

The Manager  
 Prime Commercial Bank Limited  
 .....Branch  
 ....., Nepal

Date: ...../...../.....  
 dd mm yyyy

Re: Application for Letter of Bank Guarantee

Please Issue a Bank Guarantee As Follows:

A.	I.	<b>Full Name &amp; Address of Applicant /Principal/Contractor:</b>				
	II.	<b>On Account of (If applicant is other than the limit holder):</b>				
B.	<b>Full Name &amp; Address of Beneficiary:</b>					
C.	<b>Amount of Guarantee:</b> <input style="width:150px;" type="text"/>		In words:.....			
D.	Guarantee Type (Please tick (√))	I.	Bid Bond (BB)		V.	Manpower Guarantee (MG)
		II.	Performance Bond (PB)		VI.	EXIM Guarantee (EG)
		III.	Advance Payment Guarantee (AG)		VII.	Other Guarantee (OG)
		IV.	Supply Guarantee (SG)		If any Other than these:	
E.	Guarantee Wording: <input type="checkbox"/> Bank's Standard Format, <input type="checkbox"/> Format as enclosed (duly signed & stamped)					
F.	<b>Purpose of Guarantee: .....</b>					
	.....					
<b>Contract ID/ Notice/Tender No. (if any):</b>						
G.	Validity of Guarantee: From ...../...../.....To ...../...../.....					
You may please debit our below mentioned account for the margin and necessary charges: Account No. <input style="width:150px;" type="text"/>						
Further, we authorize our representative whose signature is attested herewith to collect the guarantee document. This signature is also valid for any necessary endorsement on documents pertaining to this guarantee.					..... <b>Representative's Signature</b> (Signature of guarantee receiver)	
..... <b>Authorized Signature(s) of Applicant/Principal/Contractor</b>		..... <b>Authorized Signature(s) of Limit Holder</b>		..... Stamp		
Stamp		Stamp				

For the Applicants attention:

This request is subject to the Bank's conditions governing guarantees, printed overleaf.

**Document Check List for Guarantee**

<b>1. Bid Bond -BB (Please tick “√” if obtained)</b>					
a. Properly Filled up Application	b. Letter of Counter Guarantee-1st Party	c. Letter of Counter Guarantee-3rd Party (For J/V or third party Applicant)	d. Tender Notice	e. Joint Venture Agreement (For J/V Applicant)	f. Power of Attorney (For J/V Applicant)

<b>2. Performance Bond-PB (Please tick “√” if obtained)</b>					
a. Properly Filled up Application	b. Letter of Counter Guarantee-1st Party	c. Letter of Counter Guarantee-3rd Party (For J/V or third party Applicant)	d. Letter of Acceptance/ Tender awarded notice	e. Joint Venture Agreement (For J/V Applicant)	f. Power of Attorney (For J/V Applicant)

<b>3. Advance Payment Guarantee-AG (Please tick “√” if obtained)</b>					
a. Properly Filled up Application	b. Letter of Counter Guarantee-1st Party	c. Letter of Counter Guarantee-3rd Party (For J/V or third party Applicant)	d. Letter of Acceptance/ Tender awarded notice	e. Joint Venture Agreement (For J/V Applicant)	f. Power of Attorney (For J/V Applicant)

<b>4. Supply Guarantee-SG (Please tick “√” if obtained)</b>					
a. Properly Filled up Application	b. Letter of Counter Guarantee-1st Party	c. Letter of Counter Guarantee-3rd Party (For J/V or third party Applicant)	d. Letter of Acceptance/ Tender awarded notice	e. Joint Venture Agreement (For J/V Applicant)	f. Power of Attorney (For J/V Applicant)
			N/A		

<b>5. Manpower Guarantee-MG (Please tick “√” if obtained)</b>					
a. Properly Filled up Application	b. Letter of Counter Guarantee-1st Party	c. Letter of Counter Guarantee-3rd Party (For J/V or third party Applicant)	d. Letter of Acceptance/ Tender awarded notice	e. Joint Venture Agreement (For J/V Applicant)	f. Power of Attorney (For J/V Applicant)
			N/A	N/A	N/A

<b>6. EXIM Guarantee-EG (Please tick “√” if obtained)</b>					
a. Properly Filled up Application	b. Letter of Counter Guarantee-1st Party	c. Letter of Counter Guarantee-3rd Party (For J/V or third party Applicant)	d. Letter of Acceptance/ Tender awarded notice	e. Joint Venture Agreement (For J/V Applicant)	f. Power of Attorney (For J/V Applicant)
			N/A		

<b>7. Other Guarantee-OG (Please tick “√” if obtained)</b>					
a. Properly Filled up Application	b. Letter of Counter Guarantee-1st Party	c. Letter of Counter Guarantee-3rd Party (For J/V or third party Applicant)	d. Letter of Acceptance/ Tender awarded notice	e. Joint Venture Agreement (For J/V Applicant)	f. Power of Attorney (For J/V Applicant)
			N/A		

**Note:** Minute copy of board resolution is required, if the guarantee is requested on behalf of JV/3<sup>rd</sup> party firm or company.

**Account Number (JV/3<sup>rd</sup> party firm or company):**

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**Contact person and number:**

**Remarks (if any):**