Card Services Form – 1 (Endorsement, Limit & Payment Rearrange, E-Commerce, Enhancement, Priority Pass)

Date D D / M M / Y Y Y Y

Cardmember's Name:	Mobile Number:
Amex	
Visa	
Others:	

Authorize & Agree	**Cardmember's Signature and Date**
I have authorized the below instructions. I agree to the relevant Terms, Conditions and Clauses mentioned in this form. I also agree to pay the relevant fees & charges.	

☐ **A. Endorsement (Credit / Debit Card)**

Product	Endorsement	Please specify Year(s) / If Till Expiry of Passport	
☐ Amex	Amount: USD _____	Year(s):	☐ Till Expiry of Passport
☐ Other Amex:_____	Amount: USD _____	Year(s):	☐ Till Expiry of Passport
☐ Visa	Amount: USD _____	Year(s):	☐ Till Expiry of Passport

Passport No.: _____ Passport Expiry Date: _____

Foreign Part Status ☐ Open ☐ Block

Declaration: I assume full responsibility for complying with the provisions of the Foreign Exchange Regulation Act 1947, and rules, orders and directives issued there under. I declare that the foreign exchange released to me shall be used for expenses incurred by me in a foreign country. I understand this card can be used for Internet transactions in compliance with Bangladesh Bank regulations as effective and amended from time to time. I accept that The City Bank is entitled to accept or reject this application without assigning any reason.

☐ **B. Limit Rearrange or Transfer / Payment Transfer**

☐ Limit Rearrange	BDT _____ to USD part	USD _____ to BDT part
☐ Limit Transfer	BDT _____ of Amex / Visa / Others: TO BDT/USD part of Amex / Visa / Others:	USD _____ of Amex / Others: TO BDT/USD part of Amex / Visa / Others:
☐ Payment Transfer	BDT _____ of Amex / Visa / Others: TO BDT/USD part of Amex / Visa / Others:	USD _____ of Amex / Others: TO BDT/USD part of Amex / Visa / Others:

☐ **C. E-Commerce Enable Request** ☐ Yes ☐ No

Transaction Purpose:	Website address / URL:
Transaction Amount: USD _____	No. of transaction attempt / attempts: _____

Note: 15% VAT will be applicable for any online payment made to international merchants located outside the geographical boundary of Bangladesh for services such as royalty, various other internet services, advertisement on Facebook, YouTube, Google etc. as directed by National Board of Revenue (NBR) & Bangladesh Bank. City Bank won't take the responsibility of any fraud or illegal transactions through internet.

☐ **D. Priority Pass Issuance / Re-Issuance**

☐ New Issue	☐ Primary Amex Platinum Card Member ☐ Primary Amex Gold Card Member ☐ Supplementary Amex Platinum Card Member (Please Specify):
☐ Reissue and Reason	☐ Lost ☐ Damage ☐ Captured ☐ Other (Please Specify):

Declaration: I have made the required TQ limit of USD 200 available by endorsement.

☐ **E. Limit Enhancement / Decrease**

☐ Auto Limit Enhancement	☐ Yes
☐ Limit Enhancement ☐ Limit Decrease	From _____ To _____

Note:
CIB Fee, BDT 150 + 15% VAT
Auto Limit Enhancement Processing Fee, BDT 300 + 15% VAT
(Fee applicable only for approved request)

Enclosure:

Mandatory Documents for All
☐ Copy of National ID / MRP Passport / Driving License / Birth Certificate ☐ E-TIN ☐ CIB & Undertaking

For Salaried Person
☐Salary certificate/ Last 3 months Pay-slip ☐Last 6 month salary reflecting authorized copy bank statement

For Business Person (Sole Proprietorship)
☐Latest Trade license copy ☐Last 1 year business reflecting authorized copy bank statement

For Business Person (Private Ltd. Company/Partnership Business)
☐Form X & XII of Memorandum of Association (MOA) ☐Partnership deed
☐Last 1 year business reflecting authorized copy bank statement

For Secured Card: ☐ New Security / ☐Security Replacement / ☐Same Matured Security
☐ Security Advice Slip ☐Bank Charge Document ☐Adhesive Stamp
☐ Last 6 months Bank Statement (only for card against DPS)

For Bank Use Only

Client ID:	Received and Verified by Staff: (Sign, Seal and Date)