

Date:

Principal

Islami Bank Training & Research Academy (IBTRA)
13A/2A, Block-B Babar Road Mohammadpur,
Dhaka-1207.

Sub: Provisional Certificate for Diploma in Islamic Banking Part-I/ Part-II

Muhtaram
Assalamu alikum

This is for your kind information that I have passed the **Diploma in Islamic Banking (DIB) examination, Part-I/ Part-II held on -----**. My examination details are given below:

Name:

Father's Name:

Bank's Name:

Branch Name:

DIB Registration No:

DIB Roll No:

Designation:

Employee ID No:

DIB Membership ID:

Mobile No:

Therefore, I would like to request you for awarding me the certificate DIB Part-I/Part-II as early as possible for official purpose. I will be grateful if you take necessary steps to disburse my certificate and oblige thereby.

Maassalam

Yours sincerely

Mr./Ms. X
(Signature)

Enclosed: Mark sheet of DIB Examination Part-I/Part-II

Date:

Principal

Islami Bank Training & Research Academy (IBTRA)
13A/2A, Block-B Babar Road Mohammadpur,
Dhaka-1207.

Sub: Letter of Authorization

Muhtaram

Assalamu alikum

I the undersigned would like to request you to handover my provisional certificate of DIB Part-I/Part-II held on----- to my authorized person whose signature is attested below. The particulars of my authorized person are as under:

Name:

Designation:

Bank/ branch Name:

Employee ID No:

I will be grateful if you take necessary steps to handover my certificate to the authorized person and oblige thereby.

Maassalam

Yours sincerely

Mr./Ms. X
(Signature)
person/receiver

Signature of the authorized

Attested by the applicant

Enclosed:

1. Application for Provisional Certificate for Diploma in Islamic Banking Part-I/ Part-II
2. Mark sheet of DIB Examination Part-I/Part-II
3. One copy attested photograph of the authorized person