

1. Savings Account Opening Application

Subject: Application for Opening a Savings Account

Dear Sir/Madam,

I am writing to request opening a Savings Account with your esteemed bank to facilitate my personal savings and transactions. Below are my details:

1. **Full Name:** [Your Full Name]
2. **Address:** [Your Complete Address]
3. **Contact Number:** [Your Contact Number]
4. **Email Address:** [Your Email Address]
5. **Identification Details:** [e.g., CNIC/Passport Number: XXXXXXXXXXXXXXXX]
6. **Occupation:** [Your Occupation]

I want to avail the facilities associated with a Savings Account, including [Specify any specific features, e.g., online banking, debit card, etc., if applicable]. Enclosed with this application are the required documents, including:

1. Copy of CNIC/Passport
2. Proof of Address (e.g., utility bill)
3. Recent passport-sized photographs
4. [Any other documents as per bank requirements]

Kind fierly guide me through the account opening process and inform me of any additional requirements at [Your Contact Number] or [Your Email Address]. I look forward to a swift response and the opportunity to bank with you.

Yours sincerely,

[Your Full Name]

[Your Signature, if submitting in hard copy]

[Date: August 18, 2025]

2. Current Account Opening Application

Subject: Application for Opening a Current Account

Dear Sir/Madam,

I am writing to request the opening of a Current Account with your branch to manage my business transactions efficiently. The details of the applicant are as follows:

1. **Business/Individual Name:** [Your Business Name or Full Name]
2. **Address:** [Business/Your Complete Address]
3. **Contact Number:** [Your Contact Number]
4. **Email Address:** [Your Email Address]
5. **Nature of Business:** [Brief Description of Business, e.g., Retail, Trading, etc.]
6. **Identification Details:** [e.g., CNIC/Passport Number or Business Registration Number]

I seek to utilize the facilities of a Current Account, such as [Specify features, e.g., cheque book, online banking, overdraft facility, if applicable]. Enclosed are the required documents:

1. Copy of CNIC/Passport (for individual or authorized signatory)
2. Business Registration Certificate (if applicable)
3. Proof of Address
4. Recent passport-sized photographs
5. [Any other documents as per bank requirements]

Please inform me of the account opening status and any further requirements at [Your Contact Number] or [Your Email Address]. I appreciate your assistance in facilitating my banking needs.

Yours sincerely,

[Your Full Name/Designation]

[Business Name, if applicable]

[Your Signature, if submitting in hard copy]

[Company Stamp, if applicable]

[Date: August 18, 2025]

3. Salary Account Opening Application

Subject: Application for Opening a Salary Account

Dear Sir/Madam,

I am an employee of [Employer's Name] and wish to open a Salary Account with your branch to facilitate crediting my monthly salary. My details are as follows:

1. **Full Name:** [Your Full Name]
2. **Address:** [Your Complete Address]
3. **Contact Number:** [Your Contact Number]
4. **Email Address:** [Your Email Address]
5. **Identification Details:** [e.g., CNIC/Passport Number: XXXXXXXXXXXXXXXX]
6. **Employer's Name:** [Employer's Name]
7. **Employee ID (if applicable):** [Your Employee ID]

Enclosed is a letter from my employer confirming the salary transfer arrangement, along with the following documents:

1. Copy of CNIC/Passport
2. Proof of Address (e.g., utility bill)
3. Recent passport-sized photographs
4. Employer's letter for salary account
5. [Any other documents as per bank requirements]

I request the inclusion of facilities such as [Specify features, e.g., debit card, online banking, zero-balance facility, if applicable]. Please get in touch with me at [Your Contact Number] or [Your Email Address] for any additional requirements or to confirm the account opening.

I appreciate your cooperation.

Yours sincerely,

[Your Full Name]

[Your Signature, if submitting in hard copy]

[Date: August 18, 2025]

4. Joint Account Opening Application

Subject: Application for Opening a Joint Account

Dear Sir/Madam,

We, the undersigned, would like to open a Joint Account with your branch to manage our shared financial transactions. The details of the account holders are as follows:

Holder 1:

1. **Full Name:** [Full Name of Holder 1]
2. **Address:** [Complete Address]
3. **Contact Number:** [Contact Number]
4. **Email Address:** [Email Address]
5. **Identification Details:** [e.g., CNIC/Passport Number: XXXXXXXXXXXXXXXX]

Holder 2:

1. **Full Name:** [Full Name of Holder 2]
2. **Address:** [Complete Address]
3. **Contact Number:** [Contact Number]
4. **Email Address:** [Email Address]
5. **Identification Details:** [e.g., CNIC/Passport Number: XXXXXXXXXXXXXXXX]

We request the account to operate under [Specify operation mode, e.g., Either or Survivor, Jointly, etc.]. Enclosed are the required documents for both holders:

1. Copies of CNIC/Passport for both holders
2. Proof of Address for both holders
3. Recent passport-sized photographs for both holders
4. [Any other documents as per bank requirements]

Please provide facilities such as [Specify features, e.g., debit card, online banking, cheque book, if applicable]. Kindly inform us of the account opening status or any further requirements at [Contact Number of Holder 1 or Holder 2] or [Email Address].

We appreciate your assistance in processing this application.

Yours sincerely,

[Full Name of Holder 1]

[Signature of Holder 1]

[Full Name of Holder 2]

[Signature of Holder 2]

5. Fixed Deposit / Term Deposit Account Application

Subject: Application for Opening a Fixed Deposit Account

Dear Sir/Madam,

I am interested in opening a Fixed Deposit Account with your branch to invest my funds for a fixed tenure and earn interest. My details are as follows:

1. **Full Name:** [Your Full Name]
2. **Address:** [Your Complete Address]
3. **Contact Number:** [Your Contact Number]
4. **Email Address:** [Your Email Address]
5. **Identification Details:** [e.g., CNIC/Passport Number: XXXXXXXXXXXXXXXX]
6. **Deposit Amount:** [Specify Amount]
7. **Tenure:** [Specify Tenure, e.g., 1 year, 3 years, etc.]

I request the Fixed Deposit to be opened with [Specify interest payout preference, e.g., monthly/quarterly payout or reinvestment at maturity]. Enclosed are the required documents:

1. Copy of CNIC/Passport
2. Proof of Address (e.g., utility bill)
3. Recent passport-sized photographs
4. Source of funds (if required by the bank)
5. [Any other documents as per bank requirements]

Please confirm the account opening and provide details of the Fixed Deposit Certificate at [Your Email Address] or [Your Contact Number]. I look forward to your prompt response.

Yours sincerely,

[Your Full Name]

[Your Signature, if submitting in hard copy]

[Date: August 18, 2025]

6. Minor Account (Under Guardian) Application

Subject: Application for Opening a Minor Account

Dear Sir/Madam,

As the legal Guardian, I wish to open a Minor Account in my ward's name to secure their financial future. The details of the minor and the Guardian are as follows:

Minor's Details:

1. **Full Name:** [Full Name of Minor]
2. **Date of Birth:** [DOB of Minor]
3. **Relationship to Guardian:** [e.g., Son/Daughter]

Guardian's Details:

1. **Full Name:** [Your Full Name]
2. **Address:** [Your Complete Address]
3. **Contact Number:** [Your Contact Number]
4. **Email Address:** [Your Email Address]
5. **Identification Details:** [e.g., CNIC/Passport Number: XXXXXXXXXXXXXXXX]

Enclosed are the required documents:

1. Copy of Minor's Birth Certificate or CNIC (if applicable)
2. Copy of Guardian's CNIC/Passport
3. Proof of Address for Guardian
4. Recent passport-sized photographs of Guardian and Minor
5. [Any other documents as per bank requirements]

I request the account to be operated by me as the Guardian until the minor attains the age of majority. Please include facilities such as [Specify features, e.g., savings account benefits, if applicable]. Kindly inform me of the account opening status or any further requirements at [Your Contact Number] or [Your Email Address].

Thank you for your assistance.

Yours sincerely,

[Full Name of Guardian]

[Your Signature, if submitting in hard copy]

[Date: August 18, 2025]

7. Institutional / Partnership / Company Account Application

Subject: Application for Opening an Institutional/Partnership/Company Account

Dear Sir/Madam,

We, [Name of Institution/Partnership/Company], request the opening of an account with your branch to manage our organizational transactions. The details are as follows:

1. **Name of Institution/Partnership/Company:** [Full Name of Entity]
2. **Address:** [Complete Business Address]
3. **Contact Number:** [Business Contact Number]
4. **Email Address:** [Business Email Address]
5. **Nature of Business:** [Brief Description of Business/Organization]
 1. **Authorized Signatory Details:****Name:** [Full Name of Authorized Signatory]
 2. **Designation:** [Designation]
 3. **Identification Details:** [e.g., CNIC/Passport Number: XXXXXXXXXXXXXXXX]

Enclosed are the required documents:

1. Board Resolution authorizing account opening (for companies)
2. Partnership Deed (for partnerships)
3. Registration Certificate of the entity
4. Copies of CNIC/Passport of authorized signatories
5. Proof of Address for the entity
6. Recent passport-sized photographs of authorized signatories
7. [Any other documents as per bank requirements]

We request the account to be opened with facilities such as [Specify features, e.g., online banking, cheque book, etc.]. Please inform us of the account opening status or any additional requirements at [Business Contact Number] or [Business Email Address].

I appreciate your cooperation in facilitating our banking needs.

Yours faithfully,

[Full Name of Authorized Signatory]

[Designation]

[Signature of Authorized Signatory]

[Company/Institution Stamp, if applicable]

[Date: August 18, 2025]