

Request Letter for Bank Guarantee Issuance

Date:

To,
IndusInd Bank Ltd.
_____ Branch

Sub: Issuance of Bank Guarantee

We request you to issue the below mentioned Bank Guarantee as per the details given below

Beneficiary : (Full Name and Address)
Amount :
Validity :
Claim Period (if any) :
Type of Guarantee : Financial / Performance
Nature of Guarantee : Advance Payment / Customs / Bid Bond / Warranty /
Trade Debt / others _____
Method of Issue : Physical (Hardcopy) / SWIFT _____

We hereby authorise you to Debit our account number _____ towards Bank Guarantee Commission and other Charges. We undertake to pay the commission and other charges in the event the Guarantee is renewed / extended till it is completely discharged.

We hereby declare and confirm that we are not enjoying any fund based facilities from any of the Banks.

We further declare and confirm that we are not availing any non-fund based facilities from any of the Banks.

OR.

We would like to inform you that we are availing non-fund based facilities from _____ Bank details whereof are furnished in the attached Annexure. We further confirm that these non-fund based facilities are within limits and there are no over-dues in the said facilities.¹

¹ Pl. obtain details of non facilities availed in Annesure and attach to this attached.

Kindly deliver the Bank Guarantee to Us / Beneficiary / Bank
_____ (Specify Name & Address) / hand over the Original Bank guarantee
to the bearer of this letter whose signature is attested below.

Thanking you,

Yours Faithfully,

For XXXX

Bearer Signature

(Authorised Signatory)

Signature Attested

Request Letter for Bank Guarantee Amendment

Date:

To,
IndusInd Bank Ltd.
_____ Branch

SUB: Amendment to the Bank Guarantee

Please refer the Bank Guarantee issued by you as per the details given below

Bank Guarantee Number : _____

Name of the Beneficiary : _____

Amount : _____

Validity i.e. Expiry Date : _____

Claim Date : _____

We request you to kindly amend the Bank Guarantee as follows:

Strike out whichever is not applicable

(A) Enhancing the amount of the Bank guarantee to _____

(B) Extending the (1) Expiry date by _____
(2) Claim date by _____

(C) General amendment reg. Changes in the format of the Bank guarantee
format duly enclosed – if any

All other terms and conditions remained unchanged.

We hereby authorise you to Debit our account number _____ towards Bank
Guarantee Commission for effecting the amendment and other Charges.

Kindly deliver the Bank Guarantee Amendment to Us / Beneficiary / Bank
_____ (Specify Name & Address) / hand over the Original Bank guarantee
Amendment to the bearer of this letter whose signature is attested below.

Thanking you,

For

Bearer Signature

Authorised Signatory

Signature Attested