**Annexure-I**

**Application –cum-undertaking to be taken from all account holders, whether new or existing (converting sb accounts to ….SP)**

**The Branch Manager**

State Bank of India……………………Branch

Dear Sir,

***…………………..* SALARY PACKAGE**

**(1) REQUEST FOR CONVERSION OF SAVING BANK ACCOUNT TO …..SP ACCOUNT AND**

**(2) UNDERTAKING FROM ALL ……SP ACCOUNT HOLDERS, NEW AND CONVERTED**

1. I maintain a SB account with your branch and the account number is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/ I intend to open a new SALARY PACKAGE Account. I am presently employed as\_\_\_\_\_\_\_\_\_ with …., my personal Number is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and my Date of Birth is\_\_\_\_\_\_\_ . My mobile number is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. My present address is appended below which may please be incorporated in your records for which I am enclosing a certificate issued from the unit and request you to accept it for satisfying the KYC norms as prescribed by your bank, along with other KYC document(s) as prescribed by the RBI.

*(strike out if not applicable, in case of existing customers)*

2. In this connection, I request that my existing SB account number ………..be converted into a …....SP account with all its special features.

*(strike out if not applicable, in case of new customers)*

3. I understand that auto sweep facility can be provided in this account and the special request is being submitted for the same separately.

4. Since I am presently posted at / is being posted to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ I request that my account should be transferred to\_\_\_\_\_\_\_\_\_\_\_\_\_\_Branch of SBI for ease of operation.

*(strike out if not applicable)*

5. I hereby undertake that I shall obtain a ‘No Dues Certificate’ from SBI in case I desire to shift my account to any other Bank for credit of Salary. I further undertake that I shall not seek to change my Salary Bankers from SBI unless I have liquidated all loans outstanding with SBI.

 Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Yours faithfully,

Date : Name :

Place : (with RANK/DESIGNATION)

 Address :

**Annexure -II**

**Consent/ Undertaking – cum - Application Form**

**(To be taken from all salary account holders - new / existing / applying for conversion)**

**The Branch Manager**

State Bank of India…

…………………Branch

…………………………

Dear Sir,

***……………………* SALARY PACKAGE**

**(1) REQUEST FOR CONVERSION OF SAVING BANK ACCOUNT TO SALARY PACKAGE ACCOUNT AND**

**(2) CONSENT AND UNDERTAKING FROM SALARY PACKAGE ACCOUNT HOLDERS FOR CONVERSION, SHARING OF PERSONAL DATA WITH THIRD PARTIES**

1. I maintain a Saving Bank account with your branch. My account number is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ I am presently employed in …………………………… as ………………. .at ………………. … I am enclosing Service Certificate issued from the office / salary slip and request you to accept it for satisfying the norms as prescribed by the Bank, along with other KYC document(s).

2. In this connection, I request that my existing SB account be converted into eligible Salary Package account and I undertake for salary credit in my account for availing the benefits of SBI salary package. I understand that auto sweep facility can be provided in this account and the special request is being submitted for the same separately.

3. I hereby undertake that I shall obtain a ‘No Dues Certificate’ from SBI in case I desire to shift my account to any other Bank for credit of Salary. I further undertake that I shall not seek to change my Salary Bankers from SBI unless I have liquidated all loans outstanding with SBI.

4. I hereby give my consent to SBI to share my personal data with the companies/ entities offering the complimentary benefits/ special features related to the salary package account for the purposes of availing such benefits/ features.

 Yours faithfully,

 (Signature)

Date : Name :

Place : Mob. No. :