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|  <p>ఆంధ్ర ప్రదేశ్ గ్రామీణ బ్యాంక్ ANDHRA PRADESH GRAMEENA BANK (Scheduled Bank owned by Government) HEAD OFFICE: GUNTUR <i>Operations Department</i></p> | Cir. No. | 476/2026 |
| | Ref No. | Ops/40 |
| | Date | 31.03.2026 |

LOCKER POLICY FY 2026-27

All Branches and Regional Offices are hereby informed that the Bank's Board has approved the Locker Policy FY 2026-27 in compliance with the latest RBI directions during its 10th meeting on 13.03.2026 vide Resolution No. 461

This policy is effective from 01.04.2026 to 31.03.2027, and may be extended for a further period not exceeding three months with the specific approval of the Chairman of the Bank.

Further, any future modifications or amendments to the policy shall automatically form part of the existing policy framework.

All Branches and Offices are advised to carefully go through the policy guidelines and strictly adhere to the instructions.

Clarifications, if any, may be sought from the Operations Department, Head Office-Guntur, through the respective Regional Offices, as per extant guidelines.



B. Rama Krishna
General Manager



Annexure-A

| Existing Guidelines | Revised Guidelines | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|--|----------------|---|----------------------------|-----------------------------|---|--|--------------------|---|--|--|--|--|--|---|-----------------------------|---------|---|--|---------------------------------|--|--|-----------|----------------|---|----------------------------|-----------------------------|---|--|--------------------|---|--|--|--|--|--|---|-----------------------------|---------|---|--|---------------------------------|
| Page 18-IX Nomination Facility for Safe Deposit Lockers → Death of Hirer → Point 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>On the death of a hirer, the access to the locker can be allowed and contents therein can be allowed to be withdrawn by the following persons, after due compliance with the Bank's procedure.</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:20%;">i) Where nomination facility has not been availed:</th> <th style="width:30%;">Situation</th> <th style="width:50%;">Who Can Access</th> </tr> </thead> <tbody> <tr> <td>a</td> <td>Locker held in single name</td> <td>Legal heirs of the deceased</td> </tr> <tr> <td>b</td> <td>Locker held in joint names with operative instruction 'Any one of us,' or 'any one of the survivors' or 'the last survivor'.</td> <td>Surviving hirer/s.</td> </tr> <tr> <td>c</td> <td>Locker held in joint names with operative instruction jointly.</td> <td>Legal heirs of the deceased and Survivors.</td> </tr> <tr> <td colspan="3">ii) Where nomination facility has been availed:</td> </tr> <tr> <td>a</td> <td>Lockers held in single name</td> <td>Nominee</td> </tr> <tr> <td>b</td> <td>Lockers held in joint names to be operated under joint signatures of the two or more persons</td> <td>Nominee/s and surviving hirers.</td> </tr> </tbody> </table> <p>In respect of (i) (a) and (c) and (ii) above, a claim is to be preferred by the legal heirs/nominee.</p> <ul style="list-style-type: none"> ✓ Branches should be vigilant while settling death claims in favour of nominees. It is preferable not to allocate the same locker to the claimants. | i) Where nomination facility has not been availed: | Situation | Who Can Access | a | Locker held in single name | Legal heirs of the deceased | b | Locker held in joint names with operative instruction 'Any one of us,' or 'any one of the survivors' or 'the last survivor'. | Surviving hirer/s. | c | Locker held in joint names with operative instruction jointly. | Legal heirs of the deceased and Survivors. | ii) Where nomination facility has been availed: | | | a | Lockers held in single name | Nominee | b | Lockers held in joint names to be operated under joint signatures of the two or more persons | Nominee/s and surviving hirers. | <p>On the death of a hirer, the access to the locker can be allowed and contents therein can be allowed to be withdrawn by the following persons, after due compliance with the Bank's procedure.</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:20%;">i) Where nomination facility has not been availed:</th> <th style="width:30%;">Situation</th> <th style="width:50%;">Who Can Access</th> </tr> </thead> <tbody> <tr> <td>a</td> <td>Locker held in single name</td> <td>Legal heirs of the deceased</td> </tr> <tr> <td>b</td> <td>Locker held in joint names with operative instruction 'Any one of us,' or 'any one of the survivors' or 'the last survivor'.</td> <td>Surviving hirer/s.</td> </tr> <tr> <td>c</td> <td>Locker held in joint names with operative instruction jointly.</td> <td>Legal heirs of the deceased and Survivors.</td> </tr> <tr> <td colspan="3">ii) Where nomination facility has been availed:</td> </tr> <tr> <td>a</td> <td>Lockers held in single name</td> <td>Nominee</td> </tr> <tr> <td>b</td> <td>Lockers held in joint names to be operated under joint signatures of the two or more persons</td> <td>Nominee/s and surviving hirers.</td> </tr> </tbody> </table> <ul style="list-style-type: none"> ✓ Settlement of claims shall be carried out strictly in accordance with the Bank's Board-approved Death Claim Settlement Policy and the applicable regulatory instructions. ✓ Branches shall ensure that all requisite documents and prescribed standardised formats, as stipulated under the applicable Annexures of the policy (including Locker Inventory and Indemnity-related Annexures), are duly obtained from the claimant(s) prior to processing and settlement of the claim. ✓ The branch shall, within 15 calendar days from the date of receipt of all requisite documents, process the claim and communicate with the claimant(s) for scheduling the date and time for preparation of inventory of the locker contents / articles held in safe custody | i) Where nomination facility has not been availed: | Situation | Who Can Access | a | Locker held in single name | Legal heirs of the deceased | b | Locker held in joint names with operative instruction 'Any one of us,' or 'any one of the survivors' or 'the last survivor'. | Surviving hirer/s. | c | Locker held in joint names with operative instruction jointly. | Legal heirs of the deceased and Survivors. | ii) Where nomination facility has been availed: | | | a | Lockers held in single name | Nominee | b | Lockers held in joint names to be operated under joint signatures of the two or more persons | Nominee/s and surviving hirers. |
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ANDHRA PRADESH GRAMEENA BANK

HEAD OFFICE:: GUNTUR

LOCKER POLICY 2026-27

(Operations Department)



LOCKER POLICY FY 2026-27

I. General Aspects:

Safe Deposit Lockers are the sources for improving our clientele base and earning non-interest income and also for mobilizing and cross selling of our products easily.

Hiring out of Safe Deposit Lockers is one of the ancillary services rendered by the Bank. The relationship between the Bank and the hirer is that of a licensor and licensee.

A locker is operated by double locking system, the first key to be used is the Master Key, which is common to all the lockers in the same unit and held by the Bank and the second key to be used is the Hirer's Key.

To whom Lockers can be hired:

Lockers can be hired to:

1. Individuals, either singly or jointly (Maximum 4 persons under Joint operation)
2. Firms
3. Limited Companies
4. Associations and Clubs
5. Trusts
6. Staff Member of our Bank including retired staff

A staff member of the Bank can avail this facility for his personal use only either in individual name or in the joint names of a staff member and one of the members of his family. In case of joint hire, the relationship between the staff member and the other joint hirer should be noted clearly in the application form.

Operational Account (CASA) for recovery of Locker Rent:

It is mandatory for the customers to have an operational account (CASA) at the branch where he/she is having locker facility or at any of our branches for the purpose of centralized collection of locker rent.

To whom Lockers should not be hired:

Lockers should not be hired to minors (age less than 18 years).

Customer Due Diligence for allotment of Lockers:

Branches should carry out Customer Due Diligence for both new and existing customers at least to the levels prescribed for customers classified as medium risk. If the customer is classified as higher risk category, Customer Due Diligence as per KYC norms applicable to such higher risk category should be carried out.

Adherence to KYC Guidelines (High, Medium & Low Risk Category) for allotment of lockers.

In a recent incident, explosives and weapons were found in a locker in one of the other Bank's branch. This emphasises that banks should be aware of the risks involved in renting safe deposit lockers. In this connection, banks are advised to take following measures:



The KYC assessment for the safe-deposit locker customers (either new or existing), should be done at least to the levels prescribed for medium risk or the risk categories attributable to their bank account, if higher.

Procedural Guidelines to be followed while hiring out lockers in joint names and in favour of firms, limited companies, Clubs/Associations and Trusts:

Hiring of Lockers in Joint Names:

When a locker is rented to more than one party, clear instructions regarding operation and surrender of the locker must be taken at the very outset to avoid future complications. It should be ascertained whether the locker will be operated by any one or more or all the parties and whether, in the event of death of one of the parties, access may be given to the survivors without reference to the legal heirs of the deceased.

Special Instructions should be recorded on the specimen signature card and also in the system which is to be captured on single screen as under:

- 1. If the locker is to be operated jointly, the instructions should be as "All of us Jointly or all the survivors jointly or the last survivor. "**
- 2. If the locker is to be operated individually, the instructions should be as "Any one of us or any one of the survivors or the last survivor. "**

Access to the lockers should be allowed strictly according to these instructions.

Hiring of Lockers to Firms:

Before a locker is rented to a partnership firm, a partnership letter must be obtained and kept on record. Also, clear written instructions must be taken regarding operation and surrender of the locker and such instructions must be signed by all the partners of the firm.

The Memorandum of "Letting of Safe" should bear the signatures of all partners.

Hiring of Lockers to Companies:

Before a locker is rented to a Company the formalities such as inspection of Certificates of Incorporation and Commencement of Business issued by the Registrar of Joint Stock Companies and certified copies of the Memorandum and Articles of Association should be obtained.

A resolution of the Board, as per the format, regarding the hiring and operation upon the locker should be obtained along with the specimen signatures of the authorized persons, duly countersigned.

Hiring of Lockers to Clubs or Associations:

Memorandum of Association and bye-laws of the Club/Association should be obtained. Certified copies of the resolutions of its Managing Body, as per the format, should also be obtained, before giving a locker on hire.



Hiring of Lockers to Trusts:

For hiring lockers in the names of trustees, **permission from Head Office is required.**

II. Allotment of Lockers:

Branches should exercise utmost care and caution, while extending the facility, so as to prevent its misutilisation by unscrupulous elements like tax evaders, criminals etc., under benami names.

An applicant for locker/customer should be well-known to the Bank and compliant to KYC guidelines and due diligence.

The proposed hirer should be interviewed by the Manager / Second Line Officer and the information regarding his occupation, business, address etc., should be collected and kept on record.

Wait List of Lockers:

Branches should maintain a waiting list for the purpose of allotment of lockers. All applications received for allotment of lockers should be acknowledged and given a waiting list number.

The information on availability of vacant lockers may be displayed in the Notice Boards of Branches for information of customers / public.

At least 80% of the lockers should be allotted by branches on **"First Come First Served Basis"**. The remaining 20% of the lockers could be allotted by Branch Heads at their discretions, to valued constituents on business consideration.

Fixed Deposit as Security for Lockers (Caution Deposit):

Branches may face situations where the locker-hirer neither operates the locker nor pays rent. To ensure prompt payment of locker rent, branches may, at the time of allotment, obtain a Reinvestment Deposit which would cover **3 years rent** and the **charges for breaking open** the locker in case of eventuality. Banks, however, shall not insist on such Term Deposits from the existing locker holders or those who have satisfactory operative account. The caution deposit should not be cancelled till the surrendering of the Safe Deposit Locker. **Annexure No.II** should be obtained while taking caution deposit.

If there is any event such as merger/ closure / shifting of branch warranting physical relocation of the lockers, the bank shall give public notice in two newspapers (including one local daily in vernacular language) in this regard and the customers shall be intimated atleast two months in advance along with options for them to change or close the facility.

Procedure for Hiring Out a Locker:

The prospective hirer should personally call on the branch and execute various Bank Forms in the presence of Bank's officials. The under noted procedure should be followed while hiring out safe deposit lockers.

On approval of the application for allotment of locker by the Branch Head, the prospective hirer should be acquainted with the following aspects:



i) The Terms and Conditions on which lockers are hired.

a) The rules governing the hire are made available to the hirer in the Locker Hire Agreement. In the case of illiterate hirers, the said rules of hire should be explained in the vernacular language by one of the Bank's officials duly noting the witness known to the hirer and Bank.

b) Hours of Business.

c) Importance of Code word (Password) as one of the means to identify the hirer.

d) Need for safe keeping of the hirer's key.

After the prospective hirer agrees to abide by the rules of hire, he/she should be advised to execute the following forms:

a) Application-cum-Specimen Signature Form

b) Memorandum of letting of Safe

c) Locker Hire Agreement

All these documents to be filled completely without leaving any blank and hirer's signature should be obtained on all pages of the documents including conditions printed on back side of the form.

Only the stamped part of the memorandum should be signed by the Bank and hirer and same should be retained by the Bank. The other part, which is hirer's copy with the word "copy" along with details of execution should be noted thereon and delivered to the hirer.

The original memorandum of agreement will continue to be in force as long as the relative locker is renewed year after year by the same hirer.

Password:

Every hirer should be asked to give a 'Password'. A 'Password' is a simple word like Sun, Moon, Security, Luck, etc., and used as one of the means to identify the hirer before allowing him access to the locker.

Restriction on number of operations of lockers:

The Locker Operations are restricted to 10 times in a quarter on an average. Any operation beyond 10 times in a quarter, branches are advised to charge Rs.50/- per each operation. No carry over will be allowed.

Rent on Lockers:

The Rent on Lockers depends upon the type/size and dimensions of the individual locker units. Services Department, Head Office will be issuing circulars from time to time in connection with rent on Safe Deposit Lockers.

Lockers are normally let out for a period of one year and the hirers may be allowed to renew the lease at the discretion of the Bank.



The Rent for the contract period of lease should always be collected in advance. The cut-off date when the rent for lockers in the branches will fall due has been fixed at 31th March every year.

In case of revision of hire charges, a communication shall be sent to all existing hirers informing them about the revision of hire charges.

Refund of Locker Rent collected in case of closure/surrender of locker:

If the lockers are vacated (Checkout), the rent should be collected as under:

- a. One year rent if the Locker vacated within one year.
- b. Thereafter quarter wise proportionate rent.

Rent collected in advance for the unexpired quarter/s can be refunded by debiting to Profit & Loss Account.

Safe Deposit Locker Ledger – cum – Attendance Register:

A register is to be maintained containing provision for noting the particulars of hirer, operating instructions etc., as well as for recording the series of locker operations from time to time.

As soon as locker is rented, full particulars thereof should be entered in the ledger. Wherever the hirer avails Nomination facility, the nomination number and the date of nomination should be noted in the place provided for the purpose in the ledger. However the name of the nominee should not be written in the ledger. Password given by the hirer should not be noted in the ledger.

The custodian should check the entry on the sheet and sign the same.

A separate Index Book with the names of hirers and their locker numbers should also be maintained.

In addition to this, Branches should note the details of locker operations in system also through LKOPS menu.

Key of the Locker:

The Key of the locker should be tested before it is handed over to the hirer. The custodian should take the hirer to the vault and open the locker allotted to him by using the master key and there after the hirer's key. He should then handover the possession of the locker to the hirer along with the hirer's key.

The hirer's key number should be noted in the application – cum – specimen signature form. The hirer should then be asked to sign in the concerned folio of the Safe Deposit Locker Ledger-cum-Attendance Register and operate his Locker.

Every hirer should be advised not to divulge information pertaining to his locker to any body and not to deliver his key (hirer's key) to any unauthorized person. He should also be advised to report to the Bank immediately in case of loss/misplacement of his key, so that necessary steps can be taken by the Bank to protect his interest.



The date of expiry of the lease period should be noted in a separate diary kept for the purpose.

Embossing Locker Keys with Identification Code of the Bank / Branch:

As per Reserve Bank of India guidelines, it is required to emboss Bank / Branch Identification Code on the locker keys. Branches should contact all locker customers and ensure that all locker keys are embossed with Identification Code of the Bank / Branch in liaison with both customers and vendor.

Keys of all new locker units are embossed with Identification Code of the Bank / Branch. Hence Branches should ensure that all new locker keys are embossed with Identification Code of the Bank / Branch invariably.

Addition / Deletion of Names:

Addition of new names to the hiring of a locker can be made only when all the existing hirers agree to it and furnish a letter of consent. It is, however, not possible to permit the removal of the names of one or more of the joint hirers.

If a name has to be removed, the existing locker should be surrendered and a fresh locker should be taken by signing fresh:

- a) Application-cum-Specimen Signature Form
- b) Memorandum of letting of Safe
- c) Locker Hire Agreement.

Operation by a Deputy:

At times, the hirer deputizes his authority by signing the prescribed letter of authority. When such letter is received, it should be acknowledged to the hirer.

If the authority is to be of continuous nature, the letter of authority shall be in **Annexure No. III.**

If it is for a specific purpose, i.e. for a single occasion, the letter shall be in **Annexure No. IV.**

If the authority is of continuous nature, signature of the authorized person should be taken on the signature card, attested, and kept under lock and key like all other signature cards. A specific note to the effect that 'The specimen signature is of the deputy of ' should be made on all such signature cards.

The letter of authority, whether it is of a continuous nature or for a specific purpose, must be signed by the hirer and his representative in the presence of the Manager. Otherwise, it should not be acted upon unless the signatures thereon are attested by a Magistrate under his court seal.

In all cases, the hirers' signature on the letter of authority must tally with the specimen on record.

III. Management of Locker Keys:

Master Key:

Master Key is common to all the lockers in a particular unit.



Master Key is issued in duplicate or sometimes in triplicate by the manufactures. **The original** should be held **at the branch, while the duplicate and the triplicate, if supplied**, should be deposited in Safe Custody **with any of our local branches or branches of UBI** along with **other Strong Room Keys**.

The Master Key, being in constant use, is apt to become worn-out. It is, therefore, desirable to put into use the duplicate or triplicate (where supplied) by turns at an interval of one year each.

During office hours, the custodian should hold the Master Key and should not part with it to any unauthorized person. He should never carry it out of office.

The Master Key should be kept under joint custody overnight.

Each day, at the commencement of office hours, the Master Keys of all the locker units in branch should be handed over to the custodian against his signature in a register kept for this purpose. At the close of the day, the master key should be re-lodged under joint custody and joint custodians should sign in the above mentioned register in token of having received back the key.

Hirer's Key:

The Manufacturer supplies only one hirer key per locker and no duplicate key is available. In the case of loss of hirer's key, the relative locker is to be broken open and all the expenses for breaking open the locker and replacement of locking system are to be borne by the concerned hirer.

Keys of Vacant Lockers:

Keys of vacant lockers should never be left with or under the control of those who handle safe deposit lockers. Such keys should be kept under joint custody. The custodian should receive the relative key only at the time, a locker is rented to a hirer.

The keys pertaining to surrendered lockers and new keys for locks replacing the locks of the lockers broken open should also be held under safe custody of the Joint Custodians.

The particulars of such keys should also be entered in the register kept for the purpose.

The total number of keys held under joint custody should tally with total number of vacant lockers. An officer, other than the officer-in-charge of safe deposit lockers, if available should verify this aspect at least once in a quarter and furnish a certificate under his signature in the remarks column of the above mentioned register.

Branches are advised to note that safe deposit locker service involves huge capital investment and if not utilized to maximum extent, the investment becomes uneconomical. Hence, branches should review the business in lockers periodically. If good number of lockers is lying vacant, reasons for the same should be ascertained and suitable steps should be initiated for improving occupancy.

List of Lockers and Key Numbers:

It may be noted that the numbers engraved on the lockers and on the keys are not the same. A sheet is supplied by the manufacturer showing the locker number and its corresponding key



number. This is a confidential document to be held in joint custody and is to be handled by the Joint Custodians.

Whenever locking arrangements of surrendered lockers are interchanged, a change in key numbers of concerned lockers should also be made in the original sheet supplied by the manufacturing company.

Renewal of Hire:

The hirer is usually given an option to renew the hire on its expiry, but one cannot claim such an option as a matter of right.

The hire of a locker may be renewed in cases where the concerned hirer gives standing instructions to the Bank or writes separately for renewal of the hire.

As per the terms of the hire agreement, if a locker is not surrendered on or before the date of expiry of its lease, the hire is deemed to have been renewed for a like period on the terms and conditions prevalent at the time of expiry of its lease.

It is not necessary to take a fresh Memorandum of Letting of Safe at the time of renewal of hire. It is enough if the due date of the renewed hire is noted on the concerned application form and also in the relative ledger folio of the Safe Deposit Locker Ledger-cum-Attendance Register.

Renewal of Caution Deposit:

The Caution Deposit obtained at the time of allotment, which would cover 3 years rent and the charges for breaking open of the locker in case of eventuality, **should not be parted till that locker is surrendered by the hirer to the Bank.** When the fixed deposit representing the caution money matures for payment during the currency of lease period of a locker, the relative deposit has to be renewed for the minimum period that yields maximum rate of interest. The new deposit receipt should be held by the concerned branch under its lien.

The particulars of the new deposit should be noted on the locker application as well as in the concerned folio of the Safe Deposit Locker Ledger-cum-Attendance Register under the signature of the concerned officer.

The words '**under lien to the Bank for Locker No.....**' should be noted on the relative deposit receipt, preferably in red ink and lien should be noted in **SRM** menu.

IV. Surrender of Lockers:

At the time of surrendering the locker, the usual procedure of signing in Safe Deposit Locker Ledger-cum-Attendance Register and uttering the password should be followed. After the identity is thus established, the hirer may be allowed to remove the contents from his locker. Thereafter, the hirer's key should be recovered from him / her and his / her signature should be obtained on the specimen signature card in the lower portion titled 'Release' with date.

The custodian should then verify the empty locker, lock it with hirer's key and safeguard the key.



Locker can be surrendered by hirer or their duly authorized representatives. When a hirer desires to surrender his / her locker through a representative, he /she should furnish a letter of authority in Form No. **Annexure IV**.

Where there are instructions for joint operation of lockers, the same instructions are applicable for the purpose of surrendering lockers also.

Sometimes, the hirer writes to the bank saying that his locker is empty and that he has sent the key by Registered Post. In all such cases, on receipt of the key, the locker should be opened in the presence of the Manager, Custodian and any Customer of the bank or our empanelled Legal Advisor. A note in this regard should be kept on record.

A suitable remark of the receipt of key by post and opening of the locker in the presence of the officers of the Bank and any customer of the bank or our empanelled Legal Advisor, should be made on the application as well as in the Safe Deposit Locker Ledger-cum-Attendance Register under the signatures of the Manager Custodian and any Customer of the bank or our empanelled Legal Advisor.

Since the hirer has not signed the Release Form in the application-cum- specimen signature form, he should be advised stating clearly that the Bank is discharged from the liability under the lease of the locker by the hirer.

Collection of Annual Hire Charges:

In respect of lockers for which caution deposits are collected branches should appropriate the interest on caution deposits towards the hire charges payable on respective lockers.

In respect of lockers for which the interest on caution(Fixed) deposits is not adequate to adjust the hire charges in full and in cases where no caution deposit has been collected, the under noted procedure should be followed.

i) An Advance Notice in Annexure No.VI should be issued to the hirer at least **3 weeks before the due date** of locker rent becoming payable for renewal.

ii) If the rent due remains unpaid even after 15 days from the due date, a Reminder **Notice in Annexure No.VII** should be sent to the hirer.

iii) After a gap of 15 days, if the rent due remains still unpaid, branch should send a **Second Reminder in Annexure No.VIII** by Registered Post with Acknowledgement Due.

iv) Even after the expiry of 15 days from the date of dispatching the Second Reminder in Annexure No.VIII, if there is no response from the hirer, an employee of the Bank should be deputed to enquire and submit a report in the following form.

- a) Is the hirer available at the given address?
- b) If yes, what is the explanation given by him?
- c) If not, what did you enquiries reveal?
- d) What is the latest address of the hirer?



e) Whether the efforts to trace the party be continued or the locker should be broken open?

v) When all the above efforts fail, branches should submit the details of the case in the **Annexure X** to Head Office for obtaining the permission to break open the locker.

vi) Head Office will scrutinize the details received from the branch and accord permission for breaking open of the locker basing on the merits.

vii) After obtaining permission from Head Office, a **Final Notice in Annexure No.IX** should be sent to the hirer by **Registered Post with Acknowledgement Due** at the last available address on record informing that the locker would be broken open without further reference, if the locker rental dues are not paid within in **15 days** from the date of notice.

viii) In the case of joint hirers, every Notice should be sent to each of the joint hirers separately.

ix) In case the rent is not paid within the notice period the locker will have to be broken-open.

Measures Relating to Lockers which have remained un-operated:

Where the lockers have remained un-operated for more than three years for medium risk category or one year for a high risk category, branches should immediately contact the locker-hirer and advise him to either operate the locker or surrender it.

The exercise should be carried out even if the locker hirer is paying the rent regularly. Further, branches should ask the locker hirer to give in writing, the reasons why he/she did not operate the locker.

In case the locker-hirer has some genuine reasons, as in the case of persons who are out of town due to a transferable job etc., branches may allow the locker hirer to continue with the locker.

In case the locker-hirer does not respond nor operate the locker, branches should consider break opening the lockers after giving due notice to him/her and obtaining permission from the Head Office.

V. Breaking Open of Lockers:

Lockers are broken open either

i) when the hirer loses his keys and applies to the Bank for breaking open the locker or
ii) when the hirer defaults in payment of rent / hire charges for 3 (three) consecutive years or
iii) when the locker remains inoperative (irrespective of whether rent is paid or not) for a period of 7 (seven) years or more; and the customer cannot be located by the bank or

iv) when termination notice hereof is served to the customer and the customer does not surrender and vacate the locker after the end of the notice period stipulated under the termination notice or

v) When the Government enforcement agencies have approached the bank with orders from the court or appropriate authority to seize lockers and requested for access to the lockers.



Breaking Open of Lockers at Hirer's request:

A letter informing the Bank on loss of the key, signed by the hirer/s, should be obtained and kept on record.

A note regarding the loss of the key should be made on the application-cum-specimen signature form and also in the relative folio of Safe Deposit Locker Ledger-cum-Attendance Register.

A slip of paper with the words 'Key Lost' must be pasted on the locker, with date.

If the hirer desires that the locker should be broken open, a letter of request in **Annexure V** must be obtained from him/her. The hirer's letter for breaking open the locker must be countersigned by the Manager and kept in the iron safe with double lock.

Charges for breaking open the locker, repair/replacement charges and other handling charges, if any, should be approximately assessed and collected from the hirer in advance. The amount so collected should be kept in Sundry Creditors – Locker Breaking Open Charges. The details of amount collected should be noted in the concerned ledger folio of Safe Deposit Locker Ledger-cum-Attendance Register.

A communication should be sent to the manufacturer of locker unit to depute its representative. The date and time of breaking open of locker should be fixed and intimated to the hirer.

The locker must always be broken open in the presence of the hirer. The hirer should confirm the same by way of an endorsement, in the following style in the concerned folio of Safe Deposit Locker Ledger-cum-Attendance Register.

"Locker broken open in my / our presence and contents removed by me."

Signature/s of Hirer/s

In the case of lockers hired in joint names, the letter advising loss of key and letter seeking breaking open of the locker should invariably be signed by all the joint hirers. All the hirers must also be present at the time of breaking open the lockers. Those hirers, who cannot remain present personally, should give their consent for breaking open the locker, in writing, irrespective of the fact that the locker can be operated by any one of the joint hirers singly.

If for any reason the hirer does not turn up on the appointed day, a note in this behalf should be made in the relative folio of Safe Deposit Locker Ledger-cum- Attendance Register and breaking open operation should be suspended. Suitable service charges may be debited to the hirer to cover the charges payable to the mechanic and other incidental charges.

The surplus of advance amount collected after paying the relative bill should be refunded to the hirer. The shortfall if any should be collected immediately.



Breaking Open of Lockers on default of Rent / Hire Charges:

Breaking open of locker on default of rent / hire charges is an extreme step and it should be resorted to only after exhausting all available remedies.

The procedure given below should be followed scrupulously before Breaking Open of Lockers due to non-receipt of rent / hire charges.

When the hirer defaults in payment of rent / hire charges for 3 (three) consecutive years, the under noted procedure should be followed.

i) An Advance Notice in Annexure No.VI should be issued to the hirer at least 3 weeks before the due date of locker rent becoming payable for renewal.

ii) If the rent due remains unpaid even after 15 days from the due date, a **Reminder Notice in Annexure No.VII** should be sent to the hirer.

iii) After a gap of 15 days, if the rent due remains still unpaid, branch should send a **Second Reminder in Annexure No.VIII by Registered Post with Acknowledgement Due.**

iv) Even after the expiry of 15 days from the date of dispatching the Second Reminder, if there is no response from the hirer, an employee of the Bank should be deputed to enquire and submit a report in the following form.

- a) Is the hirer available at the given address?
- b) If yes, what is the explanation given by him?
- c) If not, what did you enquiries reveal?
- d) What is the latest address of the hirer?
- e) Whether the efforts to trace the party be continued or the locker should be broken open?

v) When all the above efforts fail, branches should submit the details of the case in the **Annexure X** to Head Office for obtaining the permission to break open the locker.

vi) Head Office will scrutinize the details received from the branch and accord permission for breaking open of the locker basing on the merits.

vii) After obtaining permission from Head Office, a **Final Notice in Annexure No.IX** should be sent to the hirer by **Registered Post with Acknowledgement Due** at the last available address on record informing that the locker would be broken open without further reference, if the locker rental dues are not paid within in **15 days** from the date of notice.

viii) In the case of joint hirers, every Notice should be sent to each of the joint hirers separately.

ix) In case the rent is not paid within the notice period the locker will have to be broke-open.



Head Office will give a paper publication in newspaper regarding break opening of the lockers on default of rent covering all the branches in their respective Regions.

The break opening of lockers in a branch can be completed in a single day. If the number of lockers to be broken open is more, the same can be done in 2 to 3 days.

Lockers should be broken in the presence of:

- a) Officer-in charge of the safe deposit lockers,
- b) Branch Manager,
- c) Two respectable witnesses from outside, one of whom may, preferably be our approved Advocate.

The process of physical break opening of locker should be covered through CCTV coverage and kept on record under Joint Safe Custody along with all related papers connected with break opening of lockers.

Whenever a locker is broken open, an Inventory Report, as per the proforma given in **Annexure XIII**, should be prepared in duplicate and signed by all the persons who are present at the time of breaking open the locker.

One copy of the Inventory Report should be retained in the branch and the other copy should be sent to the Head Office.

A Register of Lockers Broken Open should be maintained in the branch.
(Pro forma of the Register of Lockers Broken Open is given in **Annexure XIV**)

An entry regarding breaking open of the locker should be made in this register, under the signature of Branch Manager.

The Register of Lockers Broken Open together with the branch copy of Inventory Report should be held under Joint Custody.

Procedure to be followed, if some contents are found in the locker after breaking open the locker on default of rent:

After breaking open the locker, if some contents are found in the locker, the undernoted procedure should be followed.

1. Full description of the items found should be noted in the Inventory Report and also in the Register of Lockers Broken Open. Thereafter, the items should kept under joint custody.

For easy identification, all the items found in a particular locker should be kept in a packet/cloth bag. The packet/cloth bag should be securely tied and details such as locker number, name of the hirer and serial number of the entry in the Register of Lockers Broken Open should be noted prominently on the packet/cloth bag. Both the joint custodians should sign under Column No.8



of the Register of Lockers Broken Open, against the relative entry, in token of having received the items for joint custody.

The contents found in the broken open locker should never be left outside under any circumstances.

A letter in **Annexure No. XI** should be sent to the hirer giving full description of the contents found in the locker.

The contents of the locker can be released only on payment of the arrears of rent; charges for breaking open the locker and other handling charges in full. As per the terms and conditions of the lease, Bank can exercise lien over such contents for arrears of rent and for other charges.

At the time of releasing the contents of the locker from the joint custody, column nos.9 to 13 of the Register of Lockers Broken Open should be appropriately filled in.

Procedure to be followed, if locker is found empty after breaking open the locker on default of rent:

Where a locker, which is broken open on default of rent, is found empty, **the words "The locker is found empty" should be written in the inventory** and a **Notice in Annexure No. XII**, should be sent to the hirer concerned.

The Caution Deposit for the locker should be cancelled on breaking open the locker and all expenses connected with the breaking open of locker including repair/replacement charges should be paid out of the proceeds of the deposit. The balance amount of the deposit, if any, should be sent to the hirer by way of a crossed pay order/ demand draft under Registered Post Acknowledgement Due or by NEFT/RTGS.

Whenever lockers are broken open on default of rent, the expenses connected with break opening should be paid to the debit of Sundry Debtors - Advance to Locker Break Opening.

Branch has to square off the Sundry Debtors items by debiting the break opening charges to Profit & Loss Account – Locker Break Opening Charges after getting written permission from the Head office on case to case basis.

If any amount is recovered subsequently from the default hirer, can be credited to Profit & Loss Account – Break Opening Charges.

A fresh demand should be made on the hirer for these charges together with arrears of rent and other handling charges. Head Office should be consulted regarding further action to be taken.

Instructions to break open a locker can be given only to a company which has manufactured the safe deposit locker unit, unless otherwise permitted by the Head Office. All such instructions must be in writing and they must be signed by the Manager.



All the charges payable to the company like locker break opening charges, repair/replacement charges etc., should be paid by way of a crossed pay order/demand draft /NEFT/RTGS in the name of the company. The relative bills should be properly filed.

Recording of Check-in and Check-out Time by the Customer (Hirer):

Custodians should ensure that Check-in and Check -out Time by the Customer (Hirer) is invariably noted in the attendance register. A plain ruled register can be maintained as per **Annexure XVIII.**

VI. Inspection of the Vault by the Custodian:

The Custodian should inspect the vault as soon as possible after the hirer has left, to see that the hirer has not left out any documents or valuables in the vault room. The custodian also should go round the vault at the end of office hours every day and inspect each and every locker that has been operated during the day to ensure that it has been locked properly and that no one is inside the vault. He should give a certificate to this effect in the Register kept for the purpose as under.

“Verified the locker operated during the day and found them properly locked. Also verified the premises to ensure that no one was left inside the strong room.”

A Notice Board should be displayed in the vault as follows:

“Please ensure that your locker is properly locked and no articles are left behind. Bank is not liable for any loss in this regard.”

No person other than the hirer, during operation of the locker, should be left alone in the locker vault under any circumstances. Master Key holder / Custodian (Our Officer) should invariably be present whenever any Technician / Mechanic / Electrician / Sweeper or any such person is carrying on any repair / cleaning work in the vault.

CCTV Coverage and Back-up:

Branches should ensure that one camera of CCTV is placed to cover the vault entrance and exit. Branches should also ensure the availability of CCTV backup not less than 180 days.

In case any article is found in the vault, the under-noted procedure should be followed:

- i) The Branch Manager should be informed immediately.
- ii) Full particulars of the article, so found, should be noted in the **“Register of Articles found in the Vault.”** A plain ruled register can be maintained as per **Annexure XVI.**
- iii) The article should be handed over to the joint Custodians for keeping the same under safe custody. The joint custodians should initial against the relevant entry in the Register of Articles found in the Vault and keep the article in a sealed bag/envelope under their custody. The Register of Articles found in the Vault should also be kept under safe custody overnight.



- iv)** Every effort should be made to trace out the owner immediately without divulging the particulars of the articles found.
- v)** Wherever necessary, notices should be sent to all the hirers who have operated their lockers during the day till that time the item is found.
- vi)** When a hirer intimates/confirms that an article is missing, he should be asked to give a letter, in writing, giving full description of the article missing. The letter should also contain the date and time of last operation of the locker and the circumstances under which the article is lost/misplaced. On being satisfied that the description given by the hirer in his letter tallies with the article found in the vault, the article may be delivered to him against his acknowledgement obtained in the 'Register of Articles found in the vault,' in the presence of two witnesses known to the bank.
- vii)** In case the true owner cannot be identified within 3 years, the article may be handed over to the police authorities concerned thereafter.
- viii)** In case there are rival claims, branches should handover the article to the Police Authorities concerned.
- ix)** At the time of handing over the article to the police authorities, branches should address a separate letter giving full description of the article and also full details of the case. An acknowledgement should be obtained and kept on record. The fact of handing over the article to the police authorities should be noted in the Register of Article found in the vault under remarks column against the relative entry.

It may sometimes happen that the hirer goes out of vault without locking his locker. Although the Bank has no knowledge of and takes no cognizance of the contents of lockers, the following procedure has to be adopted as a precautionary measure to safeguard the contents and without the Bank owing any duty to the hirers to carry it out:

- 1) Where the hirer leaves his key with the locker, an inventory of the contents of the locker should be made in the presence of the Branch Manager, Custodian and another staff member of the bank. Thereafter, the locker should be closed duly keeping the contents in it. The key of the locker must be kept in a sealed packet and held under joint custody after making an entry of the same in the register. The hirer should be contacted immediately and be advised to give a list of the contents of his locker. The list of the contents, as given by the hirer, should be compared with the inventory prepared by the Bank. Thereafter, the key and the contents of the locker should be delivered to the hirer against his receipt and also a declaration by him, in writing, stating that the contents are received intact.
- 2) Where a locker is noticed to have been left open by the hirer without key, the matter should be informed to the Branch Manager immediately. The hirer should be contacted and in the meantime, an inventory of the contents of the locker should be made in the presence of the Branch Manager, the Custodian and another Staff member. The contents of the locker should then be transferred to another vacant locker, the key of which should be held under joint custody after making an entry of the same in the register. When the hirer approaches the Bank for taking delivery of the contents of the locker, the procedure for delivery of the contents of locker as given under (i) above should be followed.

The Custodian of the locker should carry out a physical check of the locker room at the end of the day to ensure that no Customer is inadvertently trapped in the locker room after banking hours. This should invariably be done and there should be no deviation.



VII. Other Aspects:

Where the cash safe/cup boards and safe deposit locker units are housed in the same strong room, it not only causes avoidable inconvenience to hirers but also poses certain security risks. As such, branches having single strong room for both cash and lockers should erect a partition with a door separating locker area from the cash area. The door to the cash enclosure should be locked every time after its use.

The Bank shall 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.

VIII. Search/ Seizure of Safe Deposit Lockers:

Various enactments such as Code of Criminal Procedure, Income Tax Act, Wealth Tax Act, Foreign Exchange Regulation Act, etc., contain provisions which provide for search and seizure by the authorities prescribed under the respective enactments. The authorities prescribed may search any place and seize wherever necessary Books of accounts, documents, cash, bullion, Jewellery etc., discovered as a result of search.

The Search Warrant will contain the place of search and the signature of the competent authority with date and his office seal. Officers who conduct will carry identity cards issued by competent authority of their department.

The branch should go through the contents of the search warrant carefully and satisfy itself that the warrant authorizes search of its premises. The Bank is entitled to a copy of the Panchanama and Inventory of Documents and valuables seized. The same should be obtained and held as part of the records of the Bank.

Search can be carried out at any time and the authorities concerned will have powers to break open, during the course of search, any door, box, locker, safe, almairah or other receptacle if the keys are not made available.

In case of search of lockers, when Authorized Officer decides to postpone opening of locker, he will seal it and serve a Prohibitory Order directing that the locker should not be opened or allowed to be opened without the knowledge and written permission of the Authorized Officer and on such condition as he may prescribe.

Upon such prohibitory order being served, the branches should not allow operations of the locker till the prohibitory order is revoked/set aside.

After the search, the Authorized Officer will prepare a Panchanama setting out briefly all that has been done including where necessary the circumstances under which it became necessary to break open the locker. The Panchanama will be signed, and handed over to the Bank. If any items are seized, an inventory will also be prepared and signed by the Authorized Officer and the witness. A copy of the inventory also be handed over to the Bank.



Under Rule 112(6) of Income Tax Rules, 1962, the Authorized Officer has powers to call upon, by issuing written order, if necessary, any person to witness a search /seizure and he is legally bound to do so. In view of this statutory provision employees if called upon by the Authorized Officer to be witness for the search/seizure, should do so and sign the panchanama and inventory prepared by the Authorized Officer.

Though Bank has no legal obligation, branches must inform the hirer about the search/seizure. Branches must send an immediate intimation about the search/seizure to him to avoid future complications.

A detailed report on the entire matter should be sent to Head Office immediately.

IX. Nomination Facility for Safe Deposit Lockers:

Nomination facility is available in respect of lockers held

- a) In the names of individuals singly or
- b) In the names of two or more individuals (Max 4) to be operated under joint signatures of hirers.

i) Nomination facility is not available in respect of lockers hired in joint names, if the operations are to be allowed under single signature of any of the hirers.

ii) Nomination facility is purely optional and left to the discretion of the hirers. It can be made, varied or cancelled at any time during the period of hire.

iii) Only one person can be nominated in respect of a safe deposit locker held in a single name. Such nominee, on the death of the hirer, can have access to the locker and remove the contents therein.

iv) More than one person can be nominated in the case of a locker held in joint names to be operated under the joint signatures of two or more persons. In the event of death of such joint hirer or hirers, the Bank may give such nominee/s, jointly with the surviving joint hirer or hirers, as the case may be, access to the locker and liberty to remove the contents of such lockers. **It is also clarified that the access to the safe deposit locker is given to the survivor(s)/nominee(s) as per the nomination, only as a trustee of the legal heirs of the deceased locker hirer i.e. such access given to the survivor(s)/nominee(s) shall not affect the right or claim which any person may have against the survivor(s)/nominee(s) to whom access is given.**

The number of nominees should NOT EXCEED the number of locker hirers.

v) When the contents of any locker have been removed by the nominee or the nominee/s and the surviving joint hirers, in accordance with the rules of nomination, the liability of the Bank in relation to the contents of the locker shall stand discharged. The Bank need not entertain the rival claims made by any person in this regard. However, any decree, order or certificate or any



authority from a court of competent jurisdiction, relating to the locker or its contents shall be acted upon.

Registration of Nomination:

1. All nomination forms received are to be serially entered in a separate Nomination Register. Full particulars of the hirer/s and the nominee/s should be noted in the Register under the initials of the concerned officer.
2. The fact of nomination should be recorded on ledger folio of the concerned locker in the Safe Deposit Locker Ledger-Cum-Attendance Register. A rubber stamp in the following style may be affixed on the relative locker application-Cum-specimen signature form, ledger folio and also on the two forms of nomination, under the initials of the concerned officer.

Nomination No: **Date:**

Thereafter, the duplicate copy of the nomination form should be recorded on ledger folio of the concerned hirer, duly recording Bank’s acknowledgement thereon.

Death of Hirer

1. On the death of a hirer, operation on the locker must be suspended immediately.
2. Suitable entry should be made on the application-cum-specimen signature form and the relative ledger folio/System of the locker account, under the authorization of the concerned officer.
3. A slip of paper with the words, 'Hirer deceased' should be pasted on the concerned locker.
4. On the death of a hirer, the access to the locker can be allowed and contents therein can be allowed to be withdrawn by the following persons, after due compliance with the Bank's procedure.

| i) Where nomination facility has not been availed: | Situation | Who Can Access |
|--|--|--|
| a | Locker held in single name | Legal heirs of the deceased |
| b | Locker held in joint names with operative instruction 'Any one of us,' or 'any one of the survivors' or 'the last survivor'. | Surviving hirer/s. |
| c | Locker held in joint names with operative instruction jointly. | Legal heirs of the deceased and Survivors. |
| ii) Where nomination facility has been availed: | | |
| a | Lockers held in single name | Nominee |
| b | Lockers held in joint names to be operated under joint signatures of the two or more persons | Nominee/s and surviving hirers. |



- ✓ Settlement of claims shall be carried out strictly in accordance with the Bank's Board-approved Death Claim Settlement Policy and the applicable regulatory instructions.
- ✓ Branches shall ensure that all requisite documents and prescribed standardised formats, as stipulated under the applicable Annexures of the policy (including Locker Inventory and Indemnity-related Annexures), are duly obtained from the claimant(s) prior to processing and settlement of the claim.
- ✓ The branch shall, within 15 calendar days from the date of receipt of all requisite documents, process the claim and communicate with the claimant(s) for scheduling the date and time for preparation of inventory of the locker contents / articles held in safe custody

X. Liability of the Bank:

The Bank shall not be responsible 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.

The Bank shall be responsible for loss of contents of the locker, in instances like fire, theft/burglary/robbery, building collapse due to its own shortcomings or negligence or attributable to fraud committed by its employee(s). In these instances, **the banks' liability shall be for an amount equivalent to one hundred times the prevailing annual rent of the Safe Deposit Locker.**

But the Bank shall not be under any liability to insure the contents of the locker against any risk whatsoever.

All the branches are advised to note the above operational guidelines and act accordingly.



Stamp Duty payable as applicable to Agreements

Date:

Safe Deposit Vault/ Locker Hire Agreement

THIS LOCKER AGREEMENT IS MADE BETWEEN THE ANDHRA PRADESH GRAMEENA BANK AND ITS CUSTOMER AT _____ (The Place) AND ON _____ (The Date) AS STATED IN THE SCHEDULE HERETO (THE "AGREEMENT").

Andhra Pradesh Grameena Bank, a Regional Rural Bank established under Regional Rural Banks Act, 1976, carrying on Banking business with its Head Office at 4/1, Brodipet, Guntur - 522 002 and a branch at _____ amongst other places in Andhra Pradesh state, India herein after referred to as the "BANK".

The expression "the Bank" shall include its successors, administrator and assigns and the expression "the Customer" shall include, when the Customer is:

- (a) one or more individuals, his/ her/ their heirs(s), executor(s), administrator(s) and legal representative(s);
- (b) a proprietorship firm, the proprietor and his/ her heirs(s), executor(s), administrator(s) and legal representative(s);
- (c) a partnership firm, such firm and its successor, such firm's partners, the survivor or survivors among them and the heir(s), executor(s), administrator(s), legal representative(s) of each one of them;
- (d) a Hindu Undivided Family (HUF), its members and their survivor(s), legal heir(s), executor(s), administrator(s) and legal representative(s); and
- (e) a limited company, its successors.

(The Bank and the Customer are each referred to as a "Party" and collectively as "Parties")

WHEREAS:

- (A) The Customer being desirous to avail of safe deposit locker facility, has approached the Bank for such facility;
- (B) The Bank is agreeable to provide to the Customer the safe deposit locker facility subject to certain terms and conditions; and
- (C) The Parties have decided to enter into this Agreement to set out the understanding between them in this regard.



IT IS AGREED BY AND BETWEEN THE PARTIES AS FOLLOWS:

1. LOCKER LICENCE

1.1 The Bank as a licensor hereby grants to the Customer as a licensee, the license to use the safe deposit locker, the details of which are more particularly described in the Schedule to this Agreement (hereinafter referred to as the “**Safe Deposit Locker**”), subject to the terms and conditions as set out under this Agreement.

1.2 The Customer hereby accepts the license granted in terms hereof for fee as specified in the Schedule by way of rent (the “**Rent**”).

1.3 The license to use the Locker hereby granted is:

(a) Personal and for the Customer’s own use and not for the use of any person other than the Customer;

(b) Non- transferable;

(c) Only for legitimate purposes such as storing of valuables like jewellery and documents but not for storing any cash or currency;

(d) Not for storing:

(i) arms, weapons, explosives, drugs and/or any contraband material; and/or

(ii) any perishable material and/or radioactive material and/or any illegal substance; and/or

(iii) any material which can create any hazard or nuisance to the Bank or to any of its customers.

1.4 The Customer shall have no right of property in the Locker other than the right to access and use the Locker in accordance with the terms and conditions specified under this Agreement.

1.5 The Customer shall be allowed to operate the Locker:

(a) On a working day of the Bank during the specific time notified from time to time by the Bank for locker operation and in absence of such notification, during the business hours of the Bank. However, in the event of the Bank is not being able to operate for any reason beyond its control such as flood, riot, curfew, lockout etc., the Bank shall not have any obligation to allow operation of Locker;

(b) After the Customer entering the details of such operation in the Bank’s records in the form and manner as stipulated by the Bank; and

(c) After the Customer provides identity proof, if so demanded by the Bank.

1 A. CUSTOMER’S RIGHTS

(a) The Customer shall have, subject to terms of this agreement, a right to use the Locker for keeping belongings and expect reasonable care by the Bank for protecting such belongings and in case of the Bank’s failure to do so, avail of such remedies as may be available from time to time under the applicable law and regulations.

(b) The Bank acknowledges the Customer’s rights as may prevail from time to time under the applicable law and regulations.



2. CUSTOMER'S UNDERTAKINGS AND OBLIGATIONS

2.1 The Customer shall:

(a) Use the Locker only for the purpose for which it is provided and in accordance with applicable law and regulations;

(b) Abide by rules and regulations for locker operation as the Bank may from time to time adopt;

(c) Keep the key, password or any other identification mechanism provided by the Bank for opening of the Locker in a place of safety, not share the same with any other person and not allow the same to fall into the hands of any other person, so as to save unauthorized use of the Locker;

(d) Operate the Locker only using the key, password or any other identification mechanism provided by the Bank and not otherwise;

(e) Not to tamper with or make a copy of key or any other identification mechanism provided by the Bank for operation of the Locker;

(f) Inform the Bank forthwith in case of loss of the key, password or any other identification mechanism provided by the Bank for the operation of the Locker;

(g) Return forthwith to the Bank in case of finding the key, password or any other identification mechanism provided by the Bank for the operation of the Locker, earlier having been reported to the Bank as lost;

(h) Pay to the Bank the Rent when due and bear all costs incurred by the Bank for-

(i) Changing the lock and repairs to the Locker on the Customer's reporting of loss of key provided by the Bank; and

(ii) Breaking open of the Locker in terms of this Agreement.

(i) Inform the Bank forthwith in case of the change of address of the Customer providing new address and contact details including phone number, email id, mobile number etc.

(j) The customer(s) agree(s) to maintain sufficient balance in his/her/their savings bank / current / overdraft / cash credit / account and hereby authorize(s) the bank to transfer the annual rent towards the locker allotted. The locker rent will be recovered every year in the month of **October**.

(In case of CA/OD/OCC accounts of partnership firm / company necessary mandate/instruction/resolution to be obtained from all the partners/ Company)

3. BANK'S RIGHTS

3.1 The Bank shall have a right to:

(a) Recover the Rent and any other cost incurred by the Bank in relation to the Locker to the debit of the Customer's account, in the event the same is not paid by the Customer, when due and

(b) Refuse access to the Locker-

(i) In case the rent due on the Locker remains unpaid whether the same has been demanded or not; and

(ii) Customer fails to provide proof of identity when demanded by the Bank, at the time of seeking access to the Locker.



(c) Annual rent & Caution deposit:

The current year rent (Quarterly proportionate) along with an advance rent equivalent to at least one year's rent **in addition** to Caution/Security Deposit shall be payable at the time of hiring out and/or renewing the locker.

The customer(s) at the time of locker allotment should place

i) A caution deposit under the Bank's Fixed Deposit Scheme in his/her/their name(s) to such an amount, the interest on which would cover adequately the annual rent due on the locker at the time of hiring of the locker which is repayable when the locker is vacated.

OR

ii) A Fixed Deposit that would cover 3 years rent and the charges for breaking open the locker in case of an eventuality.

At the time of vacating the locker the key of the locker shall be returned in good condition and there shall be no arrears of rent or charges due by the customer(s).

(d) The Bank is entitled to revise the rent **with one-month prior notice** during the lease period and whenever there is such revision, the customer(s) agrees to pay such enhanced/revised rent with effect from the date stipulated by the Bank.

(e) When at any time any of the locker units has to be shifted, the Bank would give two months' notice to the customer(s) to vacate the lockers hired by them to enable the shifting of the locker units and reoccupy them at the new place where the locker units have been fixed up. The customer(s) is obliged to vacate the locker within the stipulated time. If any locker is not vacated after the expiry of the notice period given, the Bank will not be held responsible for any damage to the property kept in the locker, due to the shifting of the units.

(f) The Bank also reserves the right of making changes in the opening and closing hours of the Strong room without any prior intimation except by exhibiting the same in the Bank's Notice Board.

3.2 Termination of License

3.2.1 The Bank shall have, in the event of the Customer's breach of or default under this Agreement and/ or the Bank being of the view that the Customer is not co-operating and/or complying with the terms and conditions of this Agreement and/ or any other reasonable grounds, a right to terminate this Agreement and the license granted hereunder, after issuing to the Customer a prior written notice of not less than 3 (three) months by registered post or speed post (and also by (i) email where email id of the Customer is available; and (ii) SMS and/or WhatsApp where the mobile phonenumber of the Customer is available) ("**Termination Notice**").

3.2.2 Upon receipt of the Termination Notice, the Licensee shall forthwith and before the end of the notice period stipulated under the Termination Notice surrender and vacate the Locker and handover the keys, password or any other identification mechanism and documents provided by the Bank for opening of the Locker, to the Bank.

3.2.3 In order to terminate the license, written notice to give up possession must be given one week prior to the termination of any period of the license, and the Safe Deposit Locker with its key must be delivered by the Licensee to the Bank (Licensor) not later than noon on the day of the termination of the license. The license of the Safe Deposit 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 meantime.



If no notice of intention to determine the license has been given by the Licensee to the Bank in writing prior to the date on which the agreed period of allotment terminated the allotment(s) of the locker(s) shall be deemed to be renewed for the like period at the fee that may be fixed by the Bank at its absolute discretion and such renewal of the License shall not create any right for renewal of the Licensee in case the Bank in its absolute discretion disallows such a claim. Upon such renewal, all the terms aforesaid shall be applicable during the renewed period also except as regards the fees payable for the renewed period.

3.3 Breaking open of the Locker and dealing with its contents

3.3.1 The Bank shall have a right to break open the Locker and deal with its contents in accordance with the provisions under this Agreement, the Bank's internal policy (ies) and procedure(s) and the applicable laws and regulations, in case of any one or more of the following events-

(a) In the event Termination Notice in accordance with Clause 3.2.1 hereof is served to the Customer and the Customer does not surrender and vacate the Locker after the end of the notice period stipulated under the Termination Notice;

(b) The Rent remains unpaid for 3 (three) consecutive years; and

(c) The Locker remains inoperative (irrespective of whether Rent is paid or not) for a period of 7 (seven) years or more; and the Customer cannot be located by the Bank.

3.3.2 Before exercising the right to break open the Locker, the Bank shall send to the Customer a notice (in addition to the Termination Notice under Clause 3.2.1 above) in writing of not less than 3 (three) months by registered post/ speed post (and also by (i) email where email id of the Customer is available; and (ii) SMS and/or WhatsApp where the mobile phone number of the Customer is available) of the Bank's proposed action of breaking open of the Locker ("**Break Open Notice**").

3.3.3 Notwithstanding, anything contained under this Agreement the Bank shall take all possible efforts to contact the Customer by sending messages on mobile phone of the Customer, sending a personal messenger to the Customer's address, making phone calls on the Customer's land line/ mobile phone etc. before breaking open of the Locker.

3.3.4 In case the Termination Notice and the Breaking Open Notice as foresaid sent by the Bank is returned undelivered or the Customer is not found to be traceable despite the Bank having taken reasonable efforts including those stated under Clause 3.3.2 and 3.3.3 above, the Bank shall, before breaking open the locker, issue a **public notice** of not less than 3 (three) months about the Bank's intention to break open the Locker, in minimum 2 (two) newspapers (one in English and another in local language) in the same location where the Customer resides as evidenced by the Customer's address as stated in the Agreement or as further communicated by the Customer to the Bank.

3.3.5 The breaking open of Locker would be done in the presence of a committee consisting of 2 (two) officers of the Bank and 2 (two) independent persons acting as witnesses. In the event of electronically operated Locker (including Smart Vaults), the use of 'Vault Administrator' password for opening of locker shall be assigned to a senior official and complete audit trail of access shall be preserved.

3.3.6 Upon breaking open of the Locker, having followed the procedure as set out above, the Bank shall prepare inventory of the contents of the Locker and get valuation of the contents done by the Bank's approved valuer and the contents of the Locker shall be kept in sealed envelope along with detailed inventory inside a fireproof safe in a tamper-proof way.

3.3.7 In addition to the above, the Bank shall also record a video of the break open process together with inventory assessment and safe keep and preserve the same so as to provide evidence in case of any dispute or court case in future.

3.3.8 Furthermore, the Bank shall also ensure that the details of breaking open of locker is documented in the Bank's Core Banking System (CBS) or any other computerized system compliant with the Cyber Security Framework issued by RBI from time to time, apart from locker register.



3.3.9 Disposal of the articles of the Locker as recorded in the inventory prepared in the manner as stated in the paragraphs above, shall be done either by sale in public auction and the sale proceeds shall be applied first towards the Customer's dues to the Bank (including outstanding Rent, breaking open charges and any other dues) and balance be refunded to the Customer or held for the disposal at the order of the Customer.

3.3.10 Before sale of the contents of the Locker by conducting public auction, a notice of not less than 3 (three) months in writing by registered post/ speed post (and also by (i) email where email id of the Customer is available; and (ii) SMS and/or WhatsApp where the mobile phone number of the Customer is available) shall be issued by the Bank to the Customer about the intention of the Bank to auction the contents of the locker for recovery of the dues to the Bank. The said notice ("**Auction Notice**") shall contain the date, time and place of auction and a copy of the inventory of the contents of the Locker made in terms hereof.

4. THE BANK'S DISCHARGE FROM OBLIGATIONS AND LIABILITY

4.1 The Bank shall not be liable for in any case for deterioration or damage to the contents of the Locker whether caused by rain, flood, earthquake, lightning, civil disturbance or commotion, riot or war or in the event of any terrorist attack or by any other similar cause(s).

4.2 The Bank shall not be liable for any damage/ loss of contents of the Locker arising from any act that is attributable to the fault or negligence of the Customer whatsoever.

4.3 The Bank shall be discharged of its obligations and shall not be liable for any cost, loss or liability incurred by the Customer (including for any damage and/or loss of contents of Locker) in the event the Locker is broken open and its contents dealt within keeping with the provisions of this Agreement.

4.4 Regardless of the above, the Bank's liability on the Locker shall always be subject to limitation under the applicable law and regulation.

4.4 The contents of the Locker shall in no manner be considered insured by the Bank, and the Bank shall not have any liability to insure the contents of the locker against any risk whatsoever.

5. JOINT LICENSEES/ CONSTITUTED ATTORNEY:

Access shall be had to the Safe by the Licensee and in case of Joint Licensee/s 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 Constituted Attorney of a Licensee or of Joint Licensee/s together, provided that the Power of Attorney is duly recorded in the books of the Bank and in the case of Joint Licensee/s such authority can be revoked by any one of them at any time.

In case of the death of a sole Licensee, only his or her legal representatives shall be recognized. In case of the death of any one of the joint Licensee the survivors or survivor of them if previously authorized by the deceased shall be entitled to have access to the Safe, otherwise the consent or authority of the executor or administrator of the deceased shall be required before access can be had by the survivors or survivor or such joint Licensee/s.

6. VISUALLY IMPAIRED:

Access shall be had to the Safe Deposit Locker by the visually impaired Licensee with the key allotted to him/her and the officials of the Licenser will not offer any assistance for the said purpose, other than using the master key for locating and opening the safe/ locker and further the Licenser shall not be liable to any loss caused to the Licensee due to operating the vault by himself. In case the visually impaired Licensee desires to avail the help of a third party in operating the safe deposit locker, the same will be allowed by the Licenser subject to the photograph and details of the third party such as name, address, relationship with the Licensee are recorded in the safe deposit locker registers maintained with the Licenser. Access shall be allowed in such a case only after the visually impaired Licensee orally confirms the identity of third party to the Licenser. Obtaining such assistance from a third party is the sole discretion of the Licensee and the Licenser shall not be liable to any loss caused to the Licensee due to obtaining such assistance



7. INDEMNIFICATION:

The licensee agrees to indemnify and keep the Bank indemnified against any and all claims/demands made against the Bank by reason of any act or omission whether negligent or want of any agent/nominee of the Licensee or that of the Licensee and the Bank shall not incur any liability by virtue of their permitting such agent/nominee access to the said locker.

8 OTHER TERMS:

8.1 The Licensee is entitled to operate upon the locker 10 times in any quarter without paying any additional service charges in addition to the license fee payable per annum. However, if the Licensee were to operate the locker more than 10 times in any quarter, the licensee shall be entitled to operate upon the locker only on payment of additional service charges that may be determined and stipulated by the Bank from time to time in accordance with Bank's rules relating to Service Charges that are in force. The service charges payable as on date, per operation over the entitled level is Rs.50/-. No carry over will be allowed.

8.2 If advance License Fees is paid for two years, and if the locker is surrendered within one year, License Fees will be collected for one year. If the locker is vacated after one year, the quarter wise proportionate rent will be collected. The rent for unexpired quarters will be refunded.

8.3 The licensee will be permitted to be in the Vault Room only for a reasonable time.

8.4 The Safe Deposit vault is a separate department/subsidiary services of the Bank and it has no connection with the monetary dealings of customers in other departments of the Bank.

8.5 Neither the Bank nor any of its officer(s) or employee(s) thereof in his/her/their private or official capacity shall be authorized to act as nominee or agent for the Licensee in respect of any matter or thing connected with the said locker.

8.6 Where more than one Licensee has obtained locker jointly, if by any Act, Writ, Decree, Attachment or Injunction, Process of Court against any such person having right to access to a locker, the Bank is forbidden to allow the locker to be opened or operated by such person(s) the locker may be closed to everyone of such Licensee though the locker was granted jointly to, two or more until such Act, Writ, Decree, Attachment, Process or injunction is annulled or varied by the court.

8.7 Should an application be made by the relative or relatives of a deceased Licensee for tracing or finding out his/her (the deceased's) testamentary writing in the locker the Bank may, on proper proof being produced as to their relationship, permit inspection of the contents of the locker in the presence of one of its officers and two respectable witnesses but the bank shall not be bound to deliver any testamentary writing traced or found, among the contents of the locks to such relatives without an order from a competent court of law.

8.8 The Licensee/s agree(s) that the Bank may at any time, at its discretion and without assigning any reason call upon them to withdraw the articles from the said locker failing which the Bank will be absolved from all responsibilities in respect of the articles.

8.9 The Bank reserves the right to repeal, alter, amend or add to these terms and conditions at any time as the Bank may deem fit without any prior intimation.

8.10 Bank will exercise all normal precautions, in its absolute discretion as deemed fit, for the safety of the locker units and so far as the security of the contents kept by the hirer in the locker is concerned, it is safe beyond doubt.



9 LAW AND JURISDICTION:

This Agreement is made subject to Indian law and all matters arising out of it shall be subject to the jurisdiction of courts at the place where the Bank is situated or in the jurisdiction of which the Bank falls.

10 A copy of this agreement is issued to hirer(s) and the hirer(s) should acknowledge receipt of the same. Witness whereof, the parties to the agreement do here by put their respective signature(s)/thumb impression(s) on the date and the place first herein above mentioned.

SCHEDULE

| | | |
|-------------------------------------|--|--|
| Place: | | Date: |
| 1. PARTIED TO THIS AGREEMENT | | |
| 1(A) | THE BANK | ANDHRA PRADESH GRAMEENA BANK |
| | BRANCH | |
| 1(B) | THE CUSTOMER | NAME AND ADDRESS: |
| | | 1 Name: Address: Email ID: Aadhar Number: Mobile Number: PAN No : |
| | | 2 Name: Address: Email ID: Aadhar Number: Mobile Number: PAN No : |
| | | 3 Name: Address: Email ID: Aadhar Number: Mobile Number: PAN No : |
| 2 | DESCRIPTION OF LOCKER | LOCKER/SAFE NUMBER: CLASS: FROM : TO : |
| | | KEY NUMBER: |
| 3 | LOCKER RENT PER YEAR | Rs. (in figures): _____ Rupees (in words): _____ (As may be revised from time to time) |
| 4 | CAUTION/SECURITY TERM DEPOSIT DETAILS | (Payable in advance) - The current year rent (Quarterly proportionate) along with an advance rent equivalent to at least one year's rent in |



| | | |
|---|-------------------|--|
| | | <p>addition to Caution/Security Deposit shall be payable at the time of hiring out and/or renewing the locker. The customer(s) at the time of locker allotment should place</p> <p>i) A caution deposit under the Bank's Fixed Deposit Scheme in his/her/their name(s) to such an amount, the interest on which would cover adequately the annual rent due on the locker at the time of hiring of the locker which is repayable when the locker is vacated.</p> <p style="text-align: center;">OR</p> <p>ii) A Fixed Deposit that would cover 3 years rent and the charges for breaking open the locker in case of an eventuality.</p> <p>A/C NUMBER:</p> <p>AMOUNT in Rs.</p> |
| 5 | PERIOD OF LICENCE | 1 (One) year from the date of this Agreement which at the end of such one year shall stand automatically extended for a further period of 1 (one) year every time unless terminated in terms hereof. |
| 6 | OPERATING MANDATE | |
| 7 | ANY OTHER TERMS | |

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement.

| For the Customer | | | |
|---------------------------|---|---|---|
| | 1 | 2 | 3 |
| Signature | | | |
| Name | | | |
| Designation/ Capacity* | | | |

(*in case where the Customer is non individual/ not signing in person)

| |
|--|
| For ANDHRA PRADESH GRAMEENA BANK, _____ Branch |
| Signature: |
| Name of the signatory: |
| Designation: |



Caution Deposit Letter

To
The Manager,
Andhra Pradesh Grameena Bank,
_____ Branch.

Sir,

Re: My/our application for allotment of Safe Deposit Locker.

I/We hereby offer my/our **Fixed Deposit** No.....
for Rs..... due on _____ as Caution Deposit for Locker No..... allotted to
me/us. I/We surrender herewith the relative deposit receipt, duly discharged, to be kept with
you under your lien. I/We hereby authorise you to

- a) Appropriate the interest on the said deposit towards rent payable by me/us
on my/our locker No. _____
- b) Adjust the amount of the said deposit towards any sum that may be due by me/us to the Bank in
respect of my/our **locker** No..... or on any other transaction.
- c) Renew the deposit on the same terms/conditions until such time We surrender the locker
to you.

I/We note to pay the deficit, if any, in the hire charges without prejudice to the Bank's right to
terminate the tenancy, I/We hereby authorize you to renew the lease as per Bank's rules till I/We
surrender the locker to you.

Place:

Yours faithfully,

Date :

Signature of the Hirer/s

Encl:



Continuous letter of authority to operate the locker.

Place:

Date:

To

The Manager
Andhra Pradesh Grameena Bank,
.....Branch.

Dear Sir,

Re: Locker No:

I beg to inform you that I desire to authorise Mr/Ms.....
to operate on my locker on my behalf and I hereby request and authorise you
to give him access to my **Locker No.....** on and after production of the
letter of authority. All the operations made by him from time to time will be
binding on me as if I have operated the locker in person. This Letter of
authority is to continue to be in force till you receive and acknowledge
instructions from me in writing cancelling it. The specimen Signature of
Mr/Ms. is given below duly verified by me.

This letter of authority includes authority to vacate and surrender the locker.

Yours faithfully,

Specimen signature of
Mr / Ms

Verified by me.

Signature of hirer or hirers.

N.B. 1. In case of more than one hirer, all should sign this Letter of Authority.



Specific Letter of authority to operate the Locker

Place:

Date:

To
The Manager,
Andhra Pradesh Grameena Bank,
..... Branch.

Dear Sir,

Re: Locker No.....

I hereby request and authorize you to allow Mr/Mrs/Ms. to access to my Locker. on one occasion on production of this letter of Authority. The operation made by him/her will be binding on me as if I have operated the locker in person. The specimen signature/s of Mr/Mrs/Ms. is given below duly verified by me. This Letter of Authority includes authority to vacate and surrender the Locker.

Yours faithfully,

Specimen Signature of

Mr. /Mrs. / Ms.

Verified by me.

Signature of hirer/s

(In case of more than one hirer, all the hirers should sign this Letter of authority).



Letter of Request to Break Open the Locker

Place:

Date:

To

The Manager

Andhra Pradesh Grameena Bank,

..... Branch.

Dear Sir,

Re: Locker No.

I/We beg to inform you that I/We have lost key to Locker No. and have not been able to find it after diligent search. I/We request you to arrange to break open the locker at an early date and hand you herewith the breaking open charges of Rs..... (Rupees). Please let me/us know the date and time at which I/ We should remain present for the breaking open of the locker.

Yours faithfully,

Signature of the Hirer/s

(In case of more than one hirer, all should sign this and remain present at the time of breaking open the locker).



Notice to Hirer for Payment of Rent

Lr. No.

Place:

Date:

To

Mr/Mrs/Ms.

.....

.....

Dear Sir / Madam,

Re: Rent of Locker No.

The Rental of your Locker expires on and we shall be glad receive from you on or before that date the sum of Rs. in payment of the further yearly rent. The lease of your Locker will continue unless written notice to give up possession is given to us a week before the date of expiry and possession of the Locker with its key is given up at noon on the date of expiry.

Kindly notify change of address. Rental is payable strictly in advance. Please quote number of your Locker with remittance.

Yours faithfully,

Signature of Branch Manager



Reminder to Hirer for Payment of Rent

Lr.No.

Place:

To

Date:

Mr/Mrs/Ms.

.....

.....

Reminder No.....

Dear Sir / Madam,

Re: Rent of Locker No. for the period.....

We remind you of our letter No..... Dt.

requesting you to pay us the rent of Rs. (.....

due by you in respect of the above locker. Please note that under the conditions governing the hiring of our safe deposit lockers, the rent is payable strictly in advance and should be remitted to us without delay.

Your immediate attention will be appreciated.

Yours faithfully,

Signature of Branch Manager



2nd Reminder to Hirer to break open the locker

Lr. No.

Place:

To

Date:

Mr/Mrs/Ms

.....

.....

Dear Sir / Madam,

Re: Rent of Locker No.

We are surprised to find that our repeated reminders to you in connection with the arrears of rent due to us remain unattended to, by you. Please note that it is our practice to break open lockers of hirers, at their risk and cost, who persist in avoiding payment of dues by them. We trust that such an unpleasant contingency will not arise in your case and that will arrange to pay us the rent without any further delay.

Yours faithfully,

Signature of Branch Manager



Final Notice to Hirer before breaking open the locker for arrears of rent

Lr.No. Place:

To Date:

Mr/Mrs/Ms.

.....

.....

Dear Sir / Madam,

Re: Locker No.

We regret that in spite of our repeated reminders, you have not seen your way to pay up the arrears of rent amounting to Rs..... (Rupees.....).

Please note that we shall proceed without any further reference to you to break open your Locker No..... at your cost and risk and without any responsibility on our selves under the rules governing Hiring of Locker (vide Memorandum of Hiring) if the rental of Rs. (Rupees.....) is not paid to us within two weeks from date hereof.

Yours faithfully,

Signature of Branch Manager



Particulars to be furnished to the Head Office for obtaining permission to break open Lockers:

1. Particulars of Locker:

a) Name and Address of the Hirer/s :

b) Details of Locker:

i) Number :

ii) Size/Type :

iii) Name & Address of the Manufacturer :

c) Date of hiring out the locker originally :

d) Date from which the rent is in Arrears :

e) Amount of Rent in Arrears :

f) Particulars of Caution Deposit :

g) Whether there are any other deposits, Accounts in the name/s of hirer/s (Term Deposits, Operative Accounts) :

h) Introduced by :

i) Particulars of any other benefit/ Business passed on to the Bank :

II. Follow up and efforts made by the Branch for the recovery of Rent:

a) i) Date of sending first notice (**Annexure No. VI**):
ii) Details of response, if any :

b) i) Date of sending Reminder (**Annexure No. VII**):
i) Details of response, if any

c) i) Date of sending Second Reminder (**Annexure No. VIII**):
ii) Details of response, if any :

d) Details of personal enquires made in this regard :

e) Whether introducer has been contacted & what is his response :

III. Recommendations of the Branch for further action to break open the locker:

Date:

Branch Manager



Letter to hirer when locker is found to have some contents when broken open

Place:
Date:

Lr. No.

To

Mr/Ms.

In continuation of our last letter dated we regret to inform you that your Locker was broken open at your cost and risk and its contents were found as follows:

- 1.
- 2.
- 3.
- 4.
- 5.

Please call on us within a fortnight from date hereof to take delivery of the above article/s against payment of all our dues failing which we shall, at our discretion exercise our rights under the rules, and conditions governing the hiring of Safe Deposit Locker. Please note that we are not responsible in any way for any damage or loss of the above article/s arising out of any reason whatsoever.

“If the articles found in the locker are not taken back by clearing our dues within the stipulated period of 15 days from the date of receipt of this notice, the Bank at its discretion may dispose off the articles by sale in private / public auction or otherwise without any notice to you.”

Yours faithfully,

Signature of Branch Manager



Letter to the hirer when locker is found empty when broken open

Place:

Date:

Lr. No:

To

Dear Sir / Madam,

In continuation of our last letter to you Ref.no we regret to inform you that your locker was found empty when broken open at your cost and risk. A sum of Rs..... (.....) is now payable by you including breaking open charges and should be remitted to us immediately failing which appropriate proceedings will be taken against you at your cost and risk.

Yours faithfully,

Signature of Branch Manager



Form of Inventory of Safe Deposit Locker

The Safe Deposit Locker No located in the Safe Deposit Vault of Andhra Pradesh Grameena Bank,..... Branch hired by Mr./Mrs..... is broken open in our presence today the day of 20... at(time) by Mr.....(name of the mechanic) of M/s..... (Name of the company) in terms of the Memorandum of Letting Safe for non-payment of rent due by the hirer from.....(date). The correspondence in this behalf is referred.

The following is the inventory of the items found in the Locker No.....

| S. No | Description of the Article | Other identifying particulars, if any |
|-------|----------------------------|---------------------------------------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| | Name, Address | Signature |
| | | |

1.

(Officer-in charge of the safe deposit lockers)

2.

(Branch Manager)

3.

(First Witness)

4.

(Second Witness)



Register of Locker Broken Open

| S. No | Hirer's Name and Address | Locker No | Date of Breaking open the locker | Names of the persons in whose presence locker is broken open | Description of the contents found | Signature of the Manager | Signature of the joint custodians | Date & Mode of disposal of the contents | Signature of the person receiving the contents | Signature of the manager | Signature of the joint custodians | Remarks |
|--------------|---------------------------------|------------------|---|---|--|---------------------------------|--|--|---|---------------------------------|--|----------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |



Daily Locker Operations Attendance Register

DATE: _____

| S. No | Locker No | Hirer's Name | Check in Time | Check out Time | Signature of the hirer | Initials of the custodian Officer | Remarks |
|--------------|------------------|---------------------|----------------------|-----------------------|-------------------------------|--|----------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |



Register of Articles found in the Vault

| S. No | Date | Time | Description of the Articles | Location where found | Initials of custodians of the lockers | Initials of Joint custodians | Date of Delivery | Acknowledgement of the Hirer | Signature of the witness | Initials of custodians of the lockers | Initials of Joint custodians | Remarks |
|--------------|-------------|-------------|------------------------------------|-----------------------------|--|-------------------------------------|-------------------------|-------------------------------------|---------------------------------|--|-------------------------------------|----------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

