

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 with your requirements and this will assist you in your queries regarding the completion of the application form.

At CBD, we value your time and we are confident that these guidelines will help you to submit your request for a BANK GUARANTEE which will be processed promptly and to your complete satisfaction.

No.	Details	Description of details
1	In favour of	The full name and address of the beneficiary is to be provided. P.O. BOX to be provided
2	For account of	The full name and address of the applicant is to be provided. P.O. Box to be provided
3	Amount	To mention in Words and figures with Currency
4	Validity	To 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	Purpose	To indicate the purpose of the guarantee. Tender number or any other reference number to guarantee may be mentioned in this column.
6	Guarantee Type	To indicate the type of Guarantee requested. For your ease of reference, types of guarantees are specified below: TENDER GUARANTEE PERFORMANCE GUARANTEE ADVANCE PAYMENT GUARANTEE RETENTION MONEY GUARANTEE FINANCIAL GUARANTEE MAINTENANCE GUARANTEE LABOUR GUARANTEE

7	Guarantee to be issued as per	To select if bank's standard format or Attach format duly signed
8	Language	To indicate whether the Guarantee is to be issued in English or Arabic or Bilingual(i.e. English and Arabic)

Note:

Also, please indicate the name, mobile and the email id of the contact person in case we need to contact for any queries related to this application.