

APPLICATION FORM FOR LEASE OF SAFE DEPOSIT BOX/ LOCKER

Please complete in CAPITAL LETTERS and the appropriate boxes. All the fields **marked *** are mandatory.

Date: / /

The Branch Manager
Bhutan National Bank Limited
..... Branch.

Dear Sir/ Madam,
I/we would like to lease a Safe Deposit Box/ Locker from Bhutan National Bank Limited, size as below:

- Small Medium Large Extra Large

Name(s).....

CID/Passport/ Work Permit/ Dependent Card No.

Address.....

Phone Number: email ID

Please debit my account number..... for the initial lease amount. For subsequent renewals, I am enclosing a Standing Instruction form to debit my account.

Signature(s) & Date

Acknowledgement

Received the keys for BNBL Locker No..... on.....

The undersigned agrees that the locker is leased to me subject to the enclosed terms/conditions which I have read/ understood thoroughly and endorsed.

Signature(s) & Date

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Surrender

Contents of the Locker No..... with BNBL have been removed and the key returned. Any and All Liability/ies with BNBL is hereby released by me.

Signature(s) & Date:

Keys received and the Locker verified as being in order and empty by:

Name, Signature of Bank Official & Date

For Official Use

Locker size Locker No..... Safe deposit box/ Locker allocation date.....

Signature of Bank Official & Date

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Safety Deposit Box (SDB)/Locker Terms And Conditions**1. Lease Period**

As is the standard, Bhutan National Bank Limited (“Bank”) agrees to lease to the customer (“Renter”) and the Renter agrees to lease from the Bank a SDB/Locker (“Locker”) for an initial period of one (1) year from the date of application. At the end of the initial one (1) year period, the Lease shall be automatically renewed every year (“Renewal Year”) till the lease is officially withdrawn by either the Bank or the Renter, and/or terminated.

2. Rent

Renter shall pay in advance the first year’s lease rent and if the bank is not informed of the discontinuation of the locker rental requirement, the subsequent annual rent shall be recovered each year in advance from the Renter’s savings/ current account, the amount being the current rate charged by the Bank depending on the size of SDB/ Locker. The renter must provide a Standing Instruction authorizing the Bank to debit the rent from his/her account annually.

The following lease rents as applicable annually as on the date of application, subject to revision from time to time:

Small: Nu. 1000/- | Medium: Nu. 1200/- | Large: Nu. 2000/- | Extra Large: Nu. 2400/-

3. Non-payment of rent

If the Renter does not pay the annual rent within thirty (30) days after the beginning of a Renewal Year, the Bank may refuse entry into the locker until the rent is paid in full.

4. Keys to the Locker

The Renter shall promptly notify the Bank, if a key is stolen/lost/damaged and shall pay all resulting costs and expenses incurred by the bank to access the locker and for replacing the keys and locks. The Renter also agrees to return the key to the Bank if the Lease is terminated. The Renter agrees that he/she will not leave the SDB/Locker unlocked or leave the keys in the SDB/Locker at any time.

5. Access to Locker

The Renter shall observe the Bank’s hours and procedures in connection with obtaining access to the SDB/ locker. Only the Renter, person authorized by Renter or person authorized by law or court order may access the SDB/Locker. The Bank may limit access to the SDB/Locker for non-payment of rent, receipt of legal process prohibiting access, natural disaster, or circumstances which, in Bank’s judgment, constitute an undue security risk.

6. Contents

The Renter understands that the Locker is intended to provide protection for Renter’s personal properties. The Renter agrees not to use the SDB/Locker for keeping like foreign currency, weapons, illegal or hazardous substances or anything in connection with illegal activity.

7. Responsibilities of Bank

The Bank maintains no knowledge of the contents of the SDB/locker leased to the Renter and shall not be responsible for any loss or damage resulting from not adhering to the condition listed at Para 6 and removal of any contents in the SDB/Locker, except that Bank shall not be exempted from liability for its own clearly proven gross negligence or willful misconduct.

8. Removal of contents

In case of the Renter failing to pay rental and other applicable charges due to the bank within a period of 90 days from the due date, and/ or the Renter failing to remove the contents of the SDB/Locker upon and prior to

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termination of the Lease by the Bank or Renter, the Bank has the right to forcibly open the SDB/Locker at any time. The Bank shall make an inventory of the contents and remove the contents. The Renter may claim the contents of the SDB/Locker at any time, but first must pay all past due rents and the cost of drilling/repairing/replacing of the locker, that may have accumulated since the SDB/Locker was opened. If the Renter does not claim the contents, the Bank shall have the right to sell the contents of the SDB/Locker to pay all amounts due to Bank under the Lease with a prior notice to the Renter in writing, of at least ten (10) days before the sale.

9. Termination of Lease

The Renter or Bank may terminate the Lease at any time by providing a written notice to the other party within a period of fifteen (15) days prior to the official termination of the lease. On or before the termination date, the Renter shall empty the SDB/Locker and return all keys to the Bank. All rents must be paid and the property removed by the Renter on or before the termination of the Lease. If termination of the SDB/Locker occurs prior to the Lease's Annual Renewal Date, no refund of unearned fees shall be made.

10. Notices/Communications

All correspondence, communications and notices regarding the SDB/Locker shall be sent to Renter at the address provided on the application form. The Renter must promptly notify the Bank in writing for any change in the Renter's address. In the case of the joint renters, death of any renter must be informed to the Bank without delay.



Name(s)

Date: / /

PRIVACY POLICY

BNB-PO-002-Privacy-Policy

1. The Bhutan National Bank gathers personal information (PII) from customers and employees for various purposes, such as account opening, loan approval, identity verification, customer response, and product or service updates.
2. The bank does not disclose customer and employee personal information (PII) with third parties or transborder sharing. However, it may share data with regulators, governments, and law enforcement agencies. Other entities may share PII data, and the bank must comply with applicable laws and guidelines.
3. The bank takes steps to protect personal details against unauthorized disclosure.
4. Our website and other online platforms use cookies and related technologies to track visitor information, make the platform easier, tailor products and services, collect user data, and analyze server logs. Some cookies are from third-party companies for web analytics and intelligence.
5. The bank protects personal data by preventing unauthorized access, but cannot guarantee data security or website entry. Users should use secure online platforms, passwords, and secure browsers, and report any unauthorized use to the bank immediately.
6. Our website may link to third-party websites, but we are not responsible for their privacy practices and encourage users to learn about their policies, even if co-branded with our logo or trademark.
7. The policy and website use are governed by Bhutanese laws and bank regulations, with the bank acting as a Data Controller, ensuring consent before access
8. Bank upholds privacy by providing various rights such as access, consent withdrawal, objecting to data processing, rectification, erasure, data portability, processing restriction, automated decisionmaking protection, and complaint lodgment.
9. Our office securely stores personal information for at least 10 years, with the information destroyed after. We do not share, sell, or rent PII, but may store it with third parties. Third parties must respect data security and treat it lawfully.
10. The detailed Policy can be found from BNBL website ([privacy_policy.pdf \(bnb.bt\)](#))

Ihereby confirm that I have read privacy policy of Bhutan National Bank Limited.

Signature of the applicant.