

(Annexure-I)

Date:

To
Axis Bank Ltd.
_____ Branch

Dear Sir,

Application for Safe Custody Facility under Special Arrangement

We request you to extend safe custody facilities under special arrangement for the safe keeping of locked and sealed envelopes/box/package containing examination question papers, in your branch strong room, for the period from _____ to _____.

We authorize the Bank to recover the safe custody charges of Rs. _____ for the above facility as and when due by debit to our savings/current account no. _____.

We confirm having read and understood the terms and conditions for availing the safe custody facility under special arrangement, as stated in the agreement, from your Bank and agree to abide by the same.

In terms of resolution passed / government order issued, certified copy of which is enclosed hereto –

1. The agreement for safe custody facility under special arrangement shall be executed by _____ (name and designation of the signatories)
2. The operations of the safe custody facility under special arrangement shall be jointly carried out by any one person from Group-A and Group-B named below:

GROUP – A	GROUP – B
1.	1.
2.	2.
3.	3.

It is further agreed that any changes in the existing signatories will be communicated to the Bank by way of a proper authorization, i.e. by way of Resolution/Govt. order etc. along with the KYC documents of the new signatories, without which the Bank would be not be liable to take cognizance of the request for change in signatories

Yours faithfully,

Office Use

Request scrutinized and found in order. Safe custody facility under special arrangement granted as per Circle Head's approval.

Branch Head

Date: