

The Branch Manager
State Bank of India
_____ Branch

Dear Sir,

STATE GOVERNMENT SALARY PACKAGE – SGSP
REQUEST FOR CONVERSION OF SB ACCOUNT TO SGSP – ACCOUNT AND AUTO SWEEP
FACILITY

I maintain a Saving Bank account with your branch and the account number is _____. I am presently employed as _____ with _____ and my employee/ personal Number is _____. My present address is appended below which may please be incorporated in your records for which I am enclosing a certificate/ letter issued by my employer. I request you to accept it for opening the savings account.

In addition I am enclosing a copy of _____ (any one of Passport, driving licence, PAN Card, Voter's Identity Card, etc. or utility bills such as telephone bill, Bank account statement, Electricity bill etc.) satisfying the KYC norms as prescribed by your Bank/ RBI.

2. In this connection I request that my existing account be converted into a State Government Salary Package account with all its special features.

3. As regards converting my account to Savings Plus account: (Please tick in the appropriate box)

a. I do not wish to avail of this facility **OR**

b. I request you to convert my savings account into a Savings Plus account.

In case the response is b:

I request you to allow me auto-sweep facility in the said account, should the balance in my account exceed Rs. _____ (please indicate an amount of Rs.15,000/- or above) as at the end of the day of **(please tick)**

On weekly basis, each _____ day (e.g. Monday or Tuesday oretc), every week.

OR

On monthly basis _____ (e.g. 1st or 2nd or 3rd or etc) of every month beginning from _____ (dd/mm/yy)

I authorise you to transfer the excess amount to a Multi Option Deposit (TD/STD) **(please tick)** for a period of _____ month/ year(s). I understand that this auto sweep will be done for a minimum amount of Rs.10,000/- and in the multiples of Rs.1,000/- at any one instance. Further, under the reverse sweep facility for breaking of Multi Option Deposit, I authorise you to break the Multi Option Deposit by following the principle of **(please tick)** "Last in First Out" OR "First in First Out"

I confirm that I have read and understood the Terms and Conditions of Savings Plus Account. Payment of proceeds, as well as nomination for the term deposits so made would be as per my/ our Savings Plus Account with you, by debit to which the Multi Deposits would be created.

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).

Yours faithfully,

Name:

Address

Date

Place: