



The Delhi Safe Deposit Company Limited

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CIN No. L74899DL1937PLC000478, GSTIN 07AAACT1828J1ZC
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Date: 4th May, 2020

Dear Client,

We hope your loved ones and you are safe and healthy! Your safety is our priority.

We are glad to inform our Lockerholders that as per the Notification of Government, we shall reopen our Vault w.e.f 06/05/2020. In view of COVID19, certain guidelines have been stipulated; and Lockerholders are requested to follow the Guidelines in order to maintain Social Distancing. Strict following of these norms will be in the best interest of all visitors and for the attending staff of the company:

As we are working with 33% staff, our working hours and Locker operation timings will be as under (till the time lockdown is completely withdrawn or further orders from Government) :

10.00 AM - 3.30 PM on working days (Sundays, Bank Holidays closed).

a) In order to maintain social distancing and to avoid crowd, only 3 lockerholders will be allowed inside the Vault at any one time, and b) Maximum 2 lockerholders will be allowed to wait in the waiting area; and in case of more than this , all will be politely requested to wait outside the office premises.

Entry of single lockerholder will be allowed inside the Vault.

1. Wearing of face mask is compulsory, so please enter our premises wearing mask.
2. Normal thermal screening will be done at the time of entry to our premises at the gate. If your temperature is found above 99.6degreesF/37.5degrees C, entry will be politely declined.

It is further advised-

3. Please visit our Vault for operation of your Locker only when **Urgently** required.
4. You are requested to complete operation of your Locker at minimum possible time.
5. Senior Citizens and childred are advised to stay at home as per the Govt notifications.
6. Taking of Gutaka/Pan and smoking inside the office/Vault is strictly prohibited.
7. The Management will be taking all necessary precautions to keep the premises disinfected on regular basis.
8. Sanitizers will be available @ the entrance and in office area.

All our valued Lockerholders are requested to extend their cooperation during these difficult times of COVID -19; and till the time we get complete clearance from the authorities.

Take care and stay safe!

Vijay Kumar Gupta
Managing Director/CEO