Commonwealth Bank
Commonwealth Bank of Australia
ABN 48 123 123 124
Australian credit licence 234945

# Bank Guarantee Cancellation Form (Favouree Use Only)

Simply fill out a few details for us to process your request.

## Purpose of form:

- Cancellation – where the Guarantee is no longer required

Visit our Group Privacy Statement (search Privacy on our website) or upon request from any branch of the Bank to learn more about how we handle your personal information. If you are providing personal information on behalf of other individuals, you must ensure you are authorised to do so and provide them with a copy of our Group Privacy Statement.

For more information, please refer to our Bank Guarantee: Favouree Fact Sheet

## Section 1 – Details of the Bank Guarantee

What is the customer's name listed on the Bank Guarantee, including ABN/ACN?

What is the Favouree's name listed on the Bank Guarantee, including ABN/ACN?

| Bank Guarantee Number | Bank Guarantee Amount | Issuance Method (paper/electronic) |
|---|---|---|
| | | |
| | | |
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| | | |

## Section 2 – Details of Request

☐ In reference to section 1, the Bank Guarantee is no longer required and can be cancelled.

| | |
|---|---|
| Has the paper Bank Guarantee been lost/misplaced? | ☐ Yes ☐ No<br>Bank Guarantee Number<br><br>The Bank Guarantee is lost/misplaced and if found, will be returned to the Bank and no further claims will be made on this Bank Guarantee as this is now considered null and void |

## Section 3 – Authorised Signatory Details

**Authorised signatory 1**

Full Legal Name

Title - if applicable (e.g. Director/Partner/POA including book and no.)

Company - if applicable

Contact Number

Email

Business Address

Signature

X

Date



Print off more copies as needed.

**Authorised signatory 2**

Full Legal Name

Title - if applicable (e.g. Director/Partner/POA including book and no.)

Company - if applicable

Contact Number

Email

Business Address

Signature

X

Date

**Authorised signatory 3**

Full Legal Name

Title - if applicable (e.g. Director/Partner/POA including book and no.)

Company - if applicable

Contact Number

Email

Business Address

Signature

X

Date

## Section 3 – Authorised Signatory Details continued

**Authorised signatory 4**

Full Legal Name

Title - if applicable (e.g. Director/Partner/POA including book and no.)

Company - if applicable

Contact Number

Email

Business Address

Signature

X

Date

- At least one signatory per Favouree is required to sign. Where the Favouree comprises more than one party, at least one signatory per party is required to sign
- The Bank reserves the right to require proof of identity of any person acting on behalf of the Favouree. If the Favouree is an individual, a copy of their photo ID is required

## Return Your Form

Once completed, please return you form by:

- Visiting your nearest Commonwealth Bank of Australia branch
- Contacting our Business Banking Team on 13 19 98 or your customer's Relationship Manager

**Note:** The original Bank Guarantee must be returned in person. If your request requires both a written notification (form) and original Bank Guarantee, please return the documents to your nearest Commonwealth Bank Branch.

The form can be executed and accepted by one of the below options:

- Electronically signed and returned via email or in person
- Print, signed and scanned form returned via email
- Print, signed and returned in person