Ref: 1  
Date: 24/01/24

The President   
BASIS   
BDBL Bhabon (5th Floor-West),   
12 Kawran Bazar, Dhaka-1215

Subject: Request to Issue BASIS Certificate for Cash Assistance.

Dear Sir,

With reference to the above-mentioned subject, we would like to draw your kind attention to the fact that we are going to draw cash subsidy against our following Invoice No: .

There is a checklist as following:

* Forwarding Letter Addressing BASIS president
* Export Agreement
* Commercial Invoice Related to Export
* Format -A Certificate of Authorized Dealer Issued by Bank
* ICT form-c
* Company's Undertaking
* Form-Ka (Bangladesh Bank)
* Form-Kha (Bangladesh Bank)
* Pay order

Your kind co-operation in this regard will be highly appreciated.  
  
Thanking You.  
  
Yours Truly  
  
  
  
  
Masudur Rahman   
Senior Manager, Finance, Accounts & Admin   
Brain Station 23 Ltd.   
Plot-2, (5th Floor), Bir Uttam Ak Khandaker Road   
Mohakhali C/A, Dhaka-1212