

The Branch Manager,
State Bank of India,
..... Branch

Dear Sir,

SALARY PACKAGE ACCOUNT
REQUEST FOR CONVERSION OF SB ACCOUNT TO SALARY PACKAGE (SP) – 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
_____ (Company/Organization Name). The latest salary slip/Joining
letter/Service Certificate is enclosed for your reference. I request you to accept it for conversion of the
savings account.

In addition I am enclosing a copy of _____ (any one of Passport, driving licence,
PAN Card, Voter's Identity Card, etc. satisfying the KYC norms as prescribed by your Bank/ RBI.

2. In this connection I request that my existing account be converted into DSP / CAPSP / ICGSP
Package with all its special features.

3. As regards to availing Auto Sweep facility in my Salary Package account: (Please tick in the
appropriate box)

- a. I do not wish to avail of this facility OR
- b. I request you to provide Auto Sweep facility in my account

In case the response b is ticked:

- I request you to set up auto-sweep facility in the said account, should the balance in my account
exceed Rs 35,000/- or above) as at the end of the day (**please tick**)
- On weekly basis, each _____ day (e.g. Monday or Tuesday or etc), 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 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 Account. Payment
of proceeds, as well as nomination for the term deposits so made would be as per my/ our Savings
Account with you, by debit to which the Multi Option Deposits would be created.

Yours faithfully,

(Signature)
Name
Address

Date :
Place: