the changes requested in this form shall be pursuant to the Bank's internal operational policies and the Bank shall not be liable or responsible for any delay or failure in updating its system with the requested changes.

We hereby acknowledge and confirm that the fields marked by default have been read and accepted by us. We further confirm that we have been advised at the time of signing this Business Banking General Request Form that we have the right to choose a different field, other than those marked by default, but we have agreed to accept and go with the all the fields marked as default.

Customer Signature:

1. 2.

3. 4.

Bank/Official Use:

Staff ID, Signature & Stamp:

**CONVENIENCE AT YOUR FINGERTIPS**

Manage all your banking needs with Mashreq Business Online

- ✓ Update your address online
- ✓ Make Cardless cash withdrawals
- ✓ Request for a Cheque Book
- ✓ Update your Trade License\*
- ✓ Update your ID

\*Applicable for Trade License issued by select License authorities

