

**GUARANTEES  
APPLICATION FORM  
LOCAL AND FOREIGN GUARANTEES**



Date: (Choose)

To: The Manager: Guarantees Department, RMB Trade and Working Capital Botswana

a.	With reference to the Indemnity Form 30D (General Indemnity) /30C (Specific Indemnity) signed by us on _____ kindly issue on our sole risk and responsibility a Guarantee or Undertaking in the foregoing terms, which we hereby confirm, debiting our account with the cost	
b.	I/We understand that the responsibility rests with me/us to obtain the return of this Guarantee or Undertaking after its expiry and/or cancellation and that I/we are liable for commission at such rates as may be determined by the Bank from time to time each six months or part thereof until the return of the original guarantee has been secured (if required)	
c.	I/We understand that the Bank may be requested by the Beneficiary to confirm Guarantee	
d.	<u>I/We accordingly consent to the Bank taking such steps as are required in order to provide the Beneficiary with such confirmation and understand that such confirmation may attract additional fees that may be for my/our account</u>	
e.	Further to the above, I/we understand that it is only the Guarantees Department at the Bank that is authorised to prepare and issue a Guarantee or Undertaking which will in turn be signed by 2 (two) authorised signatories	
f.	Select one of the following options: (Choose...)	Guarantee no. (If existing guarantee)

\*Mandatory fields which must be completed.

**PART 1: APPLICANT DETAILS**

*Applicant's contact person:			
*Applicant's account number:		*Applicant's branch number:	
*Name of applicant:			
*Physical address of applicant:			
*Postal code:			
*Applicant's phone number:		*Applicant's mobile number:	
*Applicant's fax number:			
*Applicant's email address:			

**PART 2: BENEFICIARY DETAILS**

*Name of beneficiary:			
*Registration no of beneficiary:			
*Physical address of beneficiary:			
*Postal code:			
*Beneficiary contact person:			
*Beneficiary's phone number:		*Beneficiary's mobile number:	
*Beneficiary's fax number:			
*Beneficiary's email address:			

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**PART 3: TRANSACTION DETAILS**

*Currency:			
*Amount:			
*Amount in words:			
*Select one of the following options:			
Expiry date (Choose)			
Written notice of withdraw (Insert number of months)			
No expiry date			
Guarantee type (Letter of Intent, Tender Bond, Performance, Retention, Lease Agreement, Shipping/Air Way Releases) etc.			
Is special wording required?	Yes	No	
If Yes, please email to:			
Brief description of underlying transaction:			
Delivery instructions:			
Deliver:	Directly to Applicant	Directly to Beneficiary	
Collect:	Directly from Branch	Directly from Guarantees Department	
Issued by:	Other bank in the Beneficiary's country on behalf of RMB Trade and Working Capital Botswana "the Bank" at the specific request of the Beneficiary		

**PART 4: SIGNATURES**

Signed at:			
On this the:		day of	20
For and behalf of the Applicant:			
Full name and surname:			
Designation:			
ID no.:			
Signature: (Who warrants that he/she is duly authorised)			
Full name and surname:			
Designation:			
ID no.:			
Signature: (Who warrants that he/she is duly authorised)			

Company stamp: