

**Request letter for Issuance of Local Bank Guarantee  
(On company letter head)**

To,  
The Manager,  
RBL Bank Ltd.,  
\_\_\_\_\_ Branch

Date \_\_\_\_\_

I/We hereby request you to issue on my/our behalf and for my/our account a bank guarantee as per the following conditions. Following are the beneficiary bank details for sending confirmation of BG issuance by RBL Bank to the Beneficiary at any time. In case fields are left blank, RBL Bank is free to provide confirmation of BG issuance to the Beneficiary through any physical or electronic mode.

Bank Guarantee Currency	Bank Guarantee Amount	Bank Guarantee Expiry Date	Bank Guarantee Claim Expiry Date

Applicant Name 1: (RBL Bank Customer)	
Applicant Name 2: (JV / Consortium / WOS / Other Party)	
Beneficiary Name	
Beneficiary Address – Pin Code	
Beneficiary Bank IFSC	

**TYPE OF BANK GUARANTEE**

Bid Bond	Performance	Advance Payment	Financial	Counter	Others (Please Clarify)

We authorize you to debit my/our account no. \_\_\_\_\_ for commission /charges and margin money (if any)

Vetted text acceptable:  Yes  No

Guarantee to be issued as:  Physical Instrument  e-Bank Guarantee

For Margin / Fixed Deposit:

Account no. \_\_\_\_\_ to be debited for new FD.

Existing FD no. \_\_\_\_\_ to be utilized.

Place of issuance of the BG: \_\_\_\_\_

I/ We assume full risk, responsibility, and liability for any actions taken by the Beneficiary basis such SFMS message, or communication of issuance of BG made by RBL Bank to the Beneficiary through physical or electronic made, and acknowledge that the confirmation message sent over SFMS, or through other physical or electronic modes serves as an acknowledgment of BG issuance, enabling the Beneficiary to invoke the BG without actual receipt of the physical copy of original BG, and in such cases, Bank is obligated to pay if the demand is valid and compliant with the BG terms without investigating whether Beneficiary has received original copy. Consequently, I/ we undertakes to indemnify and hold the Issuing Bank harmless from any claims, litigations, compensation, losses, liabilities, proceedings, investigations and from and against all costs, charges and expenses including actual attorney costs and fees arising from premature invocation of the BG by the Beneficiary based solely on the confirmation message.

I / We acknowledge that the Bank Guarantee format may contain some onerous clauses which makes the guarantee open ended in terms of tenor and/or amount. I/We hereby agree, confirm, declare, and undertake to indemnify RBL Bank Limited from any liability till the date of receipt of written discharge by RBL Bank from the Beneficiary

**Indicative list of documents to be submitted:**

- Word Document for vetting
- MOU in case of JV/Consortium/WOS/Other Party
- Counter Indemnity (if applicable)
- Counter Guarantee Format (if applicable)
- Pre-printed format for IATA / MCX / NSE (if applicable)

**Checklist for the applicant:**

- Kindly ensure sufficient funds are available in FD/Account for charges and margin requirement (if any)
- Kindly ensure sufficient limits are available for issuance of the BG.
- Tenor of the BG is within the approved sanctioned.
- Please ensure beneficiary's bank IFSC given above is activated to receive SFMS for BG issuance.

**In case of eBG please provide following additional details:**

Registration Name and Address :  
With PIN code  
Communication Add (With pin code) :  
PAN Number :  
Mobile Number registered with NeSL :  
Email ID :  
Date of Incorporation :  
Legal constitution :  
State :

I/we authorise you to provide Bank Guarantees copy / covering letter / Bank Guarantee details to the Beneficiary on the above given Email IDs.

Thank You,

For \_\_\_\_\_

Applicant