Ref No: 53.09.0000.818.08.000.26.3452

Date: October 29, 2026

Mr. Md. Fakrul Islam (ID#3046)
Officer
Passport No. A20723905
BASIC Bank PLC.
Ishwarganj Branch
Mymensingh

Subject: Sanction of 30 (Thirty) days leave (outside Bangladesh) with full pay to Visit India.

Dear Sir,

Please refer to the letter ref. no. 53.09.0600.066.99.001.802 dated October 17, 2026 of Branch In-charge, BASIC Bank PLC., Ishwarganj Branch, Mymensingh on the captioned subject.

We would like to inform you that considering your application and recommendation of the Branch In-charge; the bank authority has sanctioned 30 (Thirty) days leave (outside Bangladesh) including transit period and government/weekly holidays from November 01, 2026 or the date of travel with a permission to visit India as an attendance for medical treatment of your wife under the following terms and conditions:

Terms & Conditions:

1. You will have to bear all expenses of the visit. There will be no financial involvement of BASIC Bank PLC. & Government of Bangladesh.
2. The period of travelling will be adjusted from earned leave balances.
3. Overstay in aboard will not be allowed.
4. This sanction letter will remain valid for 03 (three) months from the date of issue.
5. You are advised to submit joining report upon completion of the said leave.
6. In the event of failure to join upon completion of the said leave; necessary action will be taken as per the bank's rules.

Yours faithfully,
Sd/-
Md. Aminul Haque
Assistant General Manager & In-charge (C.C)
Human Resources Division
Phone No: 02223386405

Copy for information & Necessary action:

- The Deputy General Manager & In-charge, Information & Communication Technology Division (ICTD), BASIC Bank PLC., Head Office, Dhaka.
- The Senior Principal Officer, BASIC Bank PLC., Ishwarganj Branch, Mymensingh- is requested to issue a release letter and obtain joining report from the concern employee at the time of joining under intimation to us.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.
- HRD Copy (To upload the letter on Bank's website).

29.10.2026
Assiant General Manager, HRD (C.C)