

Ref No:.....

Date: / /

To
Deputy General Manager
Information & Communications Technology Department-System
Janata Bank Limited
Head Office (20th Floor)
110, Motijheel C/A, Dhaka.

Subject : **Request to create Manager ID for "JBOne" software.**

Dear Sir,

The following details are supplied (as per PMIS) to create a **Manager ID** to use in **JBOne** software.

1. Name of Department/DO/AO/Branch: _____
2. Code of Department/DO/AO/Branch: _____
3. Full Name: _____
4. Designation: _____
5. Mobile Number: _____
6. Email: _____
7. Bank ID: _____
8. Personal File No: _____
9. Effective Date: / /

Therefore, I confirm the above details to create **Manager ID** to use **JBOne** software from effective date.

With regards.

Signature of DGM/AGM/Branch Manager

Office Seal

For Head Office Use	<p>Create Date: / /</p> <p>_____</p> <p>User Name and ID</p>
---------------------	--