

APPLICATION FOR HIRING LOCKER

| | | | | | | |
|------|-----|-------|------|--|--|--|
| Date | | | | | | |
| | Day | Month | Year | | | |

The Manager
 National Bank of Pakistan

Dear Sir / Madam,

I / We confirm having received the key of a small / medium / large / extra large size locker which you have allotted to me / us at my / our request on payment of (a) Safe Deposit Lockers Fee of Rs. _____ (Rupees _____ only) [non-refundable] in advance at the commencement of the period yearly, upto _____ unless thereafter renewed mutually at such rent as may be determined by you (b) recovery of Key Deposit as prescribed in Tariff of Bank charges and (c) payment of Advance Recovery Fee equivalent to six months locker rent.

The conditions on which you have acceded to my / our request, as set-forth on the reverse have been thoroughly understood by me/ us and will be duly abided by me/us.

I / we append below my / our address / particulars and specimen signature/s to facilitate identification. Any change in my / our address will be duly notified to you.

Particulars of Licensee

| | | | | | | | | | | | | | | | | |
|-------------------------|--------|--|--|--|--------|--|---|--|------|--|--|--|--|--|---|--|
| Full Name | | | | | | | | | | | | | | | | |
| Father/ Husband Name | | | | | | | | | | | | | | | | |
| CNIC No. | | | | | | | - | | | | | | | | - | |
| Address – Residence | | | | | | | | | | | | | | | | |
| Address – Office | | | | | | | | | | | | | | | | |
| Profession: | | | | | | | | | | | | | | | | |
| Employer * | | | | | | | | | | | | | | | | |
| Telephone | Off. | | | | Fax | | | | Res. | | | | | | | |
| | Mobile | | | | Email: | | | | | | | | | | | |

| | | | | | | | | | | | | | | | | |
|-------------------------|--------|--|--|--|--------|--|---|--|------|--|--|--|--|--|---|--|
| Full Name | | | | | | | | | | | | | | | | |
| Father/ Husband Name | | | | | | | | | | | | | | | | |
| CNIC No. | | | | | | | - | | | | | | | | - | |
| Address – Residence | | | | | | | | | | | | | | | | |
| Address – Office | | | | | | | | | | | | | | | | |
| Profession: | | | | | | | | | | | | | | | | |
| Employer * | | | | | | | | | | | | | | | | |
| Telephone | Off. | | | | Fax | | | | Res. | | | | | | | |
| | Mobile | | | | Email: | | | | | | | | | | | |

* in case of salaried person.

Please turn over

| | | | | | | | | | | | | | |
|--|--------|--------|--|--|------|--|--|--|--|--|--|--|--|
| Full Name | | | | | | | | | | | | | |
| Father/ Husband Name | | | | | | | | | | | | | |
| CNIC No. | | | | | | | | | | | | | |
| Address <input type="checkbox"/> Residence | | | | | | | | | | | | | |
| Address <input type="checkbox"/> Office | | | | | | | | | | | | | |
| Profession: | | | | | | | | | | | | | |
| Employer * | | | | | | | | | | | | | |
| Telephone | Off | Fax | | | Res. | | | | | | | | |
| | Mobile | Email: | | | | | | | | | | | |

* in case of salaried person.

| | | | | | | |
|------------------------|---|-----------------------|--------------------------|---------------------|--------------------------|---------------------------|
| Operating Instructions | The locker will be operated by (please tick relevant box) | | | | | |
| | <input type="checkbox"/> | Singl y (Any On e) | <input type="checkbox"/> | Jointly (By All) | <input type="checkbox"/> | Any two (out of three) |

I / We authorize Bank to Debit my / our Account for recovery of locker dues, particulars of which are as under:

| | | | | | | |
|---|--------------------------|------------|--------------------------|----------------|--------------------------|------|
| Type of Account (Please tick relevant box) | <input type="checkbox"/> | Current | <input type="checkbox"/> | PLS Savings | <input type="checkbox"/> | NIDA |
| | <input type="checkbox"/> | BBA | <input type="checkbox"/> | Premium Saver | <input type="checkbox"/> | MIS |
| | <input type="checkbox"/> | FC Current | <input type="checkbox"/> | FC Saving | <input type="checkbox"/> | |
| Account No. | | | | Account Title: | | |

To meet the prescribed condition of maintaining required deposit under Bank's lien, I/We authorize Bank to mark under lien the required amount available in my/our Account No. _____.

OR

(Strike out if not applicable)

I/We offer and authorize Bank to mark under lien the following Term Deposit Receipts / Premium Amdani Certificates to meet the prescribed condition of maintaining required deposit under Bank's lien:

| TDR / PAC NO. | Amount | Period of Maturity | Maturit y Dueon |
|---------------|--------|--------------------|-----------------|
| | | | |
| | | | |
| | | | |

I/We have signed and handed over to the Branch the prescribed "Undertaking-cum-Acknowledgement Form" as a mark of my / our acceptance of terms and conditions contained therein.

Specime n Sign ature of Per son (s) Authorized for Operating Locker

| | | |
|--|--|--|
| 1. _____ (NAME WITH SIGNATURE) CNIC# _____ | 2. _____ (NAME WITH SIGNATURE) CNIC# _____ | 3. _____ (NAME WITH SIGNATURE) CNIC# _____ |
|--|--|--|

| | | | | |
|---|--|--------|-----|------|
| Next of Kin (Mandatory in case of Single Licensee) | Name & address of person/next of kin to be contacted for ascertaining my/our whereabouts when I/we are not available / contactable / traceable at the given address for renewal of Agreement / clearing dues or charges. | | | |
| | Name | | | |
| | Father Name | | | |
| | CNIC No. | | | |
| | Address | | | |
| | Telephone | Off | Fax | Res. |
| | Mobile | Email: | | |

Yours faithfully

1. _____ (SIGNATURE WITH NAME)
 2. _____ (SIGNATURE WITH NAME)
 3. _____ (SIGNATURE WITH NAME)
 (Licensee Signatures)

(Witness # 1)

(Witness # 2)

Please do not write below

| | | | | | |
|---|--|------------|---------|-------|--|
| SERIAL # | | Locker # | | Key # | |
| (For Bank Use only) | | | | | |
| Type of Locker allotted: Small/Medium/Large/Ex. Large | | | | | |
| Type of Locker Holder | | Commercial | Company | Staff | |

Recovery Details

| | |
|---|---------------------|
| Period of Locker rent (fee) charged : | From _____ To _____ |
| Amount Recovered (Rs.) | |
| Locker Fee (Rent) | |
| Key Deposit | |
| Advance Recovery Fee (@1/2 of Annual rent) | |
| Applicable FED | |
| TOTAL | |
| Mode of Payment : CASH / Cheque No. _____ dated _____ drawn on (Account No) _____ | |
| Debit to Account No. _____ | |
| Entered by (Dealing Official Signature): _____ | |

CHECKLIST

- Full residential address along with phone, fax number/e-mail has been obtained of all the hirers.
- Proper authorization / particulars of account has been checked and verified.
- CNICs of hirers have been obtained and held on record along with Locker Form (F-350 Revised)
- In addition to CNIC in case of a salaried class, attested copy of his service card, or any other acceptable evidence of service has also been obtained.
- Reverse of the Locker Form (F-350 Revised) has been signed by all the hirers of the locker.
- Signing of Locker Form (F-350 Revised) and "Terms and Conditions of Hire" by all hirers have been duly witnessed.
- Locker rented out has been included in the Branch Quarterly Report of Rented Lockers furnish to General Insurance Section, Employees Benefits, Disbursements & Trustees Division, Head Office, Karachi, for extension of insurance coverage on newly allotted locker.

Signature of Custodian / Incharge Lockers _____

Signature of Supervisor (Operations Manager / Branch Manager) _____

TERMS & CONDITIONS

Governing the Grant of License by National Bank of Pakistan (hereinafter referred to as the "Licensor") to the Licensee

- 1 The relationship subsisting between Bank and person to whom locker is rented out will be that of a Licensor and Licensee and not that of a Customer and Banker.
- 2 The Safe Deposit Department / Vault will remain open during bank business hours on all working days.
- 3 The Licensee will continue maintaining required balance in account or term deposits under Bank's Lien during the period of Agreement of hire.
- 4 The annual rent (Non Refundable) / key deposit (Refundable against surrender of Locker Key and clearance of dues, if any) / Advance Recovery Fee (equivalent to six months' locker rent and refundable after clearance of dues, if any) will be made in accordance with tariff of Bank charges effective on that date.
- 5 All fees for the Lockers are payable strictly in advance. In the event of the rental / key deposit / charges falling in arrears, the Licensor reserves the right:
 - a) to refuse access to the locker.
 - b) to exercise a general lien over the property deposited or about to be deposited in the locker until such time the dues are paid by the licensee.
 - c) to sell the property described in (b) or part thereof in satisfaction of Bank's dues, with the permission of the Court; without any notice or reference to the Licensee and appropriate sale proceeds towards payment of the outstanding fee and other dues.
 - d) to file suit against licensee of the inoperative / above said locker with the court of competent jurisdiction.
 - e) to break open the said locker in presence of "Notary Public". The articles so recovered from the said locker shall be placed into another sealed box / locker, at the risk and responsibility of the Licensee, in the custody and possession of the Branch, along with list (inventory) of said articles prepared by the Notary Public and Bank officials. Moreover any banned article / item if recovered from the said locker, the Bank shall not be responsible for the same, which shall be handed over to the concerned agency or retained with Bank for taking appropriate legal action against the licensee as per law.
 - f) to recover cost of breaking charges, change of lever charges, forced safe custody charges at double the rate of the locker rent till release / sale of the articles and cost of publication of notice in newspapers, making of inventory and legal / court expenses etc., from the licensee.
- 6 The licensee shall have no right of property on the Locker, but only the right of use thereof and access thereto during the continuance of the Licensee agreement in accordance with the conditions herein set out. The Licensee will, accordingly, be unable to assign or sub-let the Locker, or any part of it, and the License will be terminated by the death or insolvency of the Licensee/any of the Licensees. The Licensee shall not permit the Locker to be used for any purpose other than for the deposit of documents, jewellery or other valuables nor shall the Licensee use the Locker for deposit of any article of an explosive, harmful or destructive nature.
- 7 Except the insurance cover described in detail in clause 16 below, the Licensor will not be responsible in the event of any loss (total or partial) to any article, documents, securities or valuable in the locker due to any reasons whatsoever including forced break opening, theft, decoity, any accident or any act of God or force majeure.
- 8 Either party may terminate the Agreement of 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 and the Key of the Locker shall in such case be delivered by the Licensee to the Licensor, before noon of the day of termination of the License.
- 9 If no such notice, as aforesaid, shall have been given, the agreement of License in respect of the Locker shall be considered renewed, after the date of determination for a 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.

1. _____

2. _____

3. _____

(Licensee Signature)

- 10 If the keys of the Locker be lost by the Licensee, the Licensor should be notified without delay in writing. The Licensor shall not be responsible for the loss, if any, incurred by the Licensee on account of the loss of the key. All charges for reopening the Locker and for changing of key and levers of the lock shall be payable by the Licensee, and replaced key and locks will be the property of the Licensor.
- 11 All repairs, required to be done to the Locker, Locker door, etc., shall be done exclusively by workmen appointed by the Licensor.
- 12 The Licensor should be notified of any change in address of the Licensee and any notice or communication sent by post to the registered address of the Licensee shall be considered to have been duly served at the place where it would, in the ordinary course of post, have reached him / her/them.
- 13 For reasons of grave or urgent necessity or for any other reasons, not due to the willful default of the Licensor, which make the opening of the Safe Deposit Department/vault unsafe or inexpedient, the Licensor reserves the right of shifting the Locker from one place of business (one Branch) to another place of Business (same Branch as a result of shifting or new/alternate Branch as a result of closure/merger).
- 14 For reasons of grave or urgent necessity or for any other reasons, not due to the willful default of the Licensor, which make the opening of the Safe Deposit Department/vault unsafe or inexpedient, the Licensor reserves the right of closing the Safe Deposit Department / vault for such period as it may consider necessary. The Licensor also reserves the right of making changes in the opening and closing hours of the Safe Deposit Department / vault / Safe Deposit Lockers without any previous intimation / individual notice to the licensee.
- 15 Licensees are warned to keep the keys of the Lockers in a place of safety, not to divulge the number of their Lockers their passwords (if any) and not to deliver the keys to any person.
- 16 The Licensor has purchased insurance policy/policies for Licensee for a period of one calendar year beginning from / effective from 1st Day of February. The insurance policy shall be considered effective only if there are no dues / locker rent outstanding against the Licensee i.e., any insurance claim shall only be entertained in respect of those lockers whose rent stand already paid / cleared by the Licensee.

The Licensee will be entitled for insurance cover under the following conditions:

- a) Locker insurance will cover legal liability incurred in connection with such loss sustained or discovered to have been sustained by reason of damage, destruction or loss by Fire, Burglary and House breaking of any security, Bonds, Certificates, Jewellery or any other property or articles of intrinsic value, the property of locker holders/customers contained in safe deposit lockers lodged in the safe deposit vault room of the Bank's premises.
 - b) The maximum insurance cover for all size of lockers is Rs. 500,000/-.
 - c) The claim will only be acceptable as per terms and conditions provided in Insurance Policy obtained by the Licensor.
 - d) The licensee has the right to obtain from any insurance company additional insurance cover for the licensed Locker subject to the prior intimation to the Licensor. The providing of above insurance cover in future is not obligatory on the part of Licensor but Licensee may in its sole discretion continue to obtain and provide insurance cover for the period or periods as the Licensor may decide.
- 17 The Annual rent, key deposit, other charges, rules and regulations and procedures are subject to change / amendment from time to time.

I/ WE HIRER OF LOCKER / LICENSEE UNDERSTAND THAT HIRE CHARGES/FEEES FOR THE LOCKER SHALL BE PAYABLE FOR ONE YEAR IN ADVANCE. THE HIRE CHARGES/FEEES FOR EACH SUCCESSIVE YEAR SHALL BE PAID BY ME/US DURING THE FIRST MONTH FOLLOWING EXPIRY OF THE YEAR IN RESPECT OF WHICH HIRE CHARGES/FEEES WERE PAID. IF SUCH ANNUAL HIRE CHARGES/FEEES FOR SUCCESSIVE ANNUAL PERIOD IS NOT PAID AS AFORESAID, AND REMAINS OUTSTANDING FOR A PERIOD OF TWO MONTHS FROM THE DATE OF EXPIRY OF THE LAST ANNUAL PAYMENT, THE LICENSOR SHALL BE ENTITLED TO BREAK OPEN THE LOCKER AT THE RISK AND COST OF ME/US AND AFTER PREPARATION OF AN INVENTORY OF THE CONTENTS, IF ANY, OF THE LOCKER, THE SAME SHALL BE DEPOSITED INTO ANOTHER SEALED BOX/LOCKER IN THE CUSTODY AND CONTROL OF THE LICENSOR UNTIL I/WE MAKE PAYMENT OF ALL OUTSTANDING HIRE CHARGES/FEEES AND OTHER COSTS AND EXPENSES AFTER WHICH THE CONTENTS, IF ANY, SHALL BE HANDED OVER TO ME/US OR SELLING OF THE ARTICLES AT MY/OUR OWN RISK & RESPONSIBILITY IN CASE I / WE REMAINED UNABLE TO CLEAR ALL OUTSTANDING DUES / CHARGES.

I/WE AS HIRER OF LOCKER AND IN THE CAPACITY OF LICENCEE AGREE WITH THE ABOVE PROCEDURE AND SHALL NOT DISPUTE THE CONTENTS OF THE INVENTORY PREPARED BY THE LICENSOR AND/OR THE ACTION TAKEN BY THE LICENSOR.

1. _____ 2. _____ 3. _____

(Licensee Signature)

I / WE AS LICENSEE HAVE READ THE TERMS & CONDITIONS GOVERNING THE OPERATIONS OF THE LOCKER ALLOTTED TO ME/ US AND I / WE AGREE TO ABIDE BY SUCH RULES AND REGULATIONS AS CONTAINED HEREIN. I / WE FURTHER UNDERTAKE TO ABIDE BY SUCH RULES AND REGULATIONS THAT MAY ADOPT BY THE LICENSOR FROM TIME TO TIME.

1. _____ 2. _____ 3. _____

(Licensee's Signature)

Date & Place of Signatures: _____

(Witness # 1)

(Witness # 2)



UNDERTAKING - CUM - ACKNOWLEDGEMENT FORM

The Manager / Operations Manager
National Bank of Pakistan

Dear Sir / Madam,

Undertaking-cum-Acknowledgement of terms and conditions of Locker

I/We, the hirer of / licensee of Locker # _____ of size* (Small/ Medium/ Large/Extra-Large) do here by confirm that I/ we have read out and understand the terms and conditions as contained in application for hiring Locker (Form F -350 Revised) and Hereby express my / our agreement / consent to the same. I / We understand that continuation of locker facility is subject to maintaining required minimum balance in my / our account or term deposit which shall remain under Bank's lien till the continuation of my / our Agreement of hire.

Further, I / we declare and unconditionally authorize the Bank to make recovery of its dues relating to my / our facility of locker which have been outstanding and are not settled by me/us after 30 days from due date(s), by debit to my account or from deposits marked under Bank's lien.

Signature(s) of Locker Hirer/Licensee

1. _____
2. _____
3. _____

Date and place of signing

**tick the appropriate one.*