

Metropolitan Safe Deposits

Schedule of Additional Charges



1. Additional Contractual Liability

- 1.1 Metropolitan Safe Deposits Limited carries comprehensive risk insurance, which means that we are able to pass along the benefits of being insured to our customers. Subject to pre-agreed amounts, MSD will assume liability for loss or damage to items deposited in our safe deposit boxes. Additional contractual liability cover is available at £33.00 per £10,000 required. For more information please refer to our terms and conditions.

2. Mailbox Charges: Business Mailbox

- 2.1 Additional business names: **£60.00** per annum per name
- 2.2 Parcel receipt: **£60.00** per annum
- 2.3 Re-direction: **£12.00** per annum (plus VAT at the prevailing standard rate) plus postage
- 2.4 Excess mail (when MSD, at its sole discretion allows continued receipt of mail when a mailbox is full): **£20.00** per month

3. Mailbox Charges: Personal Mailbox

- 3.1 Additional names: **£60.00** per annum per name
- 3.2 Parcel receipt: **£60.00** per annum
- 3.3 Re-direction: **£12.00** per redirection, plus postage (plus VAT at the prevailing standard rate)
- 3.4 Excess mail (when MSD, at its sole discretion allows continued receipt of mail when a mailbox is full): **£15.00** per month

4. Bank Box Charges

- 4.1 Access charge: **£10.00** per visit
- 4.2 Emergency access (access outside Bank Box Operating Hours i.e. 9:00 – 17:00 Monday – Friday excluding public holidays): **£25.00**
- 4.3 Additional user: **£15.00** per annum per user
- 4.4 Key deposit: **£50.00**

5. Replacement Lock (No Engineer Required)

- 5.1 **£120.00** per lock including two keys

6. Replacement Lock (Engineer Required)

- 6.1 **£240.00** per lock including two keys

7. Replacement Access Card

- 7.1 **£10.00** per card

8. Interest

- 8.1 **2%** per month or part month on all outstanding balances

9. Returned Cheque

- 9.1 **£25.00** per cheque returned unpaid.

10. Correspondence & Research

- 10.1 **£25.00** per letter sent (including replies to solicitors, yourself etc. relevant to court orders or other matters outside of the control of Metropolitan Safe Deposits Ltd).
- 10.2 **£100.00** for the first hour thereafter £75.00 per hour or part thereof for researching, obtaining and producing information relevant to your account including account details, box usage etc.

11. Box Drill Charges

(Where You Have Failed To Renew Account And Proper Notice Has Been Served)

- 11.1 Engineer and replacement lock: **£240.00**
- 11.2 Company representative fee: **£120.00**
Solicitor's fee: **£180.00**