

JALGAON JANATA SAHAKARI BANK LTD., JALGAON

# SAFE DEPOSIT LOCKER COMPREHENSIVE POLICY

Reference:-RBI Circular No. DOR.LEG.REC/40/09.07.005/2021-22 dated August 18, 2021

JALGAON JANATA SAHAKARI BANK LTD., JALGAON

PLANNING AND DEVELOPMENT- HEAD OFFICE



INDEX

**PART I: Customer Due Diligence (CDD) for Lockers**

- 1 Customer Due Diligence

**PART II: Locker Allotment**

- 2.1 Locker Agreement

- 2.2 Locker rent

**PART III: Infrastructure and Security Standards**

- 3.1 Security of the Strong Room/Vault

- 3.2 Locker Standards

**PART IV: Locker Operations**

- 4.1 Regular Operations by Customers

- 4.2 Internal Controls by banks

**PART V: Nomination Facility and Settlement of Claims**

- 5.1 Nomination Facility

- 5.2 Settlement of Claims in case of death of a Customer

- 5.3 Access to the articles in the safe deposit lockers

**PART VI: Closure and Discharge of locker items**

- 6.1 Discharge of locker contents at the request of customer

- 6.2 Attachment and recovery of contents in a Locker

- 6.3 Discharge of locker contents by banks due to non-payment of locker rent

- 6.4 Discharge of locker contents if the locker remains inoperative for a long period of time

**PART VII: Compensation Policy / Liability for Banks**

- 7 Liability of banks

- 7.1 Liability of banks arising from natural calamities like earthquake, flood, thunderstorm, lightning etc. or due to sole negligence of the customer

- 7.2 Liability of banks arising from events like fire, theft, burglary, dacoity, robbery, building collapse or in case of fraud committed by the employees of the bank

**PART VIII: Risk Management, Transparency and Customer Guidance**

- 8.1 Branch Insurance Policy

- 8.2 Insurance of locker contents by the customer

- 8.3 Customer guidance and publicity

- 8.4 Board approved policies and SOPs

Forms



## JALGAON JANATA SAHAKARI BANK LTD., JALGAON

### PART I: Customer Due Diligence (CDD) for Lockers

#### 1. Customer Due Diligence

- 1.1 The existing customers of the bank who have made an application for locker facility and who are fully compliant with the CDD criteria under the Master Direction – Know Your Customer (KYC) Directions, 2016 (as updated from time to time) may be given the facilities of safe deposit lockers subject to on-going compliance.
- 1.2 Customers who are not having any other banking relationship with the bank may be given the facilities of safe deposit locker after complying with the CDD criteria under the Master Direction – Know Your Customer (KYC) Directions, 2016 (as updated from time to time) and subject to on-going compliance. The due diligence will be carried out for all the customers in whatever rights and capacities they may be hiring the locker.
- 1.3 The bank will obtain recent passport size photographs of locker-hirer(s) and individual(s) authorized by locker hirer(s) to operate the locker and preserve in the records pertaining to locker-hirer being maintained in the bank's branch.

### PART II: Locker Allotment

- 2 In order to facilitate customers making informed choices, branch will maintain a list of vacant lockers as well as a wait-list in Core Banking System (CBS) or any other computerized system compliant with Cyber Security Framework issued by RBI, for the purpose of allotment of lockers and ensure transparency in allotment of lockers. The banks will acknowledge the receipt of all applications for allotment of locker and provide a wait list number to the customers, if the lockers are not available for allotment.
  - 2.1 Model Locker Agreement (copy attached)
    - 2.1.1. Bank will renew its locker agreements with existing locker customers by January 1, 2023.
    - 2.1.2 At the time of allotment of the locker to a customer, the bank will enter into an agreement with the customer to whom the locker facility is provided, on a paper duly stamped. A copy of the locker agreement in duplicate signed by both the parties will be furnished to the locker hirer to know his/her rights and responsibilities. Original Agreement will be retained with the bank's branch where the locker is situated.



## **JALGAON JANATA SAHAKARI BANK LTD., JALGAON**

### **2.2 Locker Rent**

- 2.2.1 Bank may face potential situations where the locker-hirer neither operates the locker nor pays the rent. To ensure prompt payment of locker rent, banks is allowed by RBI to obtain a Term Deposit, at the time of allotment, which would cover three years' rent and the charges for breaking open the locker in case of such eventuality. Bank, however, will not insist on such Term Deposits from the existing locker holders or those who have satisfactory operative account. Because with placement of term deposits beyond what is specifically permitted above is considered by RBI as a restrictive practice.
- 2.2.2 If locker rent is collected in advance, in the event of surrender of a locker by a customer, the proportionate amount of advance rent collected will be refunded to the customer.
- 2.2.3 If there is any event such as merger / closure / shifting of branch warranting physical relocation of the lockers, the bank will give public notice in two newspapers (including one local daily in vernacular language) in this regard and the customers will be intimated at least two months in advance along with options for them to change or close the facility. In case of unplanned shifting due to natural calamities or any other such emergency situation, branch will make efforts to intimate its customers suitably at the earliest.

### **PART III: Infrastructure and Security Standards**

#### **3.1 Security of the Strong Room**

- 3.1.1 Bank will take necessary steps to ensure that the area in which the locker facility is housed is properly secured to prevent criminal break-ins. The risks of accessibility of an allotted locker from any side without involvement of the locker-hirer concerned may be assessed and kept on record. Branch will have a single defined point of entry and exit to the locker room/vault. The place where the lockers are housed will be secured enough to protect against hazard of rain / flood water entering and damaging the lockers in contingent situations. The fire hazard risks of the area shall also be assessed and minimized. The banks, as per our policy, will conduct necessary engineering / safety verification regularly to identify the risks and carry out necessary rectification.
- 3.1.2 The area housing the lockers shall remain adequately guarded at all times. The bank will install Access Control System, if required as per its risk assessment, which would restrict any unauthorized entry and create digital



## JALGAON JANATA SAHAKARI BANK LTD., JALGAON

record of access to locker room with time log. As per our internal security policy, banks may cover the entry and exit of the strong room and the common areas of operation under CCTV camera and preserve its recording for a period of not less than 180 days. In case any customer will complain to the bank that his/her locker was opened without his/her knowledge and authority, or any theft or security breach is noticed/observed, the branch will preserve the CCTV recording till the police investigation is completed and the dispute is settled.

- 3.1.3 The security procedures will be well-documented and the staff concerned will be properly trained in the procedure. The internal auditors will verify and report the compliance to ensure that the procedures are strictly adhered to.

### 3.2 Locker Standards

- 3.2.1 If the new mechanical lockers are to be installed by the branch it will conform to basic standards / benchmarks for safety and security as prescribed by Bureau of Indian Standards (BIS) or any other enhanced industry standards applicable in this regard.
- 3.2.2. The bank will comply with the relevant statutory / regulatory guidelines / requirements applicable for IT / data protection.
- 3.2.3 Bank will ensure that identification Code of the bank / branch is embossed on all the locker keys with a view to facilitating identification of lockers / locker ownership by law enforcement agencies in case of need. Further, the custodian of the locker will, regularly/periodically, check the keys maintained in the branch to ensure that they are in proper condition. Bank will permit the locker-hirer to operate the locker only with the key provided by the bank, although there is no restriction in allowing the customer to use an additional padlock of her /his own if there are such provisions in lockers.

### PART IV: Locker Operations

#### 4.1 Regular Operations by Customers

- 4.1.1 The locker hirer and/or the persons duly authorized by him/ her only will be permitted to operate the locker after proper verification of their identity and recording of the authorization by the officials concerned of the bank. The branch will maintain a record of all individuals, including the locker-hirers, who have accessed the lockers and the date and time (both check-in and check-out time) on which they have opened and closed the locker and





## **JALGAON JANATA SAHAKARI BANK LTD., JALGAON**

obtain their signatures. The ingress and egress register for access to Vault Room by locker-hirers or any other individual including the banks' staff will be maintained to record the movement of individuals in the Vault Room area with their signatures at appropriate place in the records.

- 4.1.2 The branch officer authorizing the locker-hirer to access the locker, after unlocking the first key / password will not remain present when the locker is opened by the locker-hirer. The branch will ensure that there is adequate privacy to the locker-hirers in the operations when customers access the lockers at the same time.
- 4.1.3 Branch will send an email and SMS alert to the registered email ID and mobile number of the customer before the end of the day as a positive confirmation intimating the date and time of the locker operation and the redressal mechanism available in case of unauthorized locker access.

### **4.2 Internal Controls by the bank**

- 4.2.1 In a branch there will be a system of inter change of locks whenever the locker is surrendered by the hirer. The keys of vacant lockers will be kept in sealed envelopes. The duplicate master keys will be deposited with another branch of the bank. There will be proper record of joint custody of master keys. Audit officials will conduct surprise periodic verification of surrendered/vacant lockers and their keys by an officer of the bank who is not connected with their custody and proper record will be maintained as a proof of such verification.
- 4.2.2 Bank will ensure that the Locker Register and the Locker Key Register are maintained in CBS or any other computerized system compliant with the Cyber Security Framework issued by the Reserve Bank. The Locker Register will be updated in case of any change in the allotment with complete audit trails.
- 4.2.3 The branch custodian will check whether the lockers are properly closed post locker operation. If the same is not done, the lockers must be immediately closed, and the locker-hirer will be promptly intimated through e-mail, if registered or through SMS, if mobile number is registered or through letter so that they may verify any resulting discrepancy in the contents of the locker. The bank custodian will record the fact of not closing the locker properly in the register and its closure by the bank with the date and time. Further, the custodian of the locker room will carry out a physical check of the locker room at the end of the day to ensure that



## **JALGAON JANATA SAHAKARI BANK LTD., JALGAON**

lockers are properly closed, and that no person is inadvertently trapped in the locker room after banking hours.

### **PART V: Nomination Facility and Settlement of Claims**

#### **5.1 Nomination Facility**

- 5.1.1 The branch will offer nomination facility in case of safe deposit lockers, in accordance with the provisions of section 45-ZC to 45-ZF of the Banking Regulation Act, 1949 and Banking Companies (Nomination) Rules, 1985/Co-operative Banks (Nomination) Rules, 1985. In case the nominee is a minor, the same procedure as prescribed for the bank accounts will be followed by the branch a passport size photo of the nominee attested by the customer may be obtained from the customers, at his/her option and preserved in the records.
- 5.1.2 For the various Forms SL1, SL1A, SL2, SL3 and SL3A for Safety Lockers) prescribed under Banking Companies (Nomination) Rules, 1985/Co-operative Banks (Nomination) Rules, 1985, only Thumb-impression(s) will be required to be attested by two witnesses. Signatures of the account holders need not be attested by witnesses.
- 5.1.3 Bank will have appropriate systems and procedures in place to register the nomination, cancellation and / or variation of the nomination, in their books, made by the locker hirers.
- 5.1.4 Bank will devise a proper system of acknowledging the receipt of duly completed form of nomination, cancellation and / or variation of the nomination. Such acknowledgement will be given to all the customers irrespective of whether the same is demanded by the customers or not.

#### **5.2 Settlement of Claims in case of death of a Customer**

- 5.2.1 Regarding settlement of claims in case of death of a customer is framed and it is duly approved by the Hon BOD.  
(Circular issued by Legal Department dated on June 15, 2021 and January 12, 2022)
- 5.2.2 Banks shall have a Board approved policy for nomination and release of contents of safety lockers / safe custody article to the nominee and protection against notice of claims of other persons in accordance with the provisions of Sections 45 ZC to 45 ZF of the Banking Regulation Act, 1949 and the Banking Companies (Nomination) Rules, 1985/Co-operative Banks



## **JALGAON JANATA SAHAKARI BANK LTD., JALGAON**

(Nomination) Rules, 1985 and the relevant provisions of Indian Contract Act and Indian Succession Act.

- 5.2.3 In order to ensure that the articles left in safe custody and contents of lockers are returned to the genuine nominee, as also to verify the proof of death, bank has devised its own claim formats as per circular issued by legal department of RBI time to time, in terms of applicable laws and regulatory guidelines.
- 5.2.4 Time limit for settlement of claims: Bank will settle the claims in respect of deceased locker hirers and will release contents of the locker to survivor(s) / nominee(s), as the case may be, within a period not exceeding 15 days from the date of receipt of the claim subject to the production of proof of death of the depositor and suitable identification of the claimant(s) with reference to nomination, to the branch satisfaction.
- 5.2.5 Bank will report to the Customer Service Committee of the Board, at appropriate intervals, on an ongoing basis, the details of the number of claims received pertaining to deceased locker-hirers / depositors of safe custody article accounts and those pending beyond the stipulated period, with reasons therefore. Customer Service Committee of the Board of the banks will review the settlement of claims and make suggestions to ensure that the claims are settled as early as possible unless there is any litigation pending before the Courts or any difficulty is being faced in identifying the true claimant with reference to nomination.

### **5.3 Access to the articles in the safe deposit lockers.**

- 5.3.1 If the sole locker hirer nominates an individual to receive the contents in the locker, in case of his death, after verification of the death certificate and satisfying the identity and genuineness of such individual approached, the branch will give access of the locker to such nominee with liberty to remove the contents of the locker, after an inventory (Form attached) was taken in the prescribed manner. In case the locker was hired jointly with the instructions to operate it under joint signatures, and the locker hirer(s) nominates any other individual(s), in the event of death of any of the locker hirers, the branch will give access of the locker and the liberty to remove the contents jointly to the survivor(s) and the nominee(s) after an inventory was taken in the prescribed manner. In case the locker was hired jointly with survivorship clause and the hirers instructed that the access of the locker should be given to "either or survivor", "anyone or survivor" or





## JALGAON JANATA SAHAKARI BANK LTD., JALGAON

"former or survivor" or according to any other survivorship clause permissible under the provisions of the Banking Regulation Act, 1949, the bank will follow the mandate in the event of death of one or more of the joint locker-hirers.

5.3.2 Bank will however, ensure the following before giving access to the contents to nominee / survivor:

- (i) Exercise due care and caution in establishing the identity of the survivor(s) / nominee(s) and the fact of death of the locker hirer by obtaining appropriate documentary evidence;
- (ii) Make diligent effort to find out whether there is any order or direction from Courts/Forums restraining it from giving access to the locker of the deceased; and
- (iii) Make it clear to the survivor(s) / nominee(s) that access to articles in the locker / safe custody articles is given to them only as a trustee of the legal heirs of the deceased locker hirer i.e., such access given to them will not affect the right or claim which any person may have against the survivor(s) / nominee(s) to whom the access is given.

5.3.3 The bank will ensure that, the contents of locker, when sought to be removed on behalf of a minor nominee, are handed over to a person who is, in law, competent to receive the articles on behalf of such minor. Further, the branch will prepare an inventory of the articles in the presence of two independent witnesses, one officer of the bank who is not associated with the locker facility or safe deposit of articles and the claimant (s), who may be a nominee or an individual receiving the articles, on behalf of a minor.

5.3.4 The branch will obtain a separate statement from the nominee (claimant) or the person competent to receive articles on behalf of the minor, as the case may be, that all the contents in the locker of the branch, as the case may be, are received and the locker is empty and they have no objection to allotment of the locker to any other customer as per norms.

5.3.5 While giving access to the survivor(s) / nominee(s) of the deceased locker hirer / depositor of the safe custody articles, branch may avoid insisting on the production of succession certificate, letter of administration or probate, etc., or obtain any bond of indemnity or surety from the survivor(s)/nominee(s), unless there is any discrepancy in nomination. In this regard, branch will take note of our instructions under para 5.3.2



## **JALGAON JANATA SAHAKARI BANK LTD., JALGAON**

5.3.6 In case where the deceased locker hirer had not made any nomination or where the joint hirers had not given any mandate that the access may be given to one or more of the survivors by a clear survivorship clause, banks will adopt a Board approved policy to facilitate access to 10 legal heir(s) / legal representative of the deceased locker hirer. In this regard, branch will take note of our instructions under para 5.3.2.

### **PART VI: Closure and Discharge of locker items**

6. This part refers to the breaking open of the locker in a manner other than through the normal access by the customer using her/his original key under any one of the following circumstances:

- (i) If the hirer loses the key and requests for breaking open the locker at her /his cost; or
- (ii) If the Government enforcement agencies have approached the branch with orders from the Court or appropriate competent authority to seize lockers and requested for access to the lockers; or
- (iii) If the bank is of the view that there is a need to take back the locker as the locker hirer is not co-operating or not complying with the terms and conditions of the agreement.

Standard Operating Procedure (SOP) for breaking open the lockers for all possible situations keeping in view the relevant legal and contractual provisions.

Please ref our circular 05/12/2017,22/02/2017,16/03/2018.08/05/2018 attached herewith

### **6.1 Discharge of locker contents at the request of customer**

6.1.1 If the key of the locker, supplied by branch is lost by the locker-hirer, the customer (locker hirer) will notify the branch immediately. An undertaking may also be obtained from the customer that the key lost, if found in future, will be handed over to the bank. All charges for opening the locker, changing the lock and replacing the lost key will be recovered from the hirer.

6.1.2 The opening of the locker has to be carried out by the branch or its authorized technician only after proper identification of the hirer, proper recording of the fact of loss and written authorization by the customer for breaking open the locker.

6.1.3 The operation will be done in the presence of the customer/s and an authorized official of the branch. It has to be ensured that the adjoining



## JALGAON JANATA SAHAKARI BANK LTD., JALGAON

lockers are not impacted by any such operations and the contents of the lockers are not exposed to any individual other than the locker-hirer during the break-up or restoration process.

### **6.2 Attachment and recovery of contents in a Locker and the Articles in the safe custody of the bank by any Law Enforcement Authority**

- 6.2.1 In case of attachment and recovery of the contents in a locker of a customer of the branch by any Authority acting either under the orders of a Court or any other competent authority vested with the power to pass such orders, the branch will co-operate in execution and implementation of the orders
- 6.2.2 The branch will verify and satisfy itself about the orders and the connected documents received for attachment and recovery of the contents in a locker branch. The customer (locker-hirer) will be informed by letter as well as by email/SMS to the registered email id/mobile phone number that the Government Authorities have approached for attachment and recovery or seizure of the locker deposited for safe custody. An inventory of the contents of locker and articles seized and recovered by the Authority will be prepared in the presence of such Government Authorities, two independent witnesses and an officer of the branch and will be signed by all. A copy of the inventory may be forwarded to the customer to the address available in the branch records or handed over to the customer against acknowledgement.
- 6.2.3 Branch will also record a video of the break-open process and the inventory assessment, wherever legally permissible, and preserve the video to produce as evidence in case of any dispute or Court or fraud case in future

### **6.3 Discharge of locker contents by branch due to non-payment of locker rent**

- 6.3.1 Branch will have the discretion to break open any locker following due procedure if the rent has not been paid by the customer for three years in a row. The branch will ensure to notify the existing locker-hirer prior to any changes in the allotment and give him/her reasonable opportunity to withdraw the articles deposited by him/her. A clause may be incorporated in the locker agreement to this effect.
- 6.3.2 Before breaking open the locker, the branch will give due notice to the locker-hirer through a letter and through email and SMS alert to the registered email id and mobile phone number. If the letter is returned undelivered or the locker-hirer is not traceable, the branch will issue public



## **JALGAON JANATA SAHAKARI BANK LTD., JALGAON**

notice in two newspaper dailies (one in English and another in local language) giving reasonable time to the locker-hirer or to any other person/s who has interest in the contents of locker to respond. The locker will be broken open in the presence of an officer of the branch and two independent witnesses. Further, branch will also record a video of the break open process together with inventory assessment and its safe keep and preserve the same so as to provide evidence in case of any dispute or Court case in future. Branch will also ensure that the detail of breaking open of locker is documented in CBS or any other computerized systems compliant with the Cyber Security Framework issued by RBI, apart from locker register. After breaking open of locker, the contents will be kept in a sealed envelope with detailed inventory inside fireproof safe in a tamper-proof way until customer claims it. A record of access to the fireproof safe will invariably be maintained. While returning the contents of the locker, the branch will obtain acknowledgement of the customer on the inventory list to avoid any dispute in future.

6.3.3 Bank will ensure that the inventory prepared after breaking open of the locker and during settlement of claims, is in the appropriate forms as provided at the end of this policy or as near thereto as circumstances require. Further, branch will not open sealed/closed packets left with them for safe custody or found in locker while releasing them to the nominee(s) and surviving locker hirers / depositor of safe custody article, unless required by law.

### **6.4 Discharge of locker contents if the locker remains inoperative for a long period of time**

6.4.1 If the locker remains inoperative for a period of seven years and the locker-hirer cannot be located, even if rent is being paid regularly, the branch will be at liberty to transfer the contents of the locker to their nominees/legal heir or dispose of the articles in a transparent manner, as the case may be. Before breaking open the locker, the branch will follow the procedure as prescribed in paragraph 6.3.2 and 6.3.3 above. Branch will ensure that the procedure to be followed by them for disposal of the articles left unclaimed for a reasonably long period of time as mentioned above is incorporated in their locker agreement.

6.4.2 The bank will ensure that appropriate terms are inserted in the locker agreement executed with the customer specifying the position in case the



## JALGAON JANATA SAHAKARI BANK LTD., JALGAON

locker is not in operation for a long period. A clause will be incorporated in the locker agreement to discharge the bank from liability in case the locker is not in operation and the locker is opened by the bank and contents are released as per law and as per the instructions issued by the Reserve Bank and the terms and conditions prescribed in the agreement.

### **PART VII: Compensation Policy / Liability for Banks**

#### **7. Liability of the banks**

Our responsibility for any loss or damage to the contents of the lockers due to our branch staff negligence as branch owe a separate duty of care to exercise due diligence in maintaining and operating of locker. The duty of care includes ensuring proper functioning of the locker system, guarding against unauthorized access to the lockers and providing appropriate safeguards against theft and robbery. Further, branch will adhere to the Master Directions on Frauds for reporting requirements about the instances of robberies, dacoities, thefts and burglaries.

##### **7.1 Liability of banks arising from natural calamities like earthquake, flood, thunderstorm, lightning etc. or due to sole negligence of the customer.**

The bank will not be liable for any damage and/or loss of contents of locker arising from natural calamities or Acts of God like earthquake, floods, lightning and thunderstorm or any act that is attributable to the sole fault or negligence of the customer. Banks will, however, exercise appropriate care to their locker systems to protect their premises from such catastrophes.

##### **7.2 Liability of the bank arising from events like fire, theft, burglary, dacoit, robbery, building collapse or in case of fraud committed by the employees of the bank.**

It is the responsibility of branch to take all steps for the safety and security of the premises in which the safe deposit vaults are housed. It has the responsibility to ensure that incidents like fire, theft/ burglary/ robbery, dacoit, building collapse do not occur in the bank's premises due to its own shortcomings, negligence and by any act of omission/commission. As banks cannot claim that they bear no liability towards their customers for loss of contents of the locker, in instances where loss of contents of locker are due to incidents mentioned above or attributable to fraud committed by its employee(s), the banks' liability will be for an amount equivalent to one hundred times the prevailing annual rent of the safe deposit locker





## JALGAON JANATA SAHAKARI BANK LTD., JALGAON

### **PART VIII: Risk Management, Transparency and Customer Guidance**

#### **8.1 Branch Insurance Policy**

Our General Administration department, with the approval of our Board, will have a branch insurance policy to minimize the loss due to incidents like robbery, fire, natural calamities, and loss during shifting/merger of branch, etc., affecting contents of lockers.

#### **8.2 Insurance of locker contents by the customer**

Bank will clarify in their locker agreement that as they do not keep a record of the contents of the locker or of any articles removed there from or placed therein by the customer, they would not be under any liability to insure the contents of the locker against any risk whatsoever. Banks will under no circumstances offer, directly or indirectly, any insurance product to its locker hirers for insurance of locker contents.

#### **8.3 Customer guidance and publicity**

8.3.1 We shall display the model locker agreement with all the Terms & Conditions and the Standard Operating Procedures (SOPs) on various aspects on our websites and/or at branches (if official website is not available) where locker facility is being provided by them for public viewing. The branch will ensure that the customers are made aware of the bank's terms and conditions to avail those facilities

8.3.2 Bank will display updated information on all kinds of charges for safe deposit lockers on our websites.

8.3.3 Bank will place on its websites, the instructions together with the policies / procedures put in place for giving access of the locker to the nominee(s) / survivor(s) / legal heir(s) of the deceased locker hirer. Further, a printed copy of the same will also be given to the nominee(s) / survivor(s) / legal heir(s).

#### **8.4 Board approved policies and SOPs**

Banks will update a comprehensive revised Board approved policy and SOPs on safe deposit locker facility as per the revised instructions given by R.B.I time to time.



JALGAON JANATA SAHAKARI BANK LTD., JALGAON

**Form of Inventory of Contents of Safety Locker Hired from Banking Company**

**(Section 45ZE (4) of the Banking Regulation Act, 1949)**

The following inventory of contents of Safety Locker No. \_\_\_\_\_ located in the Safe Deposit Vault of \_\_\_\_\_, \_\_\_\_\_ Branch at \_\_\_\_\_.

\* hired by Shri/Smt. \_\_\_\_\_

deceased in his/her sole name. \*hired by Shri/Smt. (i)

\_\_\_\_\_ (deceased)

(ii) \_\_\_\_\_ Jointly

(iii) \_\_\_\_\_

was taken on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Sr. No	Description of Articles in Safety Locker	Other Identifying Particulars, if any

For the purpose of inventory, access to the locker was given to the Nominee/and the surviving hirers

- who produced the key to the locker.
- by breaking open the locker under his/her/their instructions.

The above inventory was taken in the presence of :

1. \_\_\_\_\_ Shri/  
Smt. \_\_\_\_\_ (Nominee)

\_\_\_\_\_ Address \_\_\_\_\_ (Signature)

Or

2. \_\_\_\_\_ Shri/  
Smt. \_\_\_\_\_ (Nominee)

\_\_\_\_\_ Address \_\_\_\_\_ (Signature)

And

Shri/Smt. \_\_\_\_\_

Address \_\_\_\_\_

(Signature)

Shri/Smt. \_\_\_\_\_

Survivors of Address \_\_\_\_\_

(Signature) joint hirers

2. Witness(es) with name, address and signature

\* I, Shri/Smt. \_\_\_\_\_ (Nominee)

\*We, Shri/Smt. \_\_\_\_\_ (Nominee), Shri/Smt.

\_\_\_\_\_ and Shri/Smt. \_\_\_\_\_ the survivors of the joint hirers, hereby acknowledge the receipt of the contents of



JALGAON JANATA SAHAKARI BANK LTD., JALGAON

the safety locker comprised in and set out in the above inventory together with a copy of the said inventory

Shri/Smt. \_\_\_\_\_ (Nominee)

Shri/Smt. \_\_\_\_\_ (Survivor)

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date & Place \_\_\_\_\_

Shri/Smt. \_\_\_\_\_ (Survivor)

Signature \_\_\_\_\_

Date & Place \_\_\_\_\_

(\* Delete whichever is not applicable)

