

## Explanatory Notes

(Supplemental to Banker's Guarantee Application Form)



Please ensure that information in the guarantee format does not contradict that provided in the application form

No	Terms on Application Form	Description of Terms on Application Form
1	Application's Information	<p>The applicant is the company or person, which or whom is applying for this Banker's Guarantee (BG)</p> <p>The DBS CIF No. refers to the Customer Identification number. Reach out to your Relationship Manager or Customer Service Officer to obtain this information</p> <p>Please also provide details of the main Contact Person</p>
2	Beneficiary's Information	<p>Beneficiary is the party whom you need to issue the guarantee to.</p> <p>Please provide the beneficiary's full name, address &amp; details of the main Contact Person</p>
3	Currency & Amount	<p>This is the guarantee amount stipulated in the BG</p>
4	For the benefit of a 3 <sup>rd</sup> party	<ul style="list-style-type: none"><li>• Fill in this section only if an applicant wishes to use its existing BG facility with DBS to apply for a BG for the benefit of a 3<sup>rd</sup> party (i.e., BG format will show the applicant being this 3<sup>rd</sup> party applicant)</li><li>• Please note that such application will be subject to approval and more documents may be required from you</li><li>• Please inform your Relationship Manager of such requirements prior to submitting the application form</li></ul>

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5	Effective Date	<ul style="list-style-type: none"> <li>• Effective date is the date in which the guarantee comes into effect <ul style="list-style-type: none"> <li><u>Option 1 – Specific Date</u> <ul style="list-style-type: none"> <li>○ Input or select a fixed date indicating the effective date</li> <li>○ Please note that back dating of effective date or future dating of effective date beyond 30 days is subject to bank's discretion. Please inform your Relationship Manager of such requirement prior to submitting the application form.</li> </ul> </li> <li><u>Option 2 – As per format enclosed</u> <ul style="list-style-type: none"> <li>○ Use this option if there is, for example, a pre-condition before the BG is deemed effective or a definite effective date not clearly addressed in the guarantee format <ul style="list-style-type: none"> <li>❖ For example, "This Guarantee shall become effective automatically only upon the receipt of the Advance Payment into the Seller's account maintained with DBS Bank India Limited, account number _____ quoting this Guarantee no.____ within ____days from Date of Issue..."</li> </ul> </li> </ul> </li> <li><u>Option 3 – Date of Issue</u> BG to be effective upon issuance.</li> </ul> </li> </ul>
6	Expiry Date	<ul style="list-style-type: none"> <li>• Expiry date is the date specified in the guarantee on or before which a claim/demand may be made <ul style="list-style-type: none"> <li><u>Option 1 – Specific Date</u> <ul style="list-style-type: none"> <li>○ Input or select a fixed date indicating the expiry date</li> <li>○ In the case of an auto-extension/renewal BG, please indicate the <b>initial</b> expiry date (not the final expiry date)</li> </ul> </li> <li><u>Option 2 – As per format enclosed</u> <ul style="list-style-type: none"> <li>○ Use this option if there is, for example, a pre-condition before the BG is deemed expired or a definite expiry date not clearly addressed in the guarantee format</li> </ul> </li> <li><u>Option 3 – Open ended</u> <ul style="list-style-type: none"> <li>○ Use this option if there is no expiry date expressly indicated in the format</li> <li>○ Any other types of format with no clear indication of when the BG will expire</li> </ul> </li> </ul> </li> </ul>

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7	Claim Expiry Date	<ul style="list-style-type: none"> <li>• Claim expiry date is the expiry date of the claim period, a specified duration on/after the expiry date where claims can still be made by the beneficiary to the bank</li> <li>• If there is no claim period, claim expiry date is the same as expiry date</li> </ul> <p><u>Option 1 – Specific Date</u></p> <ul style="list-style-type: none"> <li>○ Input or select a fixed date indicating the claim expiry date</li> </ul> <p><u>Option 2 – As per format enclosed</u></p> <ul style="list-style-type: none"> <li>○ Use this option if you are unsure when the claim expiry date is</li> </ul> <p><u>Option 3 – Claim period</u></p> <ul style="list-style-type: none"> <li>○ Input the claim period in days or months after the expiry date</li> </ul>
8	Requirements of Issuing Bank	<ul style="list-style-type: none"> <li>• Please confirm with your beneficiary the eligibility/qualifying criteria of the issuing bank such as approved banks acceptable to beneficiary</li> <li>• Kindly note that options (3) and (4) will incur more processing time and fee as it requires coordination and negotiation with correspondent agent banks</li> </ul> <p><u>Option 1 – DBS Bank India Limited.</u></p> <ul style="list-style-type: none"> <li>○ This would be a <b>direct</b> guarantee issued by DBS Bank India Limited.</li> </ul> <p><u>Option 2 – Branch or subsidiary of DBS Bank Ltd</u></p> <ul style="list-style-type: none"> <li>○ The guarantee will be issued by the selected overseas DBS branch or subsidiary upon receipt of instructions from DBS Bank Ltd. Singapore</li> <li>○ Use this option if the beneficiary is located overseas and wishes to have the BG subject to local law (country of beneficiary)</li> <li>○ If the branch you are looking for is not in the list, select 'Others' and input the name of the branch</li> </ul> <p><u>Option 3 – Correspondent Agent Bank</u></p> <ul style="list-style-type: none"> <li>○ DBS will appoint/elect an overseas correspondent agent bank in the country of the beneficiary at our sole discretion</li> </ul> <p><u>Option 4 – Nominated Bank</u></p> <ul style="list-style-type: none"> <li>○ Beneficiary specifically nominates an issuing bank</li> </ul>

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		<ul style="list-style-type: none"> <li>○ Please provide the full name and SWIFT address of the nominated issuing bank</li> <li>○ Kindly note that we may not be able to accede to the request if we do not have an existing relationship with the nominated bank</li> </ul>
9	Delivery Instructions	<p>If the issuing bank is;<u>DBS Bank India Limited</u> Option 4 – Issue BG to Advising Bank</p> <ul style="list-style-type: none"> <li>○ The issued BG will be transmitted electronically to the nominated advising bank which will then advise/deliver it to the beneficiary</li> <li>○ Please provide the full name and SWIFT address of the advising bank</li> <li>○ We may not be able to accede to your request, if we do not have an existing relationship with the nominated bank</li> </ul> <p><u>DBS overseas entities / Correspondent Agent Bank / Nominated Issuing Bank</u> Option 1 – Release original guarantee to / to order of agent / beneficiary</p> <ul style="list-style-type: none"> <li>○ Please provide details of the main Contact Person</li> </ul>
10	Guarantee Format	<ol style="list-style-type: none"> <li>1) The guarantee format refers to the text of the guarantee itself</li> <li>2) Please input the text of the BG into this field</li> <li>3) Please ensure that information in the guarantee format does not contradict that provided in the application form</li> </ol>
11	Any other details or special instructions	<ul style="list-style-type: none"> <li>• This section is for applicant to specify any pertinent details to the BG format (e.g. underlying purpose of contract) and any special instructions to DBS</li> </ul>
12	Fees to be debited into our Account Number	<ul style="list-style-type: none"> <li>• Input the account number authorized by you for us to debit all fees, commissions and charges pertaining to the BG issuance</li> </ul>
13	Authorized Signature & Company Stamp	<ul style="list-style-type: none"> <li>• It is important to have the application form's signatory field to be duly signed by your authorized signers</li> <li>• If there are supporting documents attached, it is important to have <b><u>every</u></b> page of the documents to be duly signed by your authorized signers</li> <li>• Please note that company stamps are not mandatory unless your company mandate requires it</li> <li>• Do take precaution to <b><u>not</u></b> scribble or write on anything on the bar codes</li> </ul>