

APPOINTMENT FOR LOCKSMITH FORM

I, _____ (Name),
_____ (NRIC / Passport Number) the licensee(s) or legal representative(s)* authorized to
act on behalf hereby agree to make a locksmith appointment due to the loss of 02 keys for Box Number
_____ on _____ (DD/MM/YY) at _____ am/pm*.

The cheque _____ (Bank Name & Cheque Number)
amounting to **SGD107** inclusive of GST will be the payment for the appointment of locksmith together with
this letter. I am aware that a Certis representative will contact me at _____ (contact
number) to confirm the locksmith appointment upon receipt of this letter. By signing/thumbprint on the form,
I acknowledged that I have understood and agreed to all the Terms & Conditions stated below.

TERMS & CONDITIONS

1. All appointments are to be done during normal office hours subjected to the availability of locksmith.
2. The date which the form sent will have to be at least 07 working days prior to the date of appointment, of which delivery of mail is expected to be up to 04 working days.
3. All outstanding subscription for the above account has to be made prior accessing.
4. In the event of no show, Certis will not refund appointment fee. Certis however may on its sole discretion, allow a change of appointment date if Certis is informed at least 01 working day in advance prior to the above-mentioned date of appointment.
5. Only Certis approved locksmith will be allowed to carry out the above-mentioned job, and appointment will be solely arranged by management of Certis Safe Deposit Box.
6. All registered licensee(s) **need to be present** at least 10 minutes prior the appointment time at the respective branch. In the event that not all licensee(s) are present after 15 minutes from the appointment time, the appointment will be deemed cancelled and appointment fee will be forfeited.
7. All registered licensee(s) will need to be present on the appointment requested.
8. Certis reserved the right to change the Terms & Conditions as long as affected parties are notified duly, at least 01 day in advance.

Signature or thumbprint of requesting party / Date

**delete accordingly*

The signature/thumbprint will be as per the records on the contracts of Certis. I fully understood that Certis reserved the right to reject any instructions from me, the authorizing party if they found the signature / thumbprint not to their satisfaction as compared to the records. I acknowledged that my instructions will only be processed if it is approved by Certis.

**APPOINTMENT FOR LOCKSMITH FORM
RESTRICTED**