

# Request letter for extension/amendment of Bank guarantee (Exchange House)

(On letterhead of company)

To,  
The Manager,  
YES bank Ltd.  
\_\_\_\_\_ Branch

Date \_\_\_\_\_

I/We hereby request you to extend/amend on my/our behalf and for my/our account a bank guarantee as per the following conditions

Bank Guarantee Ref No: \_\_\_\_\_

Existing Bank Guarantee Amount and Currency	New Bank Guarantee Amount and Currency	New Expiry Date/Period	New Claim Date/Period

Beneficiary Details	
Name of Beneficiary	
Address	

Instructions:

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We authorize you to debit our \_\_\_\_\_ A/c No. For Commission/charges and margin money (if any)  
I/We authorize Mr. \_\_\_\_\_ bearing ID no. \_\_\_\_\_ to collect  
the BG and related letters on my/our behalf.

**Declaration:**

I/we also declare that the transaction does not have linkage with any Specially Designated Nationals and Blocked Persons (SDN)/countries listed under OFAC in any manner. If the transaction involves linkage with any Specially Designated Nationals and Blocked Persons (SDN)/countries listed under OFAC in any manner, I/we undertake not to hold YES Bank Limited responsible for any of its action or inaction in respect of the OFAC-linked transactions.

For \_\_\_\_\_ (Applicant)  
Authorized Signatory Stamp and Signature

**Checklist for the applicant:**

- Kindly ensure sufficient funds are available in Account for the amendment of BG.
- Please note to provide beneficiary consent in case of any detrimental amendment of the BG text and reduction of the BG value and tenor