Part - A

User Creation Details   **Date:**

User name *		
	Firstname	Surname
PF Index (For SBI Users)*		Employee No. * (For Non-SBI users)	
Designation *		Department *	
Company *		E-mail ID *	
Location *		Mobile Number *	
Landline/ PBX		Intercom	
Name of Application / Project *			
Purpose*			
Is the data transfer Internal within SBI (or) External agencies/ Third parties*	Internal SBI / External Agencies & Third parties		
If data transferred to "External Agencies/Third parties", please specify to which external party it is being transferred with purpose	Government / PSU / Private (specify detail below)		
Is the data transferred to third parties within India (or) Outside India	Within India / Outside India (specify details below)		
Does the file transferred have any personal data** (Refer Page 7 for more info)	Yes / No		
If Yes, do you have approval as per SOP on Data Sharing (attach the approval form separately)	Yes / No		
Expected No. of Files / Day *		Expected Size of Files / Day *	

Please counter sign with seal on each page   *** Mandatory Fields**

Name of Point-of-Contact from SBI/GITC *		Mobile No. of Point-of-Contact from SBI/GITC *	
Email ID of Point-of-Contact from SBI/GITC *			
Environment Access Needed * (Please tick the boxes needed)	PRODUCTION (10 days file retention)	PRE-PRODUCTION (1 day file retention, testing environment)	
Mode of File Transfer * (Please tick the boxes needed)	HTTPS (Port 443)	SFTP (Port 2201)	
HTTPS Website	**https://sfg.sbi (PRODUCTION)**	**https://preprod.sfg.sbi (PRE-PRODUCTION)**	

✓ **I hereby declare that I have read, and I accept the conditions/ statements mentioned in the declaration cum user undertaking form.**

User Declaration:

I, _____, understand,

a) The misuse of bank confidential/sensitive information can have severe repercussions on the bank which includes financial losses, reputational damage, and legal liabilities under various regulatory requirements like GDPR and DPDPA 2023 etc. including penalties up to INR 250 crores.

b) The importance of security and confidentiality of data transferred using SFG, and I agree to abide by all relevant policies and guidelines set forth by the provider i.e., SBI.

c) Will use SFG for legitimate and authorized purposes only permitted by SBI.

User signature	

Please counter sign with seal on each page   * **Mandatory Fields**

Approval by Authorized official of the organization/ company *

I confirm that the above user details and the attached declaration-cum-user undertaking have been reviewed by me and have been found to be correct.

Name		Signature	
Designation		Date	
Company/Organization Seal			

Approval by the Head of the SBI Branch/Office (not below the rank of AGM, for Branches and DGM for AO's). *I confirm the signature of the above official from the organization/ Company/ department are correct and as per branch/ office records.*

Name		Signature with department Seal	
Designation		Date	
Email ID			
Branch / Office Address			

Approval by the DGM of the SBI GITC Coordinating Department

Name		Signature with department Seal	
Designation		Date	
Email ID			
Branch / Office Address			

Approval by SBI DGM/AGM (Platform Engineering II Department)

Name		Signature		Date	

Please counter sign with seal on each page   * Mandatory Fields

Part - B

<u>DECLARATION-CUM-USER UNDERTAKING FOR USING SECURE FILE GATEWAY SERVICE OF STATE BANK OF INDIA</u>

Our Organization/company/department [*name of the entity seeking SFG connectivity*] _____
having its registered office at [*please write the complete address*]
_____
_____

(hereinafter referred to as the '**User**') wish to use the Secured File Gateway (SFG) service provided by State Bank of India (hereinafter referred to as '**SBI**' or 'the Bank') for exchange of data/ files between the **User** and **SBI**.

I confirm and undertake that:

1. I am authorized to sign this declaration-cum-user undertaking on behalf of the **User.**
2. The access will only be used to transmit relevant data for the purpose for which the SFG connection is sought.
3. Only files having the structure, format and data as agreed with **SBI** shall be uploaded and it shall be ensured that malicious or malware infected files or any other type of file that could harm or damage the IT systems of **SBI** shall not be uploaded.
4. Files shall be properly sanitized before uploading to the SFTP server.
5. SFG access provided by **SBI** shall not be used to breach the security of IT resources of **SBI**.
6. SFG service of **SBI** will be used in such a way that it does not result in disruption of **SBI**'s services.
7. All data and information related to this service, given by **SBI**, shall be kept confidential.
8. Our organization has adequate policies and practices to ensure that the password is treated as sensitive and confidential and is used only by authorized personnel for authorized purposes.
9. The password provided by **SBI** shall be changed immediately upon receipt and it shall be ensured that the password is kept confidential and its secrecy is protected. Also, the password shall be changed periodically or whenever the same is suspected to be compromised.
10. In case of change of authorized personnel due to resignation, transfer, suspension, death or any other reason, the **User** shall inform the **Bank** for required modifications of details and also ensure to change the password immediately.

Please counter sign with seal on each page*   * Mandatory Fields**

11. The **User** shall be responsible and liable for all the actions carried out by the **User** using the credentials provided by **SBI**.
12. If **SBI** observes or finds that files or content that are/is harmful, malicious or deleterious have been uploaded or transmitted, **SBI** may deny or deactivate the SFTP service immediately and take action as provided under law. Under such circumstances, **User** shall be financially liable for actual, consequential, or incidental damages.
13. The **User** shall not exploit any vulnerability observed and shall report the same to the **Bank**.
14. **SBI** shall have the right to monitor and review the access provided to me/the **User** and to ensure compliance of its policies.

I, on behalf of the **User**, also undertake that we also agree to be bound by the following condition for obtaining this service in compliance with the provisions of the INFORMATION TECHNOLOGY ACT 2000 and INFORMATION TECHNOLOGY (*AMENDMENT*) ACT 2008:

The Bank has adopted the mode of authentication of the User by means of verification of the User ID and/or through verification of password or through any other mode of verification as may be stipulated at the discretion of the Bank. The User hereby agrees/consents for the mode of verification adopted by the Bank. The User agrees that the transactions/activities carried out or files put through by the aforesaid mode shall be valid, binding and enforceable against the User and the User shall not be entitled to raise any dispute questioning the transactions/files.

Seal and Signature of Authorized Official of the Organization/Company:

Name of the Signatory: _____

Employee ID: _____

Designation: _____

Date: _____

E-mail Address: _____

Seal and Signature of the DGM/Head of the Department State Bank of India

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Please counter sign with seal on each page   * **Mandatory Fields**

Definitions

** - Personal Data

GDPR Article 4, the GDPR gives the following definition for "personal data":

'personal data' means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

DPDPA 2023 defines personal data as below.

"personal data" means any data about an individual who is identifiable by or in relation to such data;". "digital personal data" means personal data in digital form.

Personal Data includes,

1. Name,
2. Address,
3. Date of birth,
4. Contact details including email id and phone number,
5. Previous names,
6. Maiden names,
7. Marital status,
8. Family Members Name,
9. Nomination details,
10. Place of domicile,
11. Place of Origin,
12. Citizenship,
13. Nationality,
14. Place of residence,
15. Any legal or other identifiers like Passport No / Permanent Account Number (PAN)/ Taxpayer Identification Number (TIN)/ Aadhaar/ Driving License, Voter ID, NREGA Card .
16. Credentials containing User ID/Password
17. Financial information such as Bank Account or Credit Card or Debit Card or other payment instrument details.

Please counter sign with seal on each page   * Mandatory Fields