

# LOCKER FORM

## SET OF DOCUMENTS REQUIRED FOR OPENING OF LOCKER

1. Application for Safe Deposit Locker, along with :-
  - Specimen Signature Card
  - Locker Rent Payment Letter
  - Nomination Form 1-2-3
  - Memorandum of Letter on Safe/Undertaking-Rs. 50/- Non-Judicial Paper (Between Customer & Bank) - Customer 1st Party - Bank 2nd Party)
  - KYC Form - With Documents / Photocopies of
  - Aadhar Card
  - Address Proof -
  - PAN Card
2. Savings Bank Account to be Opened - In the name of Locker Holders (Single or Joint)
3. 4 (FOUR) Passport Size Photographs (In All)
4. FDR for period of 3 Years For -
  - Rs. 20,000/- for Small Locker
  - Rs. 30,000/- for Medium Size Locker
  - Rs. 50,000/- for Big Size Locker
5. Locker Control Register
6. Locker Index
7. Day end Verification Registers / Reports
8. **RENT** -
  - SMALL - Rs. 1,200/-
  - MEDIUM- Rs. 1,800/-
  - LARGE - Rs. 3,500/-

# The Khattri Co-operative Urban Bank Ltd.

(Regd. Office : "KHATTRI BHAWAN", 24, DARYA GANJ, NEW DELHI-110002)

BRANCH \_\_\_\_\_

## SPECIMEN SIGNATURE CARD

Name (In Full).....

Complete Address.....

Occupation.....Ph. Nos. (R).....(O)..... (M) .....

Type of Locker.....Locker No.....Key No.....

Special Instructions : .....

Specimen Signature : .....

Name of Nominee(s) : .....(Relation).....

(Note : Please fill in all Particulars in Capital Letters-Use Black Pen)

### ACKNOWLEDGEMENT

Date.....

RECEIVED from the THE KHATTRI CO-OPERATIVE URBAN BANK LIMITED  
\_\_\_\_\_ DELHI.

Locker No.....in their Safe Deposit Vault together with the key thereof, which locker is leased to the undersigned, subject to the rules and regulations of the said Bank, as receipt in the Memorandum of letting and to all of which Rules and Regulations, the undersigned hereby expressively agrees.

Signature of hirer

### RELEASE

Contents of Locker No.....in the.....Vault of The Khattri Co-op. Urban Bank Ltd. \_\_\_\_\_ DELHI \_\_\_\_\_ being removed, the said locker with all keys is hereby surrendered. All the liabilities of the said Bank under Lease of the said locker are hereby released by me.

Date :

Signature of hirer

APPLICATION FOR SAFE DEPOSIT LOCKER

Date.....

To,  
The Khattri Co-operative Urban Bank Limited  
Regd. Office : "KHATTRI BHAWAN", 24, DARYA GANJ, NEW DELHI-2

Branch : \_\_\_\_\_ Delhi

Dear Sir,

I/We hereby apply for a Safe/Locker of Class.....in the Safe Deposit Vault of the Bank for a period of.....from..... . I am/We are prepared to pay the rental for the Vault in advance, as per rules of the Bank. I/We have read the rules with regard to the rental and access to Safe Deposit Vault/Lockers and hereby agree to be abide and bound by them as also agree to the changes in the rules made by the Bank, from time to time. I am/we are also maintaining SB/Current/FD Account No. .... with your Bank/Branch at..... .

The operation of the Safe/Locker will be conducted by.....on my/our behalf and I/We hold myself/ourselves bound by all acts done by my/our authorised representative.

Yours faithfully.

Present Address : (Name(s) and Signature(s) of the applicant(s))  
.....  
.....  
.....

Tel. No. (R) .....  
(O).....  
(M).....

Permanent Address :  
.....  
.....  
.....

Tel. No. ....

## RULES REGARDING THE SAFE DEPOSIT VAULT (LOCKERS) CONDITIONS

1. The application for Safe Deposit Vault/Locker shall be made in writing on the requisite application form. After the application is approved and the applicant signs the Memorandum of Lease for Safe Deposit Lockers and pays the rent for the lockers, a locker shall be allotted to him. The Bank reserves its right to refuse to allot locker without assigning any reason. In case of application by more than one individual, all the applicants shall sign on the application and the Memorandum of Lease. In case of registered institution, the application and the Memorandum of Lease should be signed by the duly authorised representative in this behalf, which authorisation should be lodged with the Bank prior to the allotment of the locker. Unless subsequent change in the authorised office-bearers is intimated to the Bank it shall continue acting on the authorisation and signatures already registered and the bank will not be responsible for any loss to the institution in this behalf. The relations between the holder of Safe Deposit Vault/Locker and the Bank will be purely those of Lessee and Lessor.
2. Access to the Safe Deposit Vault containing the safe deposit/locker may be had on all working days during Banking hours.
3. Access shall be had to the Safe Deposit Vault by the Lessee and in case of joint Lessees by all of them together or by such one or more of them as they may indicate by special instructions to be given in writing by all of them from time to time and which instructions any one of them can cancel, in which case access will only be allowed to all of them together. Access can also be allowed to a duly appointed Agent of a Lessee or joint Lessees provided that the authority in favour of such Agent is duly got recorded in the Books of the Bank. In the case of joint Lessees, such authority can be revoked by any one of them at any time. In case of the death of a sole lessee, only his or her legal representatives will be recognised. In case of the death of any one of the joint Lessees, the survivors or survivor of them if previously authorised by all of them including the deceased, shall be entitled to have access to the lockers. Otherwise the consent or authority of the legal representatives of the deceased will be required before access can be had by the survivors or survivor of such joint Lessees.
4. **The Safe Deposit Vault/Lockers will be given on rent for a period of twelve months on such rental as may be fixed by the Bank from time to time. All the Rentals are payable strictly in advance.**
5. In order to terminate the lease written notice to give up possession (which may be given by either party) must be given one week prior to the expiry of any period of the letting and the Safe Locker with its key must on the day of the termination of the letting, be given up to the Bank. The lease of the Safe Locker shall be considered renewed after the agreed period until the safe is surrendered and the key returned, but this condition is without prejudice to the rights of the Bank accrued in the mean time.
6. The Lessee shall neither assign nor underlet the Safe Locker or any part of it and shall also not permit it to be used for any other purpose than the deposit of valuable and other lawful property and the Lessee shall not use the Safe Locker for the deposit of any property of an explosive, destructive or unhygienic nature.
7. **Upon non-payment of the rent whether the same shall be demanded or not or on non observance of any of these conditions by the Lessee, the Lessee, shall at the option of the Bank, forfeit all rights to the use of Safe Locker but without prejudice to any other remedies which the bank may have against him. After service, as hereinafter provided of a notice requiring the payment of any rent due or the performance of any condition herein contained and in case of any further neglect to pay or perform the terms of this notice, the Bank shall be at liberty to break open the Safe Locker and either to forward (by Insured Parcels Post or other reasonable means and at the Lessee's risk and expenses) contents of the Safe Locker to the Lessee at the address given in the Memorandum (or such other address as he may from time to time in writing instruct the Bank to substitute therefor) or at its option, the Bank may retain and keep the said contents in such other Safe Locker or place as it may think fit at an annual rent of double the amount of the rent. The cost of breaking open the Safe Locker as aforesaid as well as the costs of repairing the same and changing the locks, will have to be paid by the Lessee.**
8. **The Lessee(s) must operate the "Locker" at least once in a year in terms of RBI guidelines. Else the Bank shall have the right to cancel the locker after serving a notice to the lessee.**
9. The bank shall have a lien or charge upon all property deposited with them for rent and all other moneys due from the Lessee to the Bank with power to sell at their option such property or any part thereof for the purpose of realising, from time to time, rent and other moneys.
10. **Any notice to the Lessee sent, under Registered Post or through courier, to such address as registered with the Bank by the Lessee shall be deemed to have been duly served. The Bank should be notified of any change of address by the Lessee.**
11. **If a key of the Safe Locker is lost by the Lessee, the Bank should be notified without delay but the Bank shall not be responsible for mistake (any such shortcoming on the part of the Lessee). The charge for opening the Safe Locker, replacing the lost key and for changing the lock shall be paid by the Lessee alone.**
12. All repairs necessary to be done to the Safe Locker, lock or replacement of the key, shall be done exclusively by workmen employed/engaged by the Bank.
13. **Lessees are warned not to disclose the number of their Safe Lockers or keys, and not to deliver their keys to any unauthorised person. The Bank will not be responsible for any loss to the Lessee as a result of infringement of this condition.**
14. The Lessee agrees to abide by such Rules and Regulations concerning access to the Safe Lockers as the Bank may, from time to time, adopt. The Bank reserves the right to stop operations of the Safe Deposit Lockers, if it is noticed that the Lessee is in any way infringing the rules and regulations in respect of the Safe Deposit Vault transactions.

Dated : .....

The Manager,  
The Khattri Co-operative Urban Bank Ltd.,

.....  
.....

Sub : **LOCKER RENT**

Dear Sir,

I ..... /

We.....

hold the locker No. ....at your Bank.

The "Rent" for the said locker may be debited to my/our Savings Bank/ .....A/c No.....every year. I have no objection, if in future any change occurs in the rental structure of the locker.

Thanking you.

Yours faithfully,

.....

From :

.....  
.....  
.....

# [FORM DA1]

## [THE CO-OPERATIVE BANKS (NOMINATION) RULES, 1985]

(Nomination under Section 45-ZA read with Section 56 of the Banking Regulation Act, 1949, and Rule 2(1) of the Co-operative Banks (Nomination) Rules, 1985, in respect of the Bank Deposits).

I/We.....

.....[name(s) and address(es)]

Nominate the following persons to whom in the event of my/our / minor's death, the amount of the deposit, particulars whereof are given below, may be returned by THE KHATTRI CO-OPERATIVE URBAN BANK LTD.

Deposits			Nominee				
Nature of Deposit	Distinguishing A/C No.	Additional details, if any	Name	Address	Relationship with depositor, if any	Age	If nominee is a minor, his date of birth

\*\* 2. As the nominee is a minor on this date, I/we appoint Shri/Smt./Kum.....  
 ..... (name, address and age)

to receive the amount of the deposit on behalf of the nominee, in the event of my/our/minor's death, during the minority of the nominee.

Place: \_\_\_\_\_

Date : \_\_\_\_\_

\_\_\_\_\_  
 \*Signature(s)/Thumb impression(s) of depositor(s)

Name(s), signature(s) and address(es) of witness(es) @

1. \_\_\_\_\_

2. \_\_\_\_\_

\* Where deposit is made in the name of a minor, the nomination should be signed by a person lawfully entitled to act on behalf of the minor.

\*\* Strike out if nominee is not a minor.

@ Thumb impression(s) shall be attested by two witnesses.

**FORM DA2**  
**(CO-OPERATIVE BANKS (NOMINATION) RULES, 1985)**

(Cancellation of nomination under Section 45-ZA read with Section 56 of the Banking Regulation Act, 1949, and Rule 2 (5) of the Co-operative Banks (Nomination) Rules, 1985, in respect of bank deposits.)

I/We.....

.....(Name(s) and addresses)

hereby cancel the nomination made by me/us in favour of.....

.....(name and address) in respect of

.....(give details of deposits).

Place: \_\_\_\_\_

Date : \_\_\_\_\_

\_\_\_\_\_  
\*Signature(s)/Thumb impression(s) of depositor(s)

Name(s), signature(s) and address(es) of witness(es) @

1. \_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_  
\* Where deposit is made in the name of a minor, the variation of nomination should be signed by a person lawfully entitled to act on behalf of the minor.

@ Thumb impression(s) shall be attested by two witnesses.

**[FORM DA3]**

**(CO-OPERATIVE BANKS (NOMINATION) RULES, 1985)**

Variation of nomination under Section 45-ZA read with Section 56 of the Banking Regulation Act, 1949, and Rule 2(6) of the Co-operative Banks (Nomination) Rules, 1985, in respect of bank deposits.

I/We.....(name(s) and address(es))  
cancel the nomination made by me/us in favour of.....

.....  
(Name and Address) and hereby nominate the following person to whom in the event of my/our /  
minor's death the amount of the deposit, particulars whereof are given below, may be returned by  
THE KHATTRI CO-OPERATIVE URBAN BANK LTD. ....

Deposits			Nominee				
Nature	Distingui- shing No./ A/c No.	Additional details, if any	Name	Address	Relationship with depositor, if any	Age	If nominee is a minor, his date of birth

\*\* 2. As the nominee is a minor on this date, I/We appoint Shri / Smt. / Kum  
..... (name, address and age) to  
receive the amount of the deposit on behalf of the nominee, in the event of my/our/minor's death  
during the minority of the nominee.

Place: \_\_\_\_\_

Date : \_\_\_\_\_

\_\_\_\_\_  
\*Signature(s)/Thumb impression(s) of depositor(s)

Name(s), signature(s) and address(es) of witness(es) @

1. \_\_\_\_\_

2. \_\_\_\_\_

\* Where deposit is made in the name of a minor, the variation of nomination should be signed by a person lawfully entitled to act on behalf of the minor.

\*\* Strike out if nominee is not a minor.

@ Thumb impression(s) shall be attested by two witnesses.