



UN SACCO
Your Financial Anchor

SAFE CUSTODY APPLICATION

Lodgement Number: _____

APPLICANT DETAILS

Full Name: _____

Member Number:

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 ID No/ Passport No: _____

Email Address: _____

Cellphone number:

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 Date:

D	D	M	M	Y	Y	Y	Y
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SAFE CUSTODY ITEMS

Brief description of items to be placed under safe custody:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

SAFE CUSTODY NOMINATION OF 3RD PARTY ACCESS

I _____ Member Number

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hereby nominate the person below who can be allowed to access the lodged file only on my written instructions.

NOMINEE DETAILS

Full Name: _____

National ID/ Passport No (Must attach copy): _____

Cellphone No.: _____ E-mail Address: _____

COLOURED PASSPORT SIZE PHOTO

SPECIMEN SIGNATURE:

Applicant's Signature:

Date:

D	D	M	M	Y	Y	Y	Y
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FOR OFFICIAL USE ONLY

SACCO official:----- Sign:-----Date:-----

TERMS AND CONDITIONS

1. Only UN DT SACCO bona fide members can access this service.
2. Only physical documents are accepted for safe custody. The documents should fit into one A4 envelope. Extra documents will be lodged separately.
3. The items shall be presumed to be lodged for a period of 1 year initially and automatically renewed unless withdrawn by the member.
4. UN DT SACCO reserves the right to accept or reject any application for safe custody. The annual fee for safe custody service is KES 1,200. The fee will be collected in advance on lodgment and subsequently after every year.
5. An access/retrieval fee of Ksh 240 will be applied with every request to access the lodged documents.
6. Safe custody retrieval services will be available from 9:00 am to 4:00 pm, Monday to Friday except for holidays and can only be requested by the member.
7. A member MUST provide 24 hour written notice before retrieval or withdrawal of documents in safe custody.
8. At its discretion, the UN DT SACCO may request any identification document necessary to accurately validate the identity of any person requesting access to the lodged documents. The client shall then sign off the safe custody register.
9. In case of death of a member, only the administrator as appointed by the courts will be allowed to access the lodged documents.
10. A member must fully pay all and any outstanding safe custody fee before retrieval or collection of the documents.
11. The UN DT SACCO shall take all measures within its mandate to ensure safety of the contents of the lodged safe custody documents. The SACCO is not liable for loss and/or damage that may occur to the lodged documents due to acts of God and/or natural calamities such as floods, fire etc.
12. Any changes like addition or taking away of the documents shall be documented as a new lodgment and new documentation issued.
13. UN DT SACCO may review its tariffs from time to time. In such scenario, the changes will be communicated to the member.

I confirm that I have read & understood the terms and conditions, the product features, the UN SACCO By laws and the relevant laws & regulations governing the utilization of this service and agree to be bound by the same.

Applicant's Signature:

Date:

D	D	M	M	Y	Y	Y	Y
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FOR OFFICIAL USE ONLY

SACCO official:----- Sign:----- Date:-----