**Annexure 1**

**Sample Application –cum-undertaking letter for opening / conversion of Savings account into SGSP/ PSP - GoTN**

**From**

{Your Name},

{Account Number}

IFHRMS EMPLOYEE ID,

Designation,

Department Name,

Address

**To**
The Branch Manager,

[Bank Name],

[Branch Name]

**Subject:** Request to Convert Existing SB Account ({Account Number} ) to State Government Salary Package Account

**Dear Sir/Madam,**

I, ***[Your Full Name]***, am an existing account holder of your esteemed bank under Savings Bank Account No. ***[Account Number], [IFSC], [Branch]***. I am currently employed as ***[Your Designation]*** in the ***[Department Name]*** under the Government of Tamil Nadu. My credentials are detailed below.

Account Number:

IFSC:

Mobile Number:

I have gone through the benefits offered by your bank for the SGSP/ PSP Account. Hence, I hereby request you to kindly **convert my existing SB Account** into a **State Government Salary Package Account/ Police Salary Package account** to avail the benefits associated with the salary account.

Further, I hereby give my consent to your bank 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.

I hereby agree to maintain this account for a minimum period of 12 months with your bank.

Thank you.

 Yours faithfully,

 (Signature)

Date : Name :

Place: Mob. No. :

(PTO)

**Documents Enclosed:**

1. Copy of SB Account Passbook.
2. Copy of Government Employee ID Card/Appointment Letter.
3. Latest Salary Slip.
4. KYC Documents (Aadhaar, PAN, etc.).
5. Any other documents required by the bank.

**Bank specific forms can be downloaded from respective bank’s portal.**

**Banks should provide all the necessary forms and applications to DTA**

**Annexure-I**

**Application –cum-undertaking to be taken from all account holders, whether new or existing (converting SB accounts to CSP)**

**The Branch Manager**

Indian Bank……………………Branch

Dear Sir,

***CORPORATE* SALARY PACKAGE**

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

**(2) UNDERTAKING FROM ALL CSP 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 Indian Bank for ease of operation.

*(strike out if not applicable)*

5. I hereby undertake that I shall obtain a ‘No Dues Certificate’ from INDIAN BANK 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 INDIAN BANK unless I have liquidated all loans outstanding with INDIAN BANK.

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

 Yours faithfully,

Date : Name :

Place : (with RANK/DESIGNATION)

 Address :

**Annexure -II**

**Application–cum-undertaking to be taken from all account holders new / existing / applying for conversion (for sharing of personal data with third parties (Insurance Companies))**

**The Branch Manager**

Indian Bank

…………………Branch

…………………………

Dear Sir,

***CORPORATE* SALARY PACKAGE**

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

**(2) UNDERTAKING FROM SALARY PACK ACCOUNT HOLDERS FOR CONVERSION SHARING OF PERSONAL DATA WITH THIRD PARTIES**

1. I maintain a SB 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. 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 Indian Bank 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 Indian Bank unless I have liquidated all loans outstanding with Indian Bank.

4. I hereby give my consent to INDIAN BANK 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. :