

Date:  
From:  
(Name)  
(Address)  
(Phone number)  
(Email ID)

To  
The Branch Manager  
Bank of Maharashtra  
(Branch)  
(City)  
Dear Sir/Madam,

Re: Conversion of existing SB Account Number \_\_\_\_\_ to NRO

I/ We, (Name/s), holding the above SB account number with your branch, have to inform you that I/We are not living in India and are currently residing at (place/Country) since (date). A copy of immigration stamped page on the passport is enclosed (port of exit and port of entry) confirming our date of exit from India and date of arrival at destination country (mention name).

The purpose of our stay is (to mention education/employment/immigration etc)

I /We therefore, request you to please convert my / our said SB account to Non Resident Ordinary (NRO) account.

I/We enclose copies as mentioned in the enclosures and request you to update the same in your system.

We further confirm as per the declaration on page no. 2 of this letter.

Yours faithfully,

Signature -1 and Signature 2  
(Name of the first account holder)  
(Name of Joint account holder) – in case of Joint account

Encl:

1. Passport
2. VISA
3. Work Permit /I20/Letter of admission
4. Address Proof (abroad)
5. PAN
6. Aadhar (if available)
7. FATCA Form
8. Any other – (please mention)

## **DECLARATION**

I/We hereby declare that I/We am/are Non-Residents Indian(s) as per details mentioned above.

I/We understand that the existing Savings Bank Account(s)/ Current Account(s), Term Deposit Account(s) will be re-designated as NRO Account(s) on the basis of the declaration made by me/us and funds will be credited to my re-designated NRO Savings Account on maturity of Term Deposits.

I/We hereby declare that only legitimate dues in India which would include current income like rent, dividend, pension, and interest etc., sale proceeds of assets including immovable property acquired out of rupee/foreign currency funds or by way of legacy/inheritance will be deposited in my/our NRO Account. The account will be put into use for bonafide transactions not involving any violations of the provisions of any Government/Exchange Control Regulation / FEMA regulations.

I/We hereby undertake to intimate you about my/our return to India for permanent residence immediately on arrival.

I/We am/are aware that in case, I/We am/are a joint holder in any resident savings account then my/our status will remain NRI, and are aware that I/We shall not be able to deposit cheques, instruments, remittances, cash or any other proceeds belonging to me/us in this resident account.

I / We am/are aware that all the features of Non - resident accounts and deposits will be applicable including minimum balance charges, TDS implication and penalty on premature withdrawal of the deposit will be as applicable as per NRO account & deposit and the TDS will be deducted as per NRO tax slab.

I/We hereby undertake that I/We shall not use the proceeds lying in the Resident account in which I/We are joint holder for any transaction in contravention of the provisions of the Foreign Exchange Management Act (FEMA) 1999, Rules/Regulations made thereunder and the related circulars/instructions issued by the Reserve Bank from time to time.

I/We further undertake that if any such transaction is put through the said account in contravention of the FEMA, 1999 or Rules/Regulations made thereunder, I/We shall be held responsible for the same.

I/We confirm and declare that:

- a) All the particulars and information given are complete and true.
- b) I/We have not withheld any information.
- c) I/We do not hold any other Resident Account(s) & Deposits other than those mentioned in this letter, with BANK OF MAHARASHTRA.

Signature -1 and Signature 2

(Name of the first account holder)

(Name of Joint account holder) – in case of Joint account