

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:**

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