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

Bank Guarantee Amendment Form (Favouree Use Only)

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

Purpose of form:

This form can be used for the below request types. Please complete the section relevant to your request.

- Amendment (applicable for Bank Guarantees issued electronically) – customer consent required
- Expiry Date Extension
- Reduce Amount (without a new Bank Guarantee issuance)

Visit our Group Privacy Statement under www.commbank.com.au (search Privacy and follow the Group Privacy Statement link) 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)

Section 2 – Details of Request

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

Requested Change	The details of the change/s being made
☐ Customer Name	
☐ Favouree Name	
☐ Bank Guarantee Amount	
☐ Expiry Date	
☐ Purpose	

Section 2 – Details of Request continued

Note: This form is required to cancel the old Bank Guarantee. Amendments must be initiated and agreed to by the customer. Please contact the customer directly with this form completed to discuss and to request that they contact us to approve the changes detailed in this form. The Bank is unable to make any change/s or issue a new Bank Guarantee unless the customer contacts us directly and agrees to the changes detailed in this form.

Section 3 – Expiry Date Extension (if applicable)

☐ In reference to section 1, I/we would like to exercise my/our right to extend and request for a replacement guarantee to be issued on the same terms of the current Bank Guarantee.

Expiry Date

Issuance Method

☐ Paper – The old Bank Guarantee will be exchanged for the new Bank Guarantee

☐ Electronic (via SmartSign) – Once our request has been fulfilled and the replacement Bank Guarantee has been established, the above Bank Guarantee/s can be cancelled.

Note: Provided that if no earlier than three months, and no later than one month, before the Expiry Date of your Guarantee, the Favouree requests in writing an extension of this guarantee, the Bank will issue a replacement guarantee for a further period similar to the period of this guarantee and in the same terms as your guarantee.

Section 4 – Reduce Amount without new Bank Guarantee issuance (if applicable)

☐ In reference to section 1, the Bank Guarantee can be reduced to the new amount without a new Bank Guarantee issuance.

New Bank Guarantee Amount

$

Section 5 – Authorised Signatory Details

Print off more copies as needed.

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

✗

Date

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

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

Date

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

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