**Annexure I A**

**Application–cum-undertaking to be taken from the Existing A/c holders for conversion of Savings A/c to Govt Salary Package Account.**

**From**

{Your Name},

IFHRMS EMPLOYEE ID,

Designation,

Department Name,

Address

**To**

The Branch Manager,

[Bank Name],

[Branch Name]

**Subject:** **Request to Convert Existing SB Account to State Government Salary Package Account**

Dear Sir/Madam,

I, [Your Full Name], am an existing account holder of your esteemed bank and maintain a Savings Bank Account with your Bank Branch. I am currently employed as [Your Designation] in the [Department Name] under the Government of Tamil Nadu.

My Savings / Salary Account credentials are as under:

Account Number: IFSC:

Mobile Number:

**Nominee Name : Relationship: DOB:…/…../……..**

I have gone through the benefits offered by your Bank for the Govt Salary Package. I hereby request you to kindly convert my existing SB Account into a State Government Salary Package Account to avail the benefits associated with the Tamilnadu Govt 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.

Yours faithfully,

Date :

Place:

(Signature)

**Documents to be submitted**: PAN, AADHAR, Salary Slip, Employee Govt ID proof.

**Annexure I B**

**Application–cum-undertaking to be taken at the time of Tamil Nadu State Govt Salary Account opening (New Employees / Switching to our Bank).**

**From**

{Your Name},

IFHRMS EMPLOYEE ID,

Mob No:

Designation,

Department Name,

Address

**To**

The Branch Manager,

[Bank Name],

[Branch Name]

**Subject:** **Request to Open a Salary Account under Tamilnadu State Government Salary Package scheme.**

Dear Sir/Madam,

I, [Your Full Name], presently having salary account with ……………………… ………………………. Bank and willing to switch over / open a Salary Account with your Bank. I am currently employed as [Your Designation] in the [Department Name] under the Government of Tamil Nadu.

I have gone through the benefits offered by your Bank for the Tamilnadu State Govt Salary Package and I hereby request you to kindly open the Salary Account under State Government Salary Package scheme to avail the benefits associated with it. Kindly provide the Account number in order to share the same to my Department for salary credit.

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 am providing nominee details for my account as under :

**Nominee Name: Relationship: DOB:…/…./………**

Yours faithfully,

Date :

Place:

(Signature)

**Documents to be submitted**: PAN, AADHAR, Salary Slip, Employee Govt ID proof.