

REQUEST LETTER FOR ISSUANCE OF BANK GUARANTEE



ALWAYS YOU FIRST

Date

To,
IDFC FIRST Bank Limited
_____ Branch

I/We, 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)

Mode of Issuance: Physical BG Electronic BG

APPLICANT DETAILS

*Customer ID LEI Number:

*Name

Address

Email ID (mandatory for Ebg)

Mobile No. (mandatory for Ebg)

Applicable GSTN state name for corresponding transaction*:

GSTN number for above mentioned state^:

*mandatory.
^optional provided GSTN details are submitted to bank.
(Note: Default GST registration details as updated in the Bank records will be considered for the said request in case the GST details are not updated above)

BENEFICIARY DETAILS

*Name

Address

Mobile No. (mandatory for Ebg)

Email ID (mandatory for Ebg)

Pan No. (mandatory for Ebg)

Beneficiary Bank's IFSC (for SFMS confirmation message)

TRANSACTION DETAILS

i) Purpose of BG

ii) Amount (in ₹) In Words

iii) Validity of Bank Guarantee Months days Upto

iv) Claim Period, if any Months days Upto

v) Issuance Location

vi) Invocation Location

MARGIN DETAILS (IF APPLICABLE)

i) Please mark lien on existing Fixed Deposit No.

Amount ₹ In Words

ii) Kindly create a FD of ₹ under auto renewal mode / for a period of

by debiting our current account number

iii) Rate of interest iv) Maturity instructions

v) Interest Payout Frequency

Authorised Signatory (Company Stamp/Seal)

Contd...1/2

INSTRUCTION

A) For physical BG, 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 _____

• 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.

OR

We have transferred the funds for charges in the account of IDFC FIRST Bank vide UTR No. _____

DECLARATIONS
Declaration 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.

Explicit acceptance of the clauses with unlimited tenor guarantee (open ended in terms of tenor/ auto renewal) and other Onerous clauses (e.g. invocation through post, email, fax, etc.)

We agree that our liability under this guarantee will continue until the original guarantee along with discharge letter is cancelled and returned to you. We undertake to arrange the original guarantee along with discharge letter & submit to the bank for cancellation/closure immediately once our obligation under the guarantee is fulfilled. The bank's commission charges will be payable by us till the original guarantee along with discharge letter is submitted to the bank

Other declarations

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.

Place

Date
D D M M Y Y Y Y

Authorised Signatory (Company Stamp/Seal)