

Version: @2i

(Thumb Impression Only for new user)



Agrani Bank Limited
Information Technology & MIS Division
Head office, Dhaka.

Token No.

One passport size photograph duly attested by Division/ Zone/Branch Head (Only for new user)

USER IDENTIFICATION REQUEST FORM FOR T-24 SOFTWARE

USER ID:- Existing User ID

Date of Request: _____ Division/Zone/Branch Name: _____

Zone Code: _____ Branch Code: _____ Letter No: _____

Type of User Request (Use √ Only): New/ Old / To be closed (Reason _____)

TILL ID (Existing/ Proposed):

Personal Details of User

Name of User:	Designation :	SS No:
Father's Name:	Personnel No:	Date of Joining:
Mother's Name:	NID No:	SB A/C No:
E-mail:	Mobile No:	

Access/Amendment issues & other privileges for new and existing user (Use “√” for increase and “X” for decrease) :

<input type="checkbox"/> Request for Local user ID	<input type="checkbox"/> Request for Global user ID	Total no. of user in Branch :	Total no. of Global user :
Teller operation : <input type="checkbox"/> Input <input type="checkbox"/> Authorize/Delete <input type="checkbox"/> Reverse	Fund transfer : <input type="checkbox"/> Input <input type="checkbox"/> Authorize/Delete <input type="checkbox"/> Reverse		
Limit/Colleteral/PD : <input type="checkbox"/> Input <input type="checkbox"/> Authorize/Delete <input type="checkbox"/> Reverse	Salary solution/ RD/AZ/CMO/CNG : <input type="checkbox"/> Active/ <input type="checkbox"/> Inactive		

Other amendment issues:

A. Company change :

Existing Branch Name : _____ Branch Code: _____ Existing Teller ID (if any): _____

New Branch Name : _____ Branch Code: _____ Teller ID (Request) : _____

B. Password Operation:

Reset Unlock

User's Declaration

I, hereby declare that, I have NO ID (new user) / Mentioned ID (old user) in T24 Software. I do not use other's ID or let others to use my ID for working in T24 Software. I regularly change my password and keep it confidential. I have already read and signed "12 points declaration form" regarding the same. I shall follow all rules and regulations regarding user ID and password maintenance according to the Bank's ICT Policy and Guidelines. If any fraud-forgery take place using my ID, I will be fully liable for that. In case of issuance of new user ID and password reset, I want my password via: Branch e-mail / Personal e-mail / Personal mobile number.

User
(Signature with seal & Date)

Recommendation of Branch Manager/ Section Manager (For Division & Corporate Branch)

DGM/AGM

Agrani Bank Limited

Zone/Division

Dear Sir,

We hereby declare that, all the information given by the user is right and the request is valid. We assure that, the "12 points declaration form" of the user (duly signed by the user and witness) is kept in user's personal file as per instruction.

We therefore request you to take necessary action as per demand/recommendation.

Branch Manager/Section Manager
(Signature with seal & Date)

Recommendation of Divisional/ Zonal/ Corporate Head

Deputy General Manager

Information Technology and MIS Division

Agrani Bank Limited

Head Office, Dhaka.

Dear Sir,

As per information and recommendation of the above mentioned Branch/Section, we request you to take necessary steps to execute the same as per the rules and regulations.

Divisional/ Zonal/ Corporate Head
(Signature with seal & Date)

Head office use only

SIGN ON ID : _____

DATE OF ISSUE : _____

INPUTER

AUTHORIZER

IN-CHARGE