

Approved by  
The resolution N 237/01-101220 of  
The Executive Board of ARMECONOMBANK OJSC  
Dated 10.12. 2020  
Came into force on 11.12.2020

Publication date: 11.12. 2020  
Terms stated herein may have changed  
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INFORMATION BULLETIN ON THE RENDERING  
OF SERVICES OF “KEEPING INDIVIDUAL SAFEKEEPING BOXES AND VALUABLES”

YEREVAN 2020

*Name* - ARMECONOMBANK OJSC, hereinafter the Bank  
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*1. The terms for using personal safekeeping boxes,*

- 1) Over the period of renting the Safekeeping Box, the Customer has the right to access the room of Safekeeping Boxes during the operational day submitting his/her passport in the order existing in the Bank.
- 2) The client can stay in the area where the individual safekeeping box is kept for maximum 10 minutes.
- 3) The Customer puts the valuables into the box placed inside the Safekeeping room.
- 4) It's not allowed to keep explosive, flammable, chemical, biological, radioactive hazardous materials including liquid substances, drugs, weapons and ammunition.
- 5) Should there be any suspicions (terrorism, drugs), the Bank is eligible to check the safekeeping box and exceptional cases without the Customer's participation.
- 6) At the customer's request, the safekeeping box can be sealed with the Client's signature or seal
- 7) The customer is obliged not to let the key of the box be duplicated immediately notifying the Bank in written about the loss of the key of the safekeeping box.
- 8) Upon the customer's application, the duplicate of the key is provided to the customer by charging from the latter the tariff set by the Bank's Executive Board for the mentioned service
- 9) The Client shall discharge the safekeeping box and hand over the key on the day of termination of the agreement on the renting of safekeeping box till 16:00, or if such day is not a working day on the following day till 12:00 pm.
- 10) The Bank is not liable for the loss or damage of the Valuables which occurred when placing or removing thereof from the safekeeping boxes, provided that such loss or damage is not caused in the Bank's employee's fault.
- 11) In case the Safekeeping box is not discharged after the expiry of the period set for the use of the safekeeping box and it's not prolonged by the Bank and the Customer, a penalty at the size set by the Bank's Tariffs will be charged from the Customer for each overdue day.
- 12) The Bank may forbid the customer to use the safekeeping box if the customer has unpaid liabilities towards the Bank.
- 13) Should the safekeeping box not be discharged within 180 days after the expiry of the term, upon the order of the Bank's CEO a committee consisting of the Bank's employees is created, which opens the safekeeping box, takes out its content and compiles a relevant statement. The Bank may sell the property available in the safekeeping box by an auction for the purpose to pay customer's unpaid liabilities. The property is kept in the Bank's vault till being sold.

*2. Documents to be submitted for the renting of an individual safekeeping box*

*In case of physical entities:*

- Identification document;
- Document containing public services number (if not available – a reference on not receiving a public services number): The document may not be required if the Bank has received it electronically from information database.

*In case of legal entities:*

- If an account already exists in the Bank, a power of attorney for using the safekeeping boxes on behalf of the person representing the Company;
- If no account is available, the documents required by the Bank for the opening of a bank account (the notarized power of attorney).

In terms of this Bulletin the Identification document means:

- For RA citizens- passport, ID card, military identification document for persons in mandatory military service, Return Certificate to return to Armenia only, temporary identification document or certificate issued by RA Police, for the children up to 16 years – passport, certificate of birth,
- For asylum seekers – Identification document, for the persons recognized as refugees, as well as for persons granted by the right of asylum –convention travel document,
- For foreign citizens - passport or travel document given by a foreign state or international organization ( internationally accepted), as well as documents certifying the legal residence in RA - permanent residence certificate or temporary residence card, RA special passport,
- For stateless persons- travel document granted by a foreign state, residence certificate for stateless persons permanently residing in the Republic of Armenia, documents certifying the legal residence in RA - permanent residence certificate or temporary residence card, RA special passport,
- For refugees granted temporary asylum - identification document (temporary asylum certificate)

Document containing public services number:

- Social card or
- Identification card of the RA citizen or
- RA residence card for a foreign citizen (if any) containing public services number or
- Identification documents of refugees, stateless persons permanently residing in the Republic of Armenia, containing public services number or
- Statement containing public services number

### 3. General tariffs of individual safekeeping boxes

Term	Sizes		
	Small	Medium	Big
	43cmx27cmx7.5cm	43cmx27cmx16cm	43cmx55cmx16cm
a/ 7 days	AMD 10 000	AMD 15 000	AMD 20 000
b/ 14 days	AMD 15 000	AMD 20 000	AMD 25 000
c/ 1 month	AMD 20 000	AMD 25 000	AMD 30 000
d/ 3 months	AMD 35 000	AMD 40 000	AMD 45 000
e/ 6 months	AMD 45 000	AMD 50 000	AMD 55 000
f/ 9 months	AMD 50 000	AMD 55 000	AMD 60 000
g/ 12 months	AMD 55 000	AMD 60 000	AMD 65 000
h/ 12 months and more	Tariff defined for 12 months added the tariff corresponding to the period exceeding 12 months		
Replacing the lost key of safekeeping box	AMD 20 000		

After the expiry of the term of the Agreement, the following fees are accrued for each actually used day

- Up to 7 days – AMD 2500 daily
- From 8 to 14 days – AMD 1700 daily
- From 15 up to 30 days – AMD 1000 daily
- 31 days and more -AMD 500 daily

### 4. Tariffs of individual safekeeping boxes of "NANO" BRANCH

Term	Sizes	
	Small	Medium
	6cmx30cmx40cm	15cmx30cmx40cm
7 days	AMD 2 500	AMD 3 500
14 days	AMD 4 500	AMD 7 000
1 month	AMD 7 000	AMD 9 000
3 months	AMD 10 000	AMD 18 000
6 months	AMD 15 000	AMD 25 000
9 months	AMD 20 000	AMD 30 000

12 months	AMD 25 000	AMD 35 000
12 months and more	Tariff defined for 12 months added the tariff corresponding to the period exceeding 12 months	
Security deposit for the key lost or damaged by the customer	AMD 10 000	

- After the termination of the Agreement, a penalty in the amount of AMD 1200 is defined in “NANO” BRANCH for each actually used day.
- In “NANO” BRANCH, AMD 500 is applied for each use of safekeeping box.

#### 5. *Safekeeping of Valuables:*

CSCO /the branches of the Bank may accept different kind of valuables from the customers. The valuables to be kept in the Bank are packaged and sealed in the presence of the customer. The list of valuables (attached to the safekeeping agreement) is also placed in the package (bag). The customer can check the preservation and state of the valuables at any time by notifying the Custodian thereof at least 24 hours prior. In case of withdrawal of valuables prior to the term set forth by the safekeeping agreement, the safekeeping fee is not recovered. If the valuables are not removed after the expiry of the safekeeping term, a penalty at the size and order set forth by the Bank’s tariffs will be applied for each overdue day. After the termination of custodian agreement, should the customer fail to withdraw valuables within 30 days after receipt of notification, the Bank shall have the right to sell such goods through public auctions meeting the Bank’s requirement on the account of that.

Tariffs for keeping of valuables \*1

1 months	2 months	3 months	6 months	9 months	12 months
AMD 10 000	AMD 15 000	AMD 20 000	AMD 25 000	AMD 30 000	AMD 35 000

*Tariff include VAT*

1. AMD 500 for each actually used day after the expiry of the term of the Agreement.

#### 6. *Other provisions.*

- 1) Authorities for using an individual safekeeping box by other persons are accepted if:
  - authorization has been entitled by a written power of attorney ratified by the Notary, or
  - authorization has been given in the Bank/a branch by the individual who rented the safekeeping box with the presence of the responsible employee and based on the power of attorney formed and signed by the Head of the CSCO/Head of the branch.
- 2) the customer can enjoy the service of individual safekeeping box in Head office, “KENTRON”, “SHAHUMYAN”, “ECHMIATSIN” and “NANO” branches of ARMECONOMBANK OJSC.