**{company letter head}**

The Branch Manager

State Bank of India

Maldives

Date:

Madam / Dear Sir,

**REQUEST FOR OPENING OF ACCOUNT**

This is to confirm that the following employee is employed with us, and we confirm his identity and salary details as follows.

**Employee Personal Details:**

|  |  |
| --- | --- |
| Employee Number/ID |  |
| Employee Full Name |  |
| Work Permit Number |  |
| Passport Number |  |
| Employee Designation |  |
| Date of Joining |  |
| Work Location/Site |  |
| Residence Address in Maldives |  |
| Permanent Address |  |

**Employee Salary/Income Details:**

|  |  |  |
| --- | --- | --- |
| **Type** | **Currency** | **Amount** |
| Total Monthly Salary/Income\*\*(Including allowances/service charges)**\*If Salary is paid in multiple currencies, then currency wise salary to be given.** |  |  |
| Annual Gross Salary/ Income |  |  |

2. The above-mentioned employee’s monthly salary is credited in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Bank name) Bank.

**3. We request you to kindly assist him/her in opening a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (USD and/or MVR) account at State Bank of India, Maldives.**

4. For any additional information, you may contact the HR Department on the following phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Mobile number) or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_email (email address).

Yours faithfully,