

Guidelines for completion of 'APPLICATION FOR ISSUANCE OF BANK GUARANTEE'

Dear valued customer,

Please find below guidelines for completion of the **APPLICATION FOR ISSUANCE OF BANK GUARANTEE**. These guidelines have been created keeping in mind your requirements and this will assist you in your queries regarding the completion of the application form. At ENBD we value your time and we are confident that these guidelines will help you submit your request for a BANK GUARANTEE which will be processed without delay and to your complete satisfaction.

1. Type of Guarantee

Please indicate the type of guarantee requested. For your ease of reference, types of guarantees are specified below

BID BOND (TENDER) GUARANTEE
BID BOND (TENDER) GUARANTEE OPEN ENDED
ADVANCE PAYMENT GUARANTEE
ADVANCE PAYMENT GUARANTEE OPEN ENDED
PERFORMANCE GUARANTEE
PERFORMANCE GUARANTEE OPEN ENDED
FINANCIAL GUARANTEE
FINANCIAL GUARANTEE OPEN ENDED
PAYMENT GUARANTEE
PAYMENT GUARANTEE OPEN ENDED
RETENTION GUARANTEE
RETENTION GUARANTEE OPEN ENDED
VISA GUARANTEE
TRADE LICENCE GUARANTEE
OTHER GUARANTEE
OTHER GUARANTEE OPEN ENDED

2. Amount

Please indicate the amount of the guarantee requested.

3. Beneficiary Name and Address

Please indicate the Name and Address of the Beneficiary of the guarantee. Please include your P O Box in the address.

4. Valid up to

Please indicate the expiry date of the guarantee. In case the guarantee is open ended i.e. the expiry date cannot be ascertained, please indicate the words 'open ended'. For automatic renewal after the initial expiry, please state the expiry date and indicate in brackets automatic renewal.

5. In respect of

Please indicate the purpose of the guarantee. Tender number, or any other reference number to guarantee may be mentioned in this column.

NOTE: IN THIS BOX, PLEASE INDICATE WHETHER YOU WANT US TO ISSUE THE GUARANTEE IN ENGLISH LANGUAGE OR ARABIC LANGUAGE OR BI-LINGUAL I.E. ENGLISH AND ARABIC.

NOTE: IF GUARANTEE APPLICATION IS FAXED TO OUR COUNTERS, THE ORIGINAL APPLICATION MUST BE SUBMITTED TO OUR COUNTERS WITHIN 3 DAYS CLEARLY INDICATING THAT THE WORDS 'FAXED – AVOID DUPLICATION'.

ALSO PLEASE INDICATE THE NAME AND MOBILE NUMBER OF THE CONTACT PERSON, IN CASE WE NEED TO CONTACT FOR QUERY RELATED TO THIS TRANSACTION

Please note that the APPLICATION FOR ISSUANCE OF BANK GUARANTEE must be submitted to the Bank along with ENBD COUNTER INDEMNITY, if GTC (General Terms & Conditions) is not signed by you.