

Application to Amend a Letter of Guarantee

		Date * <input type="text" value="dd / mm / yyyy"/>	
Account Name *	Name		
Account Number *	23 digits		
Letter of Guarantee *	No.		
Current Guarantee Amount *	Currency	Amount in Figures	
Amount of Increase	Currency	Amount in Figures	
Amount of Decrease	Currency	Amount in Figures	
Revised Guarantee Amount	Currency	Amount in Figures	
Revised Expiry Date	<input type="text" value="dd / mm / yyyy"/>	Charges <input type="checkbox"/> All charges to my/our account	
Other Changes <i>(If the guarantee contains automatic renewal clause the same wording is to be incorporated along with the revised expiry date)</i>			
Number			
<small>Note: In cases of insufficient space please continue on a blank sheet of paper with Letter of Guarantee number mentioned, sign and attach to this Application.</small>			
Applicant Declaration and Terms and Conditions		Applicant Signature(s) with Company Stamp *	
I/We understand and acknowledge that: a. the terms and conditions of the Application to issue Letter of Guarantee shall apply to this Application as though set out in full herein, mutatis mutandis; and b. the amendments are valid only when accepted by the beneficiary when the guarantee is being reduced in value.			

*Mandatory Field

Bank Use						
Branches / Front Office	Tracking Reference	Trade Finance	<input type="checkbox"/> CSV	Name	Employee ID	Sign

Required Details to be filled in the Applications:

1. Application Date
2. Account Name
3. Account Number
4. LG Reference No
5. Current Letter of Guarantee Amount
6. Amount of Increase / Decrease If any
7. Revised Letter of Guarantee Amount to be filled if amount of Increase / Decrease is filled.
8. Revised Expiry Date
9. Other Changes Required, if any
10. Customer Signature & Stamp

Addition requirements:

NIL