

**Please note** – when filling out this form please use the tab and arrow keys to move between the relevant fields. Ensure you do **not** use the return or enter keys. Please complete in BLOCK CAPITALS.  
Please complete this form, referring to the inserted guidance notes for assistance.  
Upon completion, please send to your Relationship Manager or Trade Centre.

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**1. Current Bank Guarantee Reference (Applicable for amendments only)**

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**2. Applicant's details**

Name of Company

  

Applicant's reference number

Address line 1

Address line 2

Address line 3

Address line 4

OR country

Postal code

Contact name

Preferred daytime contact number  
(including extension if applicable)

Email address

Address for service correspondence

If the guarantee is to be issued in a name other than the above mentioned applicant please provide company name and address

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**3. Type of guarantee request required**

If 'Other' please specify

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#### 4. Method of issue

Guarantee issued by:

Please deliver original to:

Method of Delivery:

Once the Guarantee has been issued by Natwest and you or the beneficiary needs to be advised by email that the Guarantee has been issued, please indicate this in Section 12, 'Special instructions'. Please include the relevant email address

Please include agents postage details and contact number in the special instructions.

Nominated overseas issuing/advising bank and branch details (if any) \*\*

**Natwest's request to an overseas bank to issue their Guarantee in favour of the beneficiary:**

This option should only be selected if local law or the beneficiary's preference prevents the acceptance of a Guarantee direct from Natwest. Natwest's own direct Guarantees are widely acceptable throughout the world, and offer distinct advantages:

- i) Greater control over the Guarantee, as you will be dealing only with Natwest and the beneficiary under the Guarantee, without the involvement of a second bank.
- ii) Avoidance of the additional charges, which an overseas bank would make for issuing their Guarantee.

**\*\* Nominated Overseas Issuing/Advising Bank**

If known, the name and branch address of the overseas issuing/advising bank, should be entered here. If left blank, Natwest will select the overseas issuing/advising bank.

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#### 5. Format of Guarantee

Guarantee format

If the format required has already been submitted or issued, please enter the reference:

DW/V

If you have asked Natwest to request an overseas bank to issue their Guarantee in favour of the beneficiary, Natwest will instruct an overseas bank to issue its standard Guarantee using the details provided.

Wherever non-standard wording is requested a flat fee will be charged covering the review process which is necessary to ensure the wording is suitable for Natwest to enter into.

This will be charged whether or not the instrument is eventually issued.

Natwest will examine the text and if satisfactory, will issue the Guarantee. If the wording is not satisfactory, Natwest will amend the text and will advise you of any amendments and any other understandings as to how the Guarantee is to be interpreted.

If the box is marked in conjunction with the Request to an overseas bank to issue their Guarantee in favour of the beneficiary, then we are unable to opine whether such a correspondent would find the wording acceptable. We will instruct the overseas bank to issue the guarantee in the format required and it shall be assumed the overseas bank has issued the guarantee unless further comment is provided by the correspondent bank.

The charge for 'non-standard wording' will not be implemented in the following cases:

- i) Using wording identical to guarantees or standby letters of credit previously issued by us in the last 2 years indicated by inserting the previous reference in the space provided in section 1, above
- ii) Pre-printed set format industry standard guarantees including all bonds to HMRC, The Society and Council of Lloyds, Rural Payments Agency (Block Guarantee only), and travel bonds e.g. ABTA, CAA, AITO, ABTOT, ATA Carnet Guarantees, Bonded Coach Holiday Group, IATA

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#### 6. Guarantee amount

Amount & Currency  
(in words)

Currency & Amount  
(in figures)

 /  . 

For HM Revenue & Customs deferred payment guarantees, the amount stated above will normally be the amount of the **monthly** deferred payment to be guaranteed by Natwest. Currently the maximum liability to HM Revenue & Customs under a deferred payment guarantee is twice the monthly deferred amount, as a deferred payment period of two (2) months is covered under the terms of the guarantee.

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## 7. Beneficiary details

Beneficiary's name

  

Address line 1

Address line 2

Address line 3

Address line 4

OR country

Postal code

Contact name

Preferred daytime contact number  
(including extension if applicable)

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## 8. Brief description of goods/services covered by this Guarantee

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## 9. Guarantee Value & Tender Information

Guarantee Percentage

% (As a percentage of full tender/contract value)

Tender/Contract Date

(DD/MM/YYYY)

Tender/Contract Number

Tender Closing Date

(DD/MM/YYYY)

Natwest and its customers assume a liability under a Guarantee from issuance. However, the date upon which the Guarantee becomes operative can be determined in various ways.

A Bid/Tender Bond can be worded to become operative on the date on which tenders close.

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## 10. Trade Debt Guarantee - only complete this section if a Trade Debt Guarantee is required.

Additional document in the  
event of a claim

If 'Other' please advise

Delivery note to be issued by \_\_\_\_\_ and signed by \_\_\_\_\_

Payment terms (e.g. 30 days from invoice date)

As a Delivery Note is not a typical transport document, accordingly we require confirmation of who is issuing the document (usually the party sending the goods) and who is signing to acknowledge delivery (party receiving the goods).

Any services provided and covered under a Trade Debt guarantee would not require a transport document.

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### 11. Expiry

Expiry Date (DD/MM/YYYY)

and/OR Expiry Event

Document to be used to evidence  
expiry event

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### 12. Special instructions

Please enter any special instructions here (e.g. any additional delivery instructions for the Guarantee)

All instructions must be clear and comprehensive, e.g. where an agent is to be advised of receipt of or is to collect a Guarantee from an overseas bank, you must include the agent's full name, address, telephone number and means of identification e.g. passport number.

If there is insufficient space to incorporate all special instructions on the application form, they should be detailed on a separate sheet and attached to the form. Make sure that you indicate on the form that special instructions are attached.

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### 13. Account details (charges will be taken from the account specified below)

Sterling account number

Sort code

Currency account number  
(if applicable)

Charges to be debited from

Payments/Claims to be debited from

## 14. Bank Guarantee Agreement

This application and the bank's Trade Services Terms together form an important agreement. You should take legal advice before signing and we advise you to retain a copy of this form for your records.

The Trade Services Terms are available to be read and printed online. To access the Terms go to [www.natwest.com/terms](http://www.natwest.com/terms) and enter tst0710.

By signing:

- I/We confirm the details on the Application are correct.
- I/We agree to the Trade Services Terms.

Please Note:

### Charges

The Bank charges for providing Guarantees. Please refer to your Relationship Manager for details. In addition, there may be overseas issuing/advising bank and/or other charges for SWIFT, postage, amendments, legal fees etc., together with local Stamp Duty/Taxes and such charges, all of which will be for your account.

### Non-refund policy

Where commission is taken in advance no commissions to be refunded where a Guarantee is cancelled, reduced, expires totally or is partially utilised. Commissions on Guarantees will continue to be charged until physical return of the Guarantee, or until release by our Correspondent, notwithstanding stipulated expiry date.

**Signed for the Applicant in accordance with the authority held by the Bank**

Authorised signatories

Name \_\_\_\_\_

Name \_\_\_\_\_

Date (DD/MM/YYYY)

Date (DD/MM/YYYY)

**For Relationship Manager use only**

**Sanction / facility details**

A product limit covering all liabilities of

Currency code

Amount (in figures)

 . 

RMP/PRISM Facility ID

Is cash held/to be held

Yes

☐

No

☐

Agreed bespoke tariff of

to be applied

I confirm the above mentioned facility/MOF has sufficient headroom to accommodate this request. In addition the application has been completed in accordance with the current Bank Account Mandate, conforms with the terms of sanction, and that the counterparty in whose name the bond is to be issued has appropriate CDD in place. Please issue the Guarantee in accordance with the applicant's instructions.

Relationship Manager's signature

Name

Contact No

ISV

Date (DD/MM/YYYY)