**Application –cum-undertaking letter for opening/conversion of Savings account into SGSP- Government of Tamil Nadu**

**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 maintain a SB account with your branch and the account number is …………………………………….. and I intend to convert my existing SB account to Union Super Salary Account under the State Government Salary Package.

OR

\*\* I wish to open a new Union Super Salary Account under the State Government Salary Package

(\*\* Delete whichever is not applicable)

I am presently employed as …………………………………………………with ……………….………. ………………………., my Employee 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 , certificate issued from the unit and request you to accept it for satisfying the KYC norms as prescribed by your bank, along with other document[s] as prescribed by the RBI.  
  
Since I am presently posted at ……………………../ is being posted to………………………I request that my account should be transferred to……………………… Branch of Union Bank of India for ease of operation.

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.

Thanking you.

Yours faithfully,

(Signature)

Date : Name :

Place: Mob. No. :

**Documents Enclosed:**

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