





APPLICATION FOR SAFE DEPOSIT LOCKER

| |
|---------------|
| Date: |
| Agreement No: |
| Locker No: |
| Key No: |
| Password: |

The Manager,
Kamana Sewa Bikas Bank Ltd.
_____ Branch

Dear Sir/Madam,

I/we request you to allot me/us a locker of _____ size at your Bank. I/ we understand that the rental charge is payable annually in advance and is non-refundable in any case and hereby authorize the bank to debit my/our operative account _____ for applicable annual rental charges as well as margin amount by placing standing instruction where application annual rental charges as well as margin amount by placing standing instruction where applicable. The set of terms and conditions as set forth on the reverse side of this application have been thoroughly read and understood by me/us and we will be duly abided.

| Particulars Authorized Agents (s) | Specimen Signature |
|---|--|
| Name: Occupation: Address: Mob: Phone: Relation: |  <p>Please put your photo here</p> |
| Name: Occupation: Address: Mob: Phone: Relation: |  <p>Please put your photo here</p> |

Locker Operation

| |
|---|
| Single <input type="radio"/> Joint <input type="radio"/> Anyone <input type="radio"/> |
| Special Instruction (If Any): |

Note: Separate KYC/CDD form must be filled for each Licensee/Locker operators.

Nomination Form (For Sole Locker Only)

I _____ Son/ Daughter of _____
_____ herby nominate
Mr. / Mrs. /Ms. _____ to receive the
Goods placed inside the locker no. _____ maintained at Kamana Sewa Bikas Bank Ltd.
And fees due on me. The full details of nominee are as follows:

Son/Daughter of _____
Grandson/Granddaughter of _____
Relationship to me: _____, Date of Birth: _____
Contact Address: _____,
Citizenship no: _____, Date and Place of Issue: _____,
In the event of my death during the minority of this nominee, I appoint Mr. /Mrs. / Ms. _____

Address _____
and citizenship no: _____ Date and Place of Issue: _____
to receive the goods inside the locker on the behalf of the nominee after recovering all the
charges and fee due on me.

Please put
your photo
here

Signature(s) of licensee (S)

Conditions governing the grant of license by Kamana Sewa Bikas Bank Ltd (hereinafter referred to as the "Licensor") to the Licensee/s

1. It is hereby agreed that the relation of the parties hereto shall be that of Licensor and Licensee.
2. Kamana Sewa Bikas Bank Limited (Safe Deposit Locker Department) will normally remain open during banking Hours on all working days and will remain entirely closed on all Saturdays and Bank Holidays.
3. All the fees for the locker are payable strictly in advance and the Licensor reserves the right of refusing access to the Lockers in the event fees are not being paid when due whether the same is demanded or not.
4. The necessary fees and charges payable to the Licensor by the Licensee will be directly debited from the Licensee's bank account with the licensor.
5. The Safe Deposit Locker facility shall be allowed to maximum there primary custodians for the joint locker applications and maximum of two authorized person could be nominated to operate the Safe Deposit Lockers by the Licensee however these authorized persons shall be the Licensee's immediate family members. In case of mandate is person other than immediate family member, approval from higher management authority shall be sought. For corporate applicants, the Licensees are allowed to appoint any persons to operate the Safe Deposit Lockers.
6. The Licensor holds limited liability to the exercise of diligence in giving access to the Locker and in preventing the opening of the Locker by unauthorized person(s). The Licensor shall have an unfettered discretion to refuse any person access. However, the Licensor may provide access if demanded by the court order by competent government authority of Nepal.
7. The Licensee shall no right of property on the Locker but only the right of use thereof and access thereto during the subsistence of the License agreement in accordance with the conditions herein set out. The Licensee will accordingly have no right to assign or sublet the locker or any part of it, and the License will be terminated by the death or insolvency of the Licensee.
8. Either party may terminate the Agreement of the License on giving to the other seven days' notice in writing expiring prior to the date on which the agreed period of the License terminates, of the intention to terminate the agreement, and the key of the locker shall in such case be delivered by the Licensee to the Licensor within counter hours of the day of the termination of the License.
9. If no such notice, as aforesaid is given the agreement of License in respect of the Locker shall be considered renewed after the date of determination for further period of one year and the License in respect of the Locker shall be considered renewed after the date of determination for the further period of one year and the License fee shall be forthwith paid by the Licensee to the Licensor. But this condition is without prejudice to the rights of the Licensor accrued in the meantime.
10. The Licensor shall not be affected by notice of trust or equity in respect of the Box or any part of its contents. The Licensor shall not be liable of loss of any property found within the Banks premises that has not been deposited by the Licensee in the Locker box.

11. Without prejudice to any other remedies which the licensor may have against the Licensee, all right to use of the Locker shall at the option of the Licensor, be forfeited upon non-payment of the annual fee, whether the same shall be demanded or not or upon breach of any of the conditions here of by the license or non-operation of the locker for continuous two years and the licensor shall be at liberty to break open locker and either to forward (by parcel post or by other reasonable means and at the License risk.) the contents of the Locker or place as it may think fit, at charge of double the amount of the fee thereby agreed to be charged for the said locker to sell the contents without any notice or reference to the License and appropriate sale proceeds towards payment of the outstanding rent and other dues.
12. If the key of the locker is lost by the Licensee, the Licensee. All repairs required to be done to the locker and locker door etc. shall be done exclusively by workmen appointed by the Licensor.
13. The Licensor should be notified for change in address of the licensee and any notice or communication send by post to the registered address of the licensor shall be considered to have been duly served at the place where it would. In ordinary course of post have reached him.
14. For reasons of grave or urgent necessity or any other reasons not due to the willful of the Licensor which make the opening of the safe deposit locker department unsafe or inexpedient, the licensor reserves the right of closing the safe deposit locker for such period as it may consider necessary. The Licensor also reserve the right of making changes in the opening and closing hours of the department without any prior intimation.
15. Licensees are encourage to keep the key of the lockers in place of safety and not divulge the number of their lockers such lockers keys are to be surrendered to the Bank in good condition upon the terminations of the Licensee must not under any circumstances make copies of the key.
16. The Licensee/s agrees to abide by such rules and regulations as the regulations as the licensor may adopt from time to time including the change in annual rental fees.
17. The Licensee hereby confirms that the goods to be stored inside the safe deposit locker boxes are earned /owned via legitimate source and should not be used for illegal purpose like financing terrorism. The Licensee shall agree to use the Locker for lawful purpose only placing any items that conflict with laws of land, rules and regulations shall be reported to the competent authority if suspected.
18. The Licensee may not use the Box to:
 - a. Store any such goods that are restricted by the law, such as explosive, weapons, materials used for terrorism, dangerous chemical, drugs, illegal or stolen goods or any other items which constitute a potential hazard or may become nuisance to other customer like gasoline or other flammable liquids, oil, wet piled rags, perishable or packed foods not in sealed cans etc.
 - b. For any purpose other than deposit of valuable or other property and,
The Licensee in demand will permit the Licensor to inspect the contents of the locker in presence of licensee, any other agents or authorized officials for the purpose of ascertaining if conditions mentioned in point number 18a and 18b is complied with if required if in case the Licensor against such damage, loss or liability.
19. The Licensee fully indemnifies the Licensor against any unauthorized or wrongful act of the duly appointed person(s) designated to act on behalf of the company where the Licensee is a company.
20. Unless otherwise agreed in writing, when the locker is rented by two persons jointly, it will be a contractual term of this License that any one of the Licensee or in an event of death of one of them any one of the survivors will be permitted to open the locker and to remove or deal with the contents of the Locker. However, this condition shall be applied after approval from higher management authority of the Bank is obtained.
21. The Licensor shall not hold any responsibility or loss or damage to the contents of the locker due to any cause other than damage of destruction of the contents of the locker due to fire, burglary or robbery. The liability that the Bank may have shall be limited to direct damages only upto the insured amount by the bank.
22. The Licensor will categorize the locker according to the sizes and purchase appropriate insurance policy for the same. The licensor is not liable for the full insurance of the goods insured inside the safe deposit boxes, if deemed necessary the licensee may option for purchasing an insurance policy on their own.
23. The Licensee hereby declares that all information provide are true and correct and any false information provided here will be considered as the end of the agreement and provides necessary authority to the licensor to break open the safe deposit locker boxes.
24. The laws of Nepal and regulations imposed by Nepal Rastra Bank apply to this agreement and the rental and use of the Safe Deposit Locker. The Licensee hereby agrees to attorn to and be bound by the prevailing laws of land.

Signature(s) of Licensee (S)

Acknowledgment

I/ We hereby acknowledge the receipt of locker Key No: _____
 of locker No: _____ allotted to me/us.

Signature(s) of Licensee (S)

Bank Use Only

Locker Type: Individual (Single) Individual (Joint) Corporate

Is any of the Licensee(s)/ Authorized Person(S) identified PEP? Yes No
If Yes, Please specify:

Any Beneficial owner identified? Yes No
If Yes, Please specify:

KYC Form received for all Licensee(S) / Authorized Person (s)? Yes No
If No, Please specify:

Locker Risk Grading: Low Risk Medium Risk High Risk PEP
Reason for Risk Grading:

Locker Size: _____
 Application Annual Charge: _____
 Locker Margin Account: _____
 Standing Instruction No: _____

Application Checked/ Reviewed By:

| | | | |
|------------------|--|-----------------------|--|
| Custodian | | Branch Manager | |
| Name: | | Name: | |
| Signature: | | Signature: | |
| Date: | | Date: | |

System Entry:

| | | | |
|---------------------------------|--|---------------|--|
| Trans ID (Annual Charge) | | SI No: | |
| Name: | | Name: | |
| Signature: | | Signature: | |
| Date: | | Date: | |



AUTHORIZATION LETTER



The Manager,

_____ Branch

Re: Authorization to operate locker no _____ held by me/us on license from you

Dear Sir/ Madam,

With reference to above locker, I/we hereby appoint as my/our authorized agent to operate the above locker and from time to time convey instructions to you in all matters relating thereto including surrender of said locker on my/our behalf whenever deemed necessary by the said authorized agent.

| Particulars Authorized Agents (s) | Specimen Signature |
|---|--|
| Name: Occupation: Address: Mob: Phone: Relation: |  <p>Please put your photo here</p> |
| Name: Occupation: Address: Mob: Phone: Relation: |  <p>Please put your photo here</p> |

Signature(s) of Licensee (S)

Name:



LOCKER ACCESS REQUEST

Date: _____

To: Operation Incharge,

I/We would like to access my/our Sales Deposit Locker as under:

Name of the Customer: _____

Locker No: _____

I hereby declare that I have not carried any illegal goods, prohibited items, drugs, highly flammable liquids or any such objects.

Authorised Signature/s



LOCKER SURRENDER REQUEST

Manager

_____ Branch.

Locker Department.

Dear Sir,

Subject: Surrender of Locker.

I/We here by request you to close my/our locker as detailed under.

Name of Licensee: _____

Locker No: _____

Returned Key No: _____

You are authorized to debit my/our account no: _____ or deduct from my security deposit amount for replacment of lock of my/our surrendered locker, charge if any thereon and annual fee, if any due.

Yours sincerely

Authorised Signature/s

For Bank's use only:

Annual fee due, if any NPR _____

Recovered for replacement of Lock NPR _____

Checked by:

Approved by:



Date: _____

Agreement No: _____

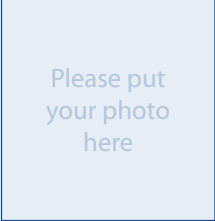
LOCKER DEPARTMENT
Specimen Signature Card

Locker No: _____

Name of the licensee/s:
(In block letter) _____

Special Instructions: (Please tick) Anyone Jointly

Password: _____



| Signature of licensee/s | |
|-------------------------|--|
| | |

Signature of licensee

Verified by

Approved by

