

The Manager  
Pan Asia Banking Corporation PLC,

Date: .....

Dear Sir,

**APPLICATION FOR ISSUANCE OF A LETTER OF GUARANTEE**

Please issue a Letter of Guarantee on my/our behalf as per following details: (Please fill in **BLOCK LETTERS**)

<b>Full name of Applicant/s</b> **	Mr/Mrs/ Ms		
<b>Address of applicant</b>			
<b>Amount of the Guarantee</b>	Rs.	(Rupees	only)
<b>Contract Value (If applicable):</b>	Rs.	Contract Ref. (If applicable)	Date:
<b>Validity Period of Guarantee</b>	From: (DD/MM/YYYY)	/ /	To : / /
<b>Beneficiary's Name &amp; Address</b>			
<b>Purpose (Details of Contract / Dealership / Agency etc)</b>			

• **Type of Guarantee** (tick as applicable):

- Bid Bond                       Advance Payment Guarantee                       Ordinary / Customs  
 Performance Bond                       Others (specify the type of Guarantee) .....

• **Format/Text of Guarantee:**  Bank's standard format     as per specimen attached

**Type of security against the proposed Guarantee.**     Cash Back                       Credit Limit

If it is cash back please mentioned the Account Number (FD, C/A, S/A) .....  
 Notwithstanding the expiry date, my/our liability to you in respect of this guarantee will continue until the original Guarantee is returned to you. Please debit your commission/ margin requirements & charges to my/our Current /Savings Account No..... I/We further agree that all payments due from me/us on the guarantee applied for shall be paid by debiting my/our Current account No..... even to the extent of creating an overdraft, for which overdraft I/we shall be liable.

Yours faithfully,

\*\* In case of a proprietorship / partnership please give full name/s of proprietor/partners:

.....  
Signature of customer

**For Office use only**

**Branch:**

**To : Manager (Trade Services – Guarantee Division)**

<b>Claims pending</b> (If yes attach copy and state arrangements made to meet claim)	Rs	
<b>Approved Existing / One off Limit Rs.</b>	<b>Exp. Date</b>	<b>Outstanding as at date Rs.</b>
		<b>Current request Rs.</b>
		<b>Outstanding if current request is granted Rs.</b>
Security for existing Limit and the expiry / Maturity date	Security for current request and Maturity/expiry date	

Please issue the letter of Guarantee as requested above. We confirm that :

(a) Security Documentation in respect of the above request is held at Credit Administration Division. Securities are marked under lien and will be held until the expiry of guarantee. Guarantee tenor period is accordance with the Limit or Security maturity / Expiry period if not limits will be renewed. Mandatory Documents (Indemnity / Letter of Set off) have been obtained and completed.

(b) Conduct of Facilities satisfactory.    (c) Above signature of customer is verified.

**For Guarantee Department use only**

Date of the Confirmation for securities received from CAU .....  
 Mandatory documents received

Approved/ Not approved  
 SMG – Trade Finance                      Date

**SMG / MGR**                      Date