

Application to Amend a Letter of Guarantee

			1	Date *	dd / mm / yyyy
Account Name *	Name(s)	2			
Account Number *	13 digits	3			
Letter of Guarantee *	No.	4			
Current Guarantee Amount *	Currency		5	Amount in Figures	
Amount of Increase	Currency		6	Amount in Figures	
Amount of Decrease	Currency		6	Amount in Figures	
Revised Guarantee Amount	Currency		7	Amount in Figures	
		Amount in Words			
Revised Expiry Date	dd / mm / yyyy	8		Charges	<input checked="" type="checkbox"/> All charges to my/our account
Other Changes (if the guarantee contains automatic renewal clause the same wording is to be incorporated along with the revised expiry date)					
Number					
<p>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.</p>					
Applicant Declaration and Terms and Conditions			Applicant Signature(s) with Company Stamp *		
I/We understand and acknowledge the following: 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.			<p>10</p>		

* Mandatory Fields

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