

# How to Apply a Bank Guarantee?

## Step 1: Locating the Bank Guarantee Application Form on iTrade

- Select "Trade Services"
- Select "Outward Guarantee"
- Select "Guarantee Initiation"

The screenshot shows the Commercial Bank of Dubai iTrade interface. The top navigation bar includes 'Trade Services', 'Queue', and 'Administration'. The main content area is titled 'Outward Guarantee Module Presentation'. On the left, there is a sidebar menu with options: 'From Scratch', 'From Bank Template', 'From Template', 'Copy from Existing Guarantee', 'Draft Transactions', and 'Pending Authorization'. Below these are expandable sections for 'Guarantee Amendment', 'Correspondences & Claims', 'Pending Guarantees', 'Guarantee - Inquiry', and 'Guarantee - Maintenance'. The main content area contains a brief description of the module and its features.

## Step 2: Select one of the below options as per your requirement...

- **From Scratch** – Create a new bank guarantee request ( recommend majority of customers to use this option if applying guarantee for the first time)
- **From Bank Template** – Create Guarantee request from the bank standard template
- **From Template** – Create guarantee request from an existing Template
- **Copy from Existing Guarantee** – Create Guarantee from an existing Guarantee
- **Draft Transactions** – Review and submit the guarantee request either you or another user from your company have already created and saved, but not submitted

The screenshot shows the 'Create a New Outward Guarantee' form in the iTrade interface. The form is titled 'General Details' and includes the following fields: 'System ID' (B02108000000456), 'Template ID' (empty), 'Customer Reference' (empty), 'Application Date' (19/08/2021), '\* Type of Guarantee' (dropdown menu), 'Issue With' (empty), '\* Effective Date' (dropdown menu), '\* Expiry Type' (Fixed), and 'Expiry Period (in days)' (empty). The form also features a 'Tasks' dropdown menu and buttons for 'Save as Template', 'Cancel', and 'Help'. A 'Show Form Summary | Top' link is visible at the bottom right of the form area.

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**Attachments (Max 5 files and 1 Mb each)**

No files

[Add a file](#)

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### Step 3: Fill out the Guarantee Application Form...

- Please fill out all of the mandatory fields with red asterisk \*
- Please also include or attach any other relevant information, if required
- If you want to save this form as a template to submit later, please select "**Save as Template**"
- If any extra instruction or details regarding this guarantee application should be entered under "**other information**" if required
- Once completed, click "**Submit**"

**Commercial Bank of Dubai** User: Firstname Lastname / 960673 [Logout](#)

Trade Services | **Queue** | Administration

**Guarantee Initiation**

- From Scratch
- From Bank Template
- From Template
- Copy from Existing Guarantee
- Draft Transactions
- Pending Authorization
- Guarantee Amendment
- Correspondences & Claims
- Pending Guarantees
- Guarantee - Inquiry
- Guarantee - Maintenance

**Create a New Outward Guarantee**

[Tasks](#) [Save as Template](#) [Cancel](#) [Help](#)

**General Details** [Show Form Summary | Top](#)

System ID: 802108000000456

Template ID:

Customer Reference:

Application Date: 19/08/2021

\* Type of Guarantee:

Issue With:

\* Effective Date:

\* Expiry Type: Fixed

Expiry Period (in days):

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