

**APPLICATION FOR SAFE CUSTODY OF TELEPHONE
MAHANAGAR TELEPHONE NIGAM LIMITED, NEW DELHI**

Application for Safe Custody of telephone

To,

The General Manager ()

Sub: Safe Custody of telephone no -----

Sir, Please arrange for keeping above telephone working in my/our name
in Safe

Custody as per particulars given below--

1. Name of the subscriber

(In Block Capital Letters)

2. (a) Correspondence address

during safe custody period:

3. Address where the telephone is working:

4. Period for which safe custody is required

(a) Period with date from-----to-----

(b) In case already wider safe custody date up to which current safe
custody period is to be extended.

5. If the telephone number is to be kept reserved Yes/No.

during period of safe custody: (If yes, 100% rental is chargeable).

6. Details of accessories presently fitted to the line.

7. (a) Date of payment of last bill paid:

(A photo of the last bill paid to be attached)

Signature of subscriber

NOTE :- 1. You can send the filled in application form on our

fax No. 1661 for further action by MTNL.

2. Give your contact No... (O)------(R)-----Fax No.-----

INSTRUCTIONS:

1. Application form for Safe Custody of telephone should be signed by the person in whose name the telephone is working or by authorised signatory in case of firm etc.

2. Short term safe Custody (7 days to 90 days):

Non-electronic and electronic exchanges where subscriber controlled STD facility is not available -normal rent will be charged.

3. *Long Term Safe Custody (more than 90 days):

a) Non-electronic and electronic exchanges where subscriber controlled STD facility is not available- full rental for 90 days and 40% of normal rent thereafter.

b) Electronic Exchange (if the period of safe custody is six months or more)- where subscriber controlled STD facility is available - full rental for six months and 40% of normal rent thereafter.

4. The rental for period of safe custody both for original period and extended period (if any) will to be paid in advance. The responsibility of payment of advance rental in case of extension of safe custody period will rest with the subscriber.

5. A notice in writing of at least 7 days will have to be given by the subscriber for safe custody and also for reconnection of the telephone.

6. Accessories connected to a telephone line which is required to be put under safe custody will be closed.

7. Please make a xerox copy or type the form in the format received on fax, on a good quality paper preferably bond paper and fill in the application neatly.

8. Filled in application form should be submitted at Divisional Customer Service Centre in whole jurisdiction the telephone is presently working.

* Full rental will be charged for the entire period of safe custody, if the telephone number and cable pair are required to be kept reserved.