

**Shri Arihant Co-operative Bank Ltd.**  
**Head Office**  
**10 A & B, Karma Stambh**  
**L.B.S. Marg, Vikhroli (West), Mumbai-400083**

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Ref No. ACBL/HO/AUD/2022-23/247

Date: 30<sup>th</sup> January, 2023.

To,  
The Branch Managers and Head-EDP,  
Bhandup/Mulund/Chinch Bunder/ Mohili/Dombivli/Vashi/Borivali  
Shri Arihant Co-operative Bank Ltd.

Dear Sir/Madam,

**Subject: Safe Deposit Lockers Related.**

Please refer to our email dated 19.01.2023 attaching therein the Policy on Safe Deposit Lockers (:SDL") and Safe Custody Articles ("SCA") and advised to follow the guidelines given in the policy.

We refer to the para 8.3 of RBI's revised instruction on SDA and SCA facilities vide their circular no.RBI/2021-2022/86 (DOR.LEG.REC/40/ 09.07.005/2021-22 dated 18.08.2021 and advised as under:

**1) To Branches:**

- a) The branch should display the model locker agreement and the policy at the branch.
- b) The branch should display the updated all kinds of charges for SDL & SCA at the branch.
- c) A printed copy of the procedure/instruction for claim should be given to the Nominee(s) / Survivor(s) / Legal heir(s) when they approach the branch for settlement of claim of deceased customer.
- d) A copy of the executed locker agreement should be given to the Nominee(s) / Survivor(s) / Legal heir(s) as the case may be.

**2) To EDP:**

- a) A copy of the policy document should be hoisted on the Bank's website.

A copy of the RBI's revised instruction on SDL & SCA dated 18.08.2021 is attached for reference.

  
**Ashok Savalkar**  
**(Chief Executive Officer)**

