

**PROCEDURES DEALING WITH THE ASPECTS RELATING TO HIRING OF
LOCKERS**

- 1 The Bank's Safe Deposit (Locker) Service is available to individual (singly or jointly), Illiterate, Blind, Limited Company, Club, Trust, Society or Association. Locker cannot be leased out to Minor.
- 2 Locker holder should maintain a Savings/Current Account with bank.
- 3 At least 80% lockers are allotted on 'First Come First Serve' Basis. Waiting list is maintained at the branches providing facility and application for locker facility are acknowledged and given a waiting list number.
- 4 All rents shall be payable in advance in the first day of the month in which it is leased out irrespective of date it leased out. If the rent due is in arrears, the Bank shall have the right to refuse access to the locker until such rent is paid, whether the same has been demanded or not.
- 5 The relationship between the Bank and the lessee shall be that of a 'landlord' and 'tenant' and not that of a 'bailer' and 'bailee'. The Bank has no responsibility of any kind, whatsoever, in respect of the contents of the locker, nor shall the Bank be held responsible for any loss or damage to the same, arising from any cause whatsoever, Hirers are advised in their own interest to insure any items of value deposited in the safe deposit locker with the Bank.
- 6 Lessee is required to keep adequate amount as security equivalent to three years rent and charges for break opening of locker, in case of any eventuality.
- 7 The terms and conditions of lease are detailed in the Rent Deed Memorandum, copy of which is provided to the lessee by the Bank.
- 8 The lessee may use his/her own padlock on the locker.
- 9 The lessee(s) is / are not permitted to assign or sublet the locker, nor are they allowed to deposit any article/ property of an explosive and or destructive nature.
- 10 Lessee is permitted to appoint a person (Authorised Person) for operating the locker. However, Authorised Person is not allowed to operate the locker after the death of the lessee. Authorisation in favour of minors and blind persons, and by trustees, in favour of third parties, is not permitted.
- 11 Right to admission to the 'Vault' is reserved and access to the locker may be had by the lessee(s) or his(their) duly appointed authorized person during the time fixed for the purpose. The Bank reserves the right of fixing the working hours of the vault and making changes therein without any previous notice or intimation.

- 12 The Bank reserves to itself the right of closing the Safe Deposit Vault under extraordinary circumstances such as those resulting from civil commotion, riots and other occurrences, for such time as may appear necessary and without any previous notice or intimation.
- 13 Lessee(s) in drunken state are not allowed to have an access to the vault nor will they be permitted to operate on their lockers.
- 14 The locker can only be operated upon by applying two keys one of which will remain with the lessee and other with the Custodian of the Safe Deposit Vault. The mechanism of the locker provides for its automatic double locking, when it is locked by the visitor. It cannot be re-opened unless both the custodian's and locker holder's keys are applied to it. The lessee shall not be permitted to open the locker with a key other than the one supplied by the Bank.
- 15 Lessee(s) must ensure making at least one operation in a year.
- 16 Nonpayment of timely rent / non-operation within the stipulated period may lead Bank to break open the locker and deal with the articles as prescribed. For realization of all rents and / or other charges, the bank shall have the first lien or charge on the contents of a locker.
- 17 Nomination facility is available in lockers.
17. On receipt of any order from a competent court restraining access to any one of the joint lessees to the locker, the Bank shall have a right to refuse access to each and all of them and also to their authorized persons.
18. Lessee(s) are requested to notify any change of address, under acknowledgement of receipt by the Bank. All communications sent by post shall be considered to be fully served on the lessee, if sent to the last registered address of the lessee.
19. The affairs of lockers renters, even their very names, should be held in strict secrecy.
20. Please note the following:
 - (i) Smoking is not allowed in the 'Vault'.
 - (ii) Right of Admission to the 'Vault' is reserved.
 - (iii) Ensure before leaving the Vault that nothing is left out of the locker and the locker is properly locked. The Bank shall not be responsible for any loss sustained by lessee / authorized person due to lessee(s) / authorized person leaving any article outside the locker.
21. The bank has no responsibility or liability of any kind whatsoever, in respect of the contents of the locker, nor shall the bank be responsible for any loss or damage to the same, arising from any cause whatsoever. Hirers are advised in their own interest to insure any item of value deposited in the safe Deposit Locker with the bank.
22. The operative timings for Safe Deposit Vault (Lockers) are half an hour before the close of office hours.

23. It will be mandatory for locker holder to operate locker as under:

- High Risk lessee at least once in year.
- Medium Risk lessee at least once in three year.

Non-operation of locker within the stipulated period may lead to breaking open of locker, irrespective of the fact that rent is paid by locker hirer regularly.