

Chapter-2

Policy for nomination and release of contents of safety lockers / safe custody article to the nominee.

A. Nomination in respect of Safety Lockers

1. Nomination facility is an ideal tool to mitigate hardships of common persons in settlement of claims in the event of death of the account holder.
2. It simplifies the process for settlement of claims of deceased lessee as Bank get a valid discharge by delivering contents of locker or articles kept in safe custody to the nominee, at the time of his / her death.
3. Nomination is optional for bank customers. It is therefore necessary that nomination facility is popularized and customers are made aware of its advantages while opening a deposit account or opting for the lockers. Branches should inform account holder about the availability of nomination facility, and recommend his / her availing the option. Nomination facility, if availed, would ensure smooth settlement of claim to the nominee.
4. It should also be made clear to the depositor (s) that nomination is introduced solely for the purpose of simplifying the procedure for settlement of claims of deceased depositors and nomination facility does not take away the rights of legal heirs on the estate of the deceased. The nominee would be receiving the stock from the bank as a trustee of the legal heirs. Certificate to be obtained from Survivor (s) /Nominee(s) as per **(Annexure -3)**
5. Nomination facility is available in respect of lockers hired singly as well as jointly.
6. Nomination shall be made only in favour of individuals. As such, HUFs, Firms, Limited Companies, Associates, Clubs, Societies, Associations, Trusts, any other Organization or an Office Bearer thereof in his Official Capacity cannot be appointed as a nominee. Accordingly, any nomination other than in favour of individuals will not be valid and hence must not be accepted.
7. The nomination can be made by an individual, who is a sole hirer of the locker, in favour of only one individual by filing of Form No. SL – 1**(Annexure -4)**



8. In respect of locker held by two or more persons jointly (i.e. operated by jointly), upto two nominees can be appointed by filing of Form No. SL – 1A (**Annexure -5**)
9. The cancellation of the said nomination to be made by the sole hirer of the locker, in favour of only one individual by filing of Form No. SL – 2 (**Annexure -6**) and by the joint hirers of a locker shall be in Form SL – 2A (**Annexure -7**)
10. A variation of the said nomination to made by the sole hirer of a locker shall be in Form SL –3 (**Annexure -8**) and by the joint hirers of a locker shall be in Form SL – 3A (**Annexure -9**)
11. A nomination, cancellation or variation of nomination may make, as aforesaid at any time during which the locker is under hire.
12. The relevant duly completed form of nomination or cancellation or variation of nomination filed with the Bank shall be registered in the Books of the Bank.

13. Acknowledgement of Nomination:

(a)The Bank shall acknowledge in writing to the sole hirer or joint hirers, the filing of the relevant completed forms of nomination or variation of nomination as the case may be in respect of the locker so hired. An acknowledgement slip as mentioned hereunder is to be issued indicating therein year wise serial number of the nomination entered in the books.

ACKNOWLEDGMENT SLIP OF NOMINATION

Name and Address of the Locker Hirer / Lessee _____
Nature and Number of Locker A/c _____
Nomination in favour of Shri / Smt. / Kumari _____
Registration No. & Date _____

For Punjab & Sind Bank
(Locker Custodian)

(b) The nominee will be allowed to access the locker and remove the contents on identification (such as Election ID Card, PAN Card, Passport etc.) and verification of proof of death of locker hirer. Before permitting the nominee to remove contents of the Safe Deposit Locker, the Branch

would prepare an inventory of the articles in the in presence of nominee(s) and two independent witnesses.

(c) Where the lockers are hired jointly, on the death of any of the joint hirers, the contents of the locker are allowed to be removed only jointly by the nominee(s) and the survivor(s) on identification and verification of proof of death of the locker hire(s) along With the surviving hire(s), after an inventory is taken in the prescribed manner. In such case, after such removal preceded by an inventory, the nominee and surviving hirer(s) may still keep the entire contents with the same Bank, if they so desire, by entering into a fresh contract of hiring a locker.

14. In the event of death of both / all joint locker hirers, the nominee(s) will be allowed to access the locker and remove the contents on establishing his / her / their identity and verification of proof of the death of the hirers

a) Branches are not required to open sealed / closed packets found in locker while releasing them to the nominee or nominees and surviving hirers. Description of the sealed / closed packet(s) should however be mentioned in the inventory.

b) Section 45 ZE of the Banking Regulation Act, 1949 does not preclude a minor from being a nominee for obtaining delivery of the contents of a locker. The responsibility of the Branch in such cases is to ensure that when the contents of a locker are sought to be removed on behalf of the minor nominee, the articles are handed over to a person who, in law, is competent to receive the articles on behalf of the minor.

c) Changes or cancellation in the nomination in case of safety locker hired by two or more individuals jointly can be made only by all the hirers jointly.

15. In case of surrender of locker or cancellation / variation of nomination appropriate noting under proper authentication must be made in the remarks column of the register.

a) Care should be taken that, in case of variation of nomination the new serial number (if the space at the existing serial number is insufficient) at which the same is recorded is mentioned in remarks column of the existing old serial number with appropriate noting.

b) Similarly the old serial number should also be recorded in the remarks column of the new serial number at which the changed nomination is noted.

c) The forms relating to nomination made by lessee should be kept in Era – File(s) in the chronological order of records maintained in the register.

d) As and when any variation / cancellation or nomination is made, the fresh forms is to be taken from the lessee and filed with the old forms after making appropriate noting.

e) Claim format for nominee: Claim format is furnished as Annexure 1 to ensure that the contents of locker are returned to the genuine nominee.

B. Articles in Safe Custody

*Safe custody is the safe keeping of important documents and valuables. Items commonly requested by customers to be held in safe custody by the bank include property deeds, a will as well as other valuables and documents.

Safe custody is hired generally in the name of individuals, corporate, trust and two or more persons may hire a safe custody in their joint names also. In such cases specific instructions regarding operation of safe custody should be obtained. The affairs of safe custody hirers, even their very names, should be held in strict secrecy. The relationship between bank and customer in case of Safe custody is of Bailee and Bailor respectively.

Nomination in respect of Articles in Safe Custody

1. The nomination to be made by an individual (here-in after referred to as "the depositor") in respect of articles left in safe custody with a bank shall be in FORM SC1 (Annex 10)
2. Where the nominee is a minor, the depositor may, while making the nomination, appoint another individual not being a minor, to received the said articles on behalf of the nominee in the event of the death of the depositor during the minority of the nominee.
3. Where the articles are left in safe custody with bank in the name of a minor, the nomination shall be made by a person lawfully entitled to act on behalf of the minor.
4. The cancellation of the said nomination to be made by the depositor shall be in FORM SC2 (Annex 11)
5. A variation of the said nomination to be made by the depositor shall be in FORM SC3 (Annex 12)
6. The said nomination shall be made only in favour of individuals.

7. A nomination, cancellation of nomination or variation of nomination may be made by the depositor at any time during which the articles so deposited are held in safe custody by the banking company.
8. The banking company shall acknowledge in writing, to the depositor, the filing of the relevant duly completed Form of nomination or cancellation of nomination or variation of nomination, as the case may be, in respect of the articles so deposited.
9. The relevant duly completed Form of nomination or cancellation of nomination or variation of nomination filed with the branch shall be registered in the register maintained at branch level