

A Step-by-Step Guide for Completing the Registration Requirements

NOTE: If you come in person, simply bring original of the documents listed below. (That is, do not bring photocopies.) Verification of your signature will be done by us.

Step No.	What You Should Do	Check Box
Step 1	Complete form AUR.	
Step 2	Take the completed form AUR and your unexpired U.S. driver license (or a U.S. state-issued non-driver photo ID) and a photocopy of the ID to a Notary Public, sign form AUR in his/her presence, and ask him/her to verify your signature on form AUR (in the space provided below the legend <u>VERIFICATION OF SIGNATURE</u>). If you do not have these IDs, Pls use your passport.	
Step 3	<p>Attach to form AUR, the following two documents:</p> <p>(a) Copy of the photo ID. Your photograph in the copy must be clearly identifiable.</p> <p>(b) One of the following:</p> <p>(A) <u>For those employed:</u> Latest pay stub (original or copy). It should not be more than one month old.</p> <p>(B) <u>For those self-employed/retired:</u> Latest U.S income tax return or W-2</p> <p><u>Note:</u> If you are a home-maker, this document should pertain to the earning member of your family.</p>	
Optional Step	If you wish to avail yourself of the ACH facility, <i>and are not paying us for remittance by means of a personal check</i> , please enclose a \$2 personal check in favor of “State Bank of India, New York” drawn on the account on which you want the ACH facility . (If you are paying for your first remittance by means of a personal check, a separate \$2 check is not required.) Also fill the agreement for ACH facility (form ADP). The \$2 amount, if paid by you, is neither refundable nor adjustable against any other fees.	
Recommended Step (Optional)	Call us on weekdays, 9 a.m. to 3 p.m. EST to confirm proper completion of the formalities. Our phone number is: (212)521-3314 / 3317 / 3318 / 3311.	
Step 4	Mail form AUR along with the documents listed above to Remittance Service Section, State Bank of India, 2 nd Floor, 460 Park Avenue, New York, NY 10022.	

Thank You!

If you have followed the above instructions correctly, you may expect your application to be processed in one business day.

TERMS AND CONDITIONS FOR REGISTRATION OF USERS

1. SERVICES OFFERED

State Bank of India ("SBI"), New York branch (the "Bank") offers the service of sending remittances to the Registered Users.

2. SERVICE CHARGES AND DISCONTINUATION OF SERVICES

Remittance services may be charged. The Bank reserves the right to restrict, modify or discontinue the service listed above to any User without assigning any reason or without giving any notice whatsoever or to revise the charge at any time without giving prior notice. The Bank reserves the right to seek more information than is usually provided in the standard application form(s) for remittance and your inability or refusal to provide this information may result in denial of service and the Bank shall not be responsible for the consequential delay or loss, if any.

3. VERIFICATION AND UPDATING OF USER INFORMATION

The Bank may verify and update information on Users of our services before registration and thereafter from time to time. If you do not furnish the information when sought, the services offered to you may be discontinued. The Bank may also verify or update information about you through inquiries. By signing the Application for User Registration, you are authorizing the Bank to seek, obtain and record such information about you.

The Bank may, at its sole discretion, register a User only *after* verifying the information that has been furnished in the application form. The Bank may also seek from you acceptable evidence for verification of information provided by you, in addition to what is usually sought, or at any time after your registration or seek more information than is usually sought. Your inability or refusal to provide the information or documents may result in denial of service to you, and the Bank shall not be responsible for the consequential delay or loss, if any.

4. AN IMPORTANT FACT ABOUT NRI ACCOUNTS

Accounts in India opened for NRIs are, in common parlance, called NRI accounts. Therefore, these accounts can be neither maintained nor serviced by the State Bank of India, New York nor are these insured by FDIC or any insurance corporation in the U.S. SBI, New York is not responsible for any delay, commission or omission in servicing these accounts by any of State Bank of India's (SBI) branches in India. These are not the obligations of offices of SBI in the USA and there is no recourse against SBI's branches outside India. If any of these deposits involve any exchange risk, the same has to be borne by the depositors themselves. Interest earned on these deposits is **NOT** tax exempt in the United States.

5. MODE OF REMITTANCE

Money is usually remitted by sending message through SWIFT (Society for Worldwide Interbank Financial Telecommunication), and in certain cases by draft or check. All branches of SBI are not linked to SWIFT. If you request remittance by SWIFT to a non-SWIFT linked branch or to another bank, the remittance will be sent through a SWIFT-linked branch for onward transmission to the destination bank or branch. Onward transmission takes place usually by surface mail and usually takes few to several days depending upon the destination. Please bear in mind this factor while sending remittances. The SWIFT-linked branch in India may levy charges for onward transmission of the remittance. Not all modes of remittances may be available at all times. The Bank reserves the right to modify or discontinue any mode of remittance at any time without notice.

State Bank of India, New York branch **does not** have connectivity with branches of the Bank in India or with other banks. It is, therefore, not normally possible for SBI, New York to know whether a remittance sent has been credited to the account of the beneficiary or not. The User (remitter) should confirm with the beneficiary within a reasonable time (45 days) after sending remittance and bring to the notice of SBI, New York any non-delivery / mis-delivery as soon as possible.

No refund of service charges can be given for delay or mishandling or non-delivery of remittances due to factors beyond our control such as failure of transmission or mail system.

6. WHO CAN APPLY

Only persons who are legally resident in the United States may apply. By applying for our service, you are also certifying that you are a legal U.S. resident.

7. HOW TO USE OUR SERVICES

- (a) Only Registered Users can use our services. Unless a User Registration Number (URN) has been allotted to you, you are not a Registered User. Please quote your URN on all applications and communications sent to **us**. URN is to be used only in communication with New York branch and **has no relevance for the Indian branches**.
- (b) Application for availing any service must be made to us on the prescribed form and can be sent to us by mail or given in person.
- (c) If the aggregate amount of remittances sent or to be sent by you exceeds a proportion of your declared annual income, the application may be rejected unless you provide satisfactory evidence of the source of funds, if sought by the Bank. The Bank shall not be responsible for any consequential delay.
- (d) For modifying/adding user information, please apply on form AUR(M). Please note that by applying on form AUR(M), your User information only at New York branch can be modified.
- (e) Instructions relating to the services are given on the respective application forms.
- (f) Funds for remittance must come from the account of the Registered User who is applying for the remittance.
- (g) Registration will be valid for three years from the date the URN is allotted. Every remittance sent by you will automatically extend the period of the Registration by three years. If you do not send any remittance for three years, your Registration will lapse.

8. PRIVACY POLICY

Non-public personal information collected by us is kept confidential and secure. Disclosures to third parties are made only as permitted by law. We do not share non-public personal information with affiliates and non-affiliated third parties and do not wish to reserve our right to share non-public personal information with affiliates and non-affiliated third parties.

Ver. 0308