

Date: _____

To,
The Branch Head

_____ Branch

Dear Sir,

**Re: Intimation about Loss of Key -
Safe Deposit Vault (SDV) Locker No.** _____

I / We, Mr./Ms. _____ have to inform you the key to the captioned Locker rented to me / us has been lost by me / us.

I / We, therefore, request you to break open the Locker at my / our costs, risks and consequences. I / We also request you to get the said Locker fitted with a new lock and issue me / us the new key.

I / We authorize you to debit my / our Account No. _____ with an amount of Rs. _____ towards all related charges and costs of breaking open the said Locker and fitting it with a new lock.*

or

I / We hereby tender an amount of Rs. _____ towards all related charges and costs of breaking open the said Locker and fitting it with a new lock.*

Yours truly,

Signature(s) – to be signed by all the joint holders.

**strike out whichever is not applicable*


FOR OFFICE USE ONLY

Signature(s) Verified by	
Locker Broken / New Key Issued On	

Date:

Signature(s) of Bank Officials

Sept 11 / 1.2



DCB 24-Hour Customer Care
Email customercare@dccb.com
Call 3281 1322 ■ **Toll Free** 1800 209 5363
Website www.dccb.com