

Bank Account Type Conversion Applications

1. Savings to Current Account

Subject: Request for Conversion of Savings Account to Current Account

Dear Sir/Madam,

I request the conversion of my Savings Account to a Current Account to facilitate frequent transactions and business-related activities. The account details are as follows:

1. **Account Holder Name:** [Your Full Name]
2. **Account Number:** [Your Account Number]
3. **Branch Name:** [Branch Name and Address]

I require features such as a cheque book and higher transaction limits, better suited to a Current Account, as I no longer wish to earn interest/profit on the balance. Enclosed are the required documents:

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]

Please convert the account and provide associated services, such as [Specify, e.g., cheque book, online banking]. Kindly confirm the conversion via email to [Your Email Address] or at [Your Contact Number].

Thank you for your prompt assistance.

Yours sincerely,

[Your Full Name]

[Your Signature, if submitting in hard copy]

[Your Contact Information]

[Date: August 18, 2025]

2. Current to Savings Account

Subject: Request for Conversion of Current Account to Savings Account

Dear Sir/Madam,

I request that my current account be converted to a savings account, as I no longer require business-style transactions and wish to earn profit/interest on my savings. The account details are:

1. **Account Holder Name:** [Your Full Name]
2. **Account Number:** [Your Account Number]
3. **Branch Name:** [Branch Name and Address]

Enclosed are the necessary documents:

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

Please convert the account and include facilities such as [Specify, e.g., debit card, online banking]. Kindly confirm the conversion via BCD email to [Your Email Address] or at [Your Contact Number].

I appreciate your cooperation in processing this request.

Yours sincerely,

[Your Full Name]

[Your Signature, if submitting in hard copy]

[Your Contact Information]

[Date: August 18, 2025]

3. Minor Account to Regular Savings Account

Subject: Request for Conversion of Minor Account to Regular Savings Account

Dear Sir/Madam,

I request the conversion of my Minor Account, previously operated under a guardian, to a Regular Savings Account, as I have now attained the age of majority. The account details are:

1. **Account Holder Name:** [Your Full Name]
2. **Account Number:** [Your Account Number]
3. **Guardian's Name (if applicable):** [Guardian's Full Name]
4. **Branch Name:** [Branch Name and Address]

Enclosed are the required documents:

1. Copy of CNIC/Passport (proving age of majority)
2. Proof of Address
3. Recent passport-sized photographs
4. [Any other documents as per bank requirements]

Please convert the account to a Regular Savings Account with full operational rights in my Name and include facilities such as [Specify, e.g., debit card, online banking]. Kindly confirm the conversion via email to [Your Email Address] or at [Your Contact Number].

Thank you for your assistance.

Yours sincerely,

[Your Full Name]

[Your Signature, if submitting in hard copy]

[Your Contact Information]

[Date: August 18, 2025]

4. Student Account to Regular Account

Subject: Request for Conversion of Student Account to Regular Savings/Current Account

Dear Sir/Madam,

I request the conversion of my Student Account to a Regular Savings/Current Account, as I have completed my studies or joined a job. The account details are:

1. **Account Holder Name:** [Your Full Name]
2. **Account Number:** [Your Account Number]
3. **Branch Name:** [Branch Name and Address]

Enclosed are the required documents:

1. Copy of CNIC/Passport
2. Proof of Address
3. Proof of employment or completion of studies (if applicable)
4. Recent passport-sized photographs
5. [Any other documents as per bank requirements]

Please convert the account to a [Specify, e.g., Savings/Current] Account with facilities such as [Specify, e.g., debit card, online banking]. Kindly confirm the conversion via email to [Your Email Address] or at [Your Contact Number].

I appreciate your support.

Yours sincerely,

[Your Full Name]

[Your Signature, if submitting in hard copy]

[Your Contact Information]

[Date: August 18, 2025]

5. Salary Account to Savings Account

Subject: Request for Conversion of Salary Account to Savings Account

Dear Sir/Madam,

I request the conversion of my Salary Account to a Savings Account, as I have changed or left my job and no longer receive salary credits in this account. The account details are:

1. **Account Holder Name:** [Your Full Name]
2. **Account Number:** [Your Account Number]
3. **Branch Name:** [Branch Name and Address]

Enclosed are the required documents:

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

Please convert the account to a Savings Account with facilities such as [Specify, e.g., debit card, online banking]. Kindly confirm the conversion via email to [Your Email Address] or at [Your Contact Number].

I appreciate your cooperation.

Yours sincerely,

[Your Full Name]

[Your Signature, if submitting in hard copy]

[Your Contact Information]

[Date: August 18, 2025]

6. Proprietorship Account to Partnership Account

Subject: Request for Conversion of Proprietorship Account to Partnership Account

Dear Sir/Madam,

Our organization requests the conversion of our Proprietorship Account to a Partnership Account due to the inclusion of new partners in the business. The account details are:

1. **Business Name:** [Your Business Name]
2. **Account Number:** [Your Account Number]
3. **Branch Name:** [Branch Name and Address]
4. **Authorized Signatories:** [Names of Authorized Signatories]

Enclosed are the required documents:

1. Partnership Deed
2. Copies of CNIC/Passport of all partners
3. Business Registration Certificate (updated, if applicable)
4. Proof of Address for the business
5. Recent passport-sized photographs of authorized signatories
6. [Any other documents as per bank requirements]

Please convert the account to a Partnership Account and retain services such as [Specify, e.g., cheque book, online banking]. Kindly confirm the conversion via email to [Business Email Address] or at [Business Contact Number].

Yours faithfully,

[Full Name of Authorized Signatory]

[Designation]

[Signature of Authorized Signatory]

[Company Stamp, if applicable]

[Date: August 18, 2025]

7. Partnership Account to Company Account

Subject: Request for Conversion of Partnership Account to Company Account

Dear Sir/Madam,

We request the conversion of our Partnership Account to a Company Account, as our firm has been registered as a Private Limited/Public Limited company. The account details are:

1. **Partnership/Company Name:** [Current Partnership Name/New Company Name]
2. **Account Number:** [Your Account Number]
3. **Branch Name:** [Branch Name and Address]
4. **Authorized Signatories:** [Names of Authorized Signatories]

Enclosed are the required documents:

1. Certificate of Incorporation for the company
2. Memorandum and Articles of Association
3. Board Resolution authorizing the account conversion
4. Copies of CNIC/Passport of authorized signatories
5. Proof of Address for the company
6. Recent passport-sized photographs of authorized signatories
7. [Any other documents as per bank requirements]

Please convert the account to a Company Account and retain services such as [Specify, e.g., online banking, cheque book]. Kindly confirm the conversion via email to [Business Email Address] or at [Business Contact Number].

Yours faithfully,

[Full Name of Authorized Signatory]

[Designation]

[Signature of Authorized Signatory]

[Company Stamp, if applicable]

[Date: August 18, 2025]

8. Current Account to Overdraft/Loan-Linked Account

Subject: Request for Conversion of Current Account to Overdraft/Loan-Linked Account

Dear Sir/Madam,

Our organization requests that we convert our current account to an overdraft/loan-linked account to avail ourselves of credit facilities for business purposes. The account details are:

1. **Business Name:** [Your Business Name]
2. **Account Number:** [Your Account Number]
3. **Branch Name:** [Branch Name and Address]
4. **Authorized Signatory:** [Full Name and Designation]

Enclosed are the required documents:

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

Please convert the account and link it to the requested overdraft/loan facility, retaining services such as [Specify, e.g., online banking, cheque book]. Kindly confirm the conversion via email to [Business Email Address] or at [Business Contact Number].

Yours faithfully,

[Full Name of Authorized Signatory]

[Designation]

[Signature of Authorized Signatory]

[Company Stamp, if applicable]

[Date: August 18, 2025]

9. Conventional Account to Islamic Banking Account

Subject: Request for Conversion of Conventional Account to Islamic Banking Account

Dear Sir/Madam,

I request the conversion of my Conventional Account to an Islamic Banking Account to align with Shariah-compliant banking principles. The account details are:

1. **Account Holder Name:** [Your Full Name]
2. **Account Number:** [Your Account Number]
3. **Account Type:** [Savings/Current]
4. **Branch Name:** [Branch Name and Address]

Enclosed are the required documents:

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

Please convert the account to an Islamic Banking Account with Shariah-compliant features and retain services such as [Specify, e.g., debit card, online banking]. Kindly confirm the conversion via email to [Your Email Address] or at [Your Contact Number].

Thank you for your assistance.

Yours sincerely,

[Your Full Name]

[Your Signature, if submitting in hard copy]

[Your Contact Information]

[Date: August 18, 2025]

10. Joint Account to Single Account (or Vice Versa)

Subject: Request for Conversion of Joint Account to Single Account

Dear Sir/Madam,

I/we request the conversion of my/our joint account to a single account (or vice versa) due to family or business arrangements changes. The account details are:

1. **Account Holders' Names:** [Name of Holder 1] and [Name of Holder 2]
2. **Account Number:** [Your Account Number]
3. **Branch Name:** [Branch Name and Address]
4. **Requested Account Type:** [Single Account in the Name of [Name] or Joint Account with [New Holder's Name]]

Enclosed are the required documents:

1. Copies of CNIC/Passport for all account holders
2. Proof of Address
3. Consent letter signed by all current account holders (for Joint to Single)
4. Details of new account holder (for Single to Joint, if applicable)
5. Recent passport-sized photographs
6. [Any other documents as per bank requirements]

Please convert the account and retain services such as [Specify, e.g., online banking, debit card]. Kindly confirm the conversion via email to [Your Email Address] or at [Your Contact Number].

Yours sincerely,

[Full Name of Holder 1]

[Signature of Holder 1]

[Full Name of Holder 2, if applicable]

[Signature of Holder 2, if applicable]

[Your Contact Information]

[Date: August 18, 2025]

11. Resident Account to Non-Resident Account (NRI/NRO)

Subject: Request for Conversion of Resident Account to Non-Resident Account

Dear Sir/Madam,

I request the conversion of my Resident Account to a Non-Resident Account (NRI/NRO) due to my relocation abroad. The account details are:

1. **Account Holder Name:** [Your Full Name]
2. **Account Number:** [Your Account Number]
3. **Account Type:** [Savings/Current]
4. **Branch Name:** [Branch Name and Address]
5. **New Residential Status:** [e.g., Non-Resident Indian]

Enclosed are the required documents:

1. Copy of Passport with a valid visa/residence permit
2. Proof of Address (overseas and local, if applicable)
3. Recent passport-sized photographs
4. NRI/NRO declaration form (if required)
5. [Any other documents as per bank requirements]

Please convert the account to a Non-Resident Account and ensure compliance with relevant regulations, retaining services such as [Specify, e.g., online banking, debit card]. Kindly confirm the conversion via email to [Your Email Address] or at [Your Contact Number].

Thank you for your assistance.

Yours sincerely,

[Your Full Name]

[Your Signature, if submitting in hard copy]

[Your Contact Information]

[Date: August 18, 2025]