

# REQUEST LETTER FOR ISSUANCE OF BANK GUARANTEE

Date

D D M M Y Y Y Y

GSTN destination state name for corresponding transaction\*:

Destination GSTN number for above mentioned state^:

\*mandatory.  
^optional provided GSTN details are submitted to bank.

To,  
IDFC FIRST Bank Limited  
\_\_\_\_\_ Branch

Customer ID

We,  ("the Applicant") hereby request you to issue bank guarantee ("BG") as per detail below (duly signed hard and soft copy of the format of BG is enclosed)

i) BG Favouring: Name   
Address

ii) Purpose of BG

iii) Amount (in ₹)  In Words

iv) Validity of Bank Guarantee  Months  days Upto

D D M M Y Y Y Y

v) Claim Period, if any  Months  days Upto

D D M M Y Y Y Y

## MARGIN DETAILS (IF APPLICABLE)

i) Fixed Deposit advise numbers (original Fixed Deposit advise annexed with the request)

Amount ₹  In Words

ii) Kindly create a FD of ₹  under auto renewal mode / for a period of   
by debiting our current account number

iii) Please debit our current account for the Collateral requirement as per arrangement.

## INSTRUCTION

We hereby instruct you to:

- (a) Keep the guarantee at your counters from where we shall, through a duly authorized person or the person carrying the copy of this request acknowledged by the bank, collect the same.
- (b) Dispatch the guarantee, at our risk and cost, to our Address as mentioned above, by courier or registered post.
- (c) Hand over the guarantee to  who signs as \_\_\_\_\_
- (d) Please do not incorporate the below mentioned clause in the guarantee as the beneficiary does not want any change in the guarantee text.

"Please note that you may, if you so require, independently seek confirmation with IDFC FIRST Bank Limited  Branch, that this Guarantee has been duly and validly issued."

- We confirm and acknowledge that we shall be unconditionally and irrevocably bound by the terms of the guarantee.
- We request you to debit your charges to our Operative Account No

Authorized Signatory  
(Company Stamp/Seal)

**Explicit acceptance of the following clause of an unlimited tenor Guarantee like Customs, Disputed Cases and others.**  
 We agree that our liability under this guarantee will continue until the original guarantee is cancelled and returned to you. We further agree to furnish to the bank fresh indemnities from time to time till the original guarantee is returned to the bank duly cancelled. The bank's commission charges will be payable by us till such cancellation.

Authorised Signatory  
(Company Stamp/Seal)

**DECLARATION-CUM UNDERTAKING**

(Under Section 10 (5), Chapter III of the Foreign exchange management Act, 1999)

"I/We hereby declare that all Foreign Exchange transaction, as may be entrusted me/us to the IDFC FIRST Bank Limited from time to time, will be strict conformity with the provisions of the Foreign Exchange Management Act, 1999 ("the Act"). Further, we also declare that said transactions, as and when initiated, shall not involve and shall not be designed for the purpose of any contravention or evasion of the provisions of the Act or of any rule, regulation, notification, direction or order made under the Act. I/We further declare that the undersigned has/have the authority to give this declaration and undertaking on behalf of the firm/company.

Date         Place

D D M M Y Y Y Y

Authorised Signatory  
(Company Stamp/Seal)

**DECLARATION**

I/We hereby agree and confirm that the above bank guarantee is subject to the terms and conditions as contained herein and in the Master Facility Agreement/Agreement for Bank Guarantee Facility entered into between Applicant and IDFC FIRST Bank Limited

Thanking You

Yours faithfully,

Date         Place

D D M M Y Y Y Y

Authorised Signatory  
(Company Stamp/Seal)

**BANK USE ONLY**

Source GSTN  (IDFC FIRST Bank GSTN)  
 Source Location  IDFC FIRST Bank State Name & State Code