

## **New Locker Allotment**

### **PROCEDURE TO BE FOLLOWED:-**

- 1. Written application from intending customer stating name, address of all the persons who would be included in the contract.**
- 2. Identity proof, address proof (Xerox copies to be attached). Original to be shown.**
- 3. Applicant (s) must sign all the Contract Form/Terms & Condition of the company.**
- 4. Photograph of applicant (s) (passport size) to be attested.**
- 5. All contracts so signed by the customer should be counter signed by the Manager Sri Tapan Kumar Kundu with Company's stamp.**
- 6. Principal applicant can sign the company's card and enter the names of the other entrants. However, such entrants must come personally to sign both their photo and the locker card for signature verification, if required.**
- 7. Deletion/addition of names would entail a new contract to be signed and the requisite contractual fees will be charged as per the existing rates.**
- 8. Disputes or legal advice required for any redressal of customer legal or other such grievances will be done by the Solicitor/Advocate appointed by the company and the fees to be borne by the concerned customer as per charges of the advocate relating to individual cases.**
- 9. Above guidelines to be adhered to strictly and expectations in special cases can only be made by board members.**