

TRADE BANK GUARANTEES SMART APPLICATION FORM REFERENCE GUIDE

PUBLIC INFORMATION

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INTRODUCTION TO THE BANK GUARANTEES SMART APPLICATION FORM

Introducing the New Bank Guarantees Smart Application Form

We are pleased to introduce the updated Guarantees Smart Application Form.

- We want to equip our customers with an efficient way of conducting business in a fast and convenient fashion.
- We like to challenge the status quo and consistently improve our ways of working and introducing the latest in technology offerings to deliver the best value and experience for our customers.

What are the Benefits?

- No more wait times.
- Built in smart logic and automation which allows you to generate/visualize a draft for Bank Guarantees in Standard Format, instantaneously.
- Why wait for ANZ to generate a Draft for you, when you can provide the same details and generate the Draft by yourself, right there and then!
- Visualize drafts instantly to expedite discussions with Beneficiaries to Add/amend/delete details in the new Smart Application form & generate a fresh Draft, On-demand, anytime!
- ANZ will only need to be engaged when details have been finalized and you are ready to proceed with issuance of the Bank Guarantee.

Using the Bank Guarantees Smart Application Form in 4 easy steps

Steps	
1	Access and Save the Form You can locate the form on ANZ Transactive, Resource Central or access it here . Follow this step each time to gain the latest version of the form.
2	Open the Saved Form and Fill Follow the prompts to fill and complete your request.
3	Save/Complete Form To complete the form, select " Preview Draft " to generate the draft. Not ready to complete it? Go to FILE->SAVE AS in your device, so that you won't lose data entered.
4	Print, Sign and Submit Once completed & ready, you will need to have the forms signed (if required) and then submit them through to ANZ via the chosen method

Need Help?

All the important fields in the form will display information when clicked on the field which will act as a guide for a successful completion of the form.

In addition, this Reference Guide will provide you with a step-by-step guide on filling the form. Alternatively, you can contact [Trade Guarantees Team](#) for additional help.

STANDARD BANK GUARANTEE FORM ISSUANCE TYPES

Request Type	Actions
New Application	Request a brand-new domestic bank guarantee.
Replace Existing	Request to replace an existing domestic bank guarantee, will require reference number to an existing Domestic Bank Guarantee.

Looking for something else?

For any stand-out/unique issuance scenarios that are not covered by the Standard Draft Guarantees form, please contact [Trade Guarantees Team](#).

HOW TO USE THE BANK GUARANTEES SMART APPLICATION FORM

This section will help you with:

- Basic navigation of the Bank Guarantees Smart Application Form
- How to complete the Form

1. "Location"

Choose the Trade office you usually deal with, this field is for mailing purposes only and will not be shown on the draft. All issuances are from our Melbourne office.

APPLICATION FOR

DOMESTIC BANK GUARANTEE/INDEMNITY



You need Adobe Reader 10.0 to view/edit & save this form. You can download Adobe Reader free of charge.
PLEASE ENSURE THAT INFORMATION IN THIS FORM IS TYPED BEFORE PRINT.

To: The Manager (ANZ Trade and Supply Chain) *Location: Melbourne Date: October 15, 2024

We refer to our Guarantee/Indemnity Facility with ANZ. Terms defined in the terms relating to the Facility have the same meaning in this application.

We request that ANZ issue a Guarantee * Issue Type ? New Application

2. "Issue Type"

This selection defines the purpose of the request.

If...	Then
New Application	Select this option for issuance of a brand-new Domestic Bank Guarantee from ANZ. <div style="border: 2px solid black; padding: 5px; margin-top: 10px;"> <p>To: The Manager (ANZ Trade and Supply Chain) *Location: <input type="text" value="Melbourne"/> Date: <input type="text" value="October 15, 2024"/></p> <p>We refer to our Guarantee/Indemnity Facility with ANZ. Terms defined in the terms relating to the Facility have the same meaning in this application.</p> <p>We request that ANZ issue a <input type="text" value="Guarantee"/> *Issue Type? <input type="text" value="New Application"/></p> </div>
Replace Existing	Select this option if you are looking at replacing an existing Bank Guarantee with a New one. Requires additional field to be updated with a reference number to an existing Domestic Bank Guarantee that is to be replaced. <div style="border: 2px solid black; padding: 5px; margin-top: 10px;"> <p>To: The Manager (ANZ Trade and Supply Chain) *Location: <input type="text" value="Melbourne"/> Date: <input type="text" value="October 15, 2024"/></p> <p>We refer to our Guarantee/Indemnity Facility with ANZ. Terms defined in the terms relating to the Facility have the same meaning in this application.</p> <p>We request that ANZ issue a <input type="text" value="Guarantee"/> *Issue Type? <input type="text" value="Replace Existing"/></p> <p style="text-align: right;">*Reference # (Existing Gtee Ref) <input type="text"/></p> </div>

3. "Place of Expiry (and Governing Law)"

This selection determines the place of expiry as well as the guarantee's governing law. The selection is restricted to the States where ANZ has its Trade and Supply Chain offices. The place of expiry would usually align to the State/time zone of the Beneficiary to assist them to be able to make a claim under the guarantee up until the stated date and time on the Instrument.

4. "Select Party Type"

Select the appropriate party type based on whether the borrower & applicant are SAME or DIFFERENT.

Note: This form is dynamic and additional fields will populate depending on the selections you make.

Refer to the Matrix below for the two different Party Types:

If...	Then
SAME: Both Borrower & Applicant are the same	<div style="border: 2px solid black; padding: 5px;"> <p>* Select Party Type: <input checked="" type="radio"/> Same: Both Borrower & Applicant are the same <input type="radio"/> Different: Borrower & Applicant are different parties</p> <p><i>Mandatory fields are marked with an (*)</i></p> <p>From: The Borrower & The Applicant</p> <p>* Name: <input type="text" value=""/> <small>(Allows 300 Characters)</small></p> <p>* ABN/ACN: <input type="text"/> * Address Line 1: <input type="text"/></p> <p>Address Line 2: <input type="text"/> * City: <input type="text"/></p> <p>* Province/State: <input type="text"/> * Post Code: <input type="text"/> * Country/Region: <input type="text" value="Australia"/></p> </div>

**DIFFERENT:
Borrower &
Applicant are
different parties**

*** Select Party Type:** Same: Both Borrower & Applicant are the same Different: Borrower & Applicant are different parties

with below details in order to facilitate the business transactions of the Applicant named below with the Beneficiary named below. We confirm that we are liable for any payment or discharge of the instrument by ANZ in accordance with the terms of the Facility.
Mandatory fields are marked with an ()*

From: The Borrower

*Name:
(Allows 300 Characters)

*ABN/ACN: *Address Line 1:

Address Line 2: *City:

*Province/State: *Post Code: *Country/Region:

The Applicant (Third Party)

*Name:
(Allows 300 Characters)

*ABN/ACN: *Address Line 1:

Address Line 2: *City:

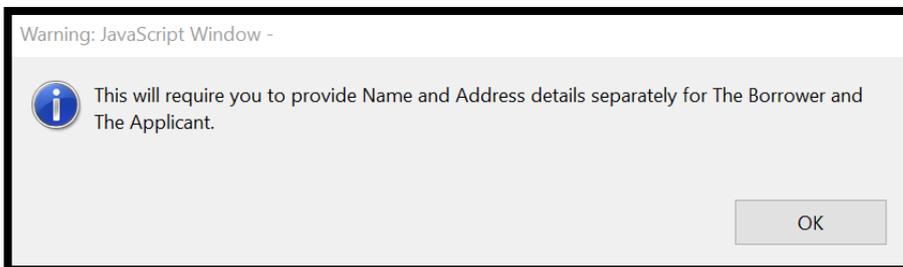
*Province/State: *Post Code: *Country/Region:

A. SAME: Both Borrower & Applicant are the same

- a. The Applicant submitting the Bank Guarantee Request is also an ANZ Customer & would like their facilities utilized for issuance.
- b. Upon selection of the option, user is only required to provide details relating One Party or the Borrower who would also be the applicant to the Guarantee.

B. DIFFERENT: Borrower & Applicant are different parties

- c. The Borrower (ANZ Customer) submitting the Bank Guarantee request on behalf of an Applicant (Third Party) & would like their facilities utilized for issuance.
 - i. The Borrower & Applicant are two different/separate parties/entities.
 - ii. The Borrower should be an ANZ Customer & would like their ANZ facilities utilized for issuance.
 - iii. The Applicant or Third Party does not need to be an ANZ Customer.
- d. Upon selection of this option, user is notified & prompted to provide details relating Two Parties involved i.e., the Borrower & the Applicant (Third Party)



- e. The Name & Address Details provided for "the Applicant (Third Party)" will be reflected on the Draft Bank Guarantee "Applicant" section, when Option 2 is selected.

5. "Select the Beneficiary Type"

If...	Then
Individual	<div style="border: 1px solid black; padding: 5px;"> <p>In favour of (beneficiary's name include company identification number if applicable)</p> <p>*Select the Beneficiary Type: <input checked="" type="radio"/> Individual <input type="radio"/> Company or Trustee</p> <p>*Name : <input type="text"/></p> <p>*Address Line 1: <input type="text"/> Address Line 2: <input type="text"/></p> <p>*City: <input type="text"/> *Province/State: <input type="text"/> *Post Code: <input type="text"/></p> <p>*Country/Region: <input type="text"/></p> <p style="text-align: right;"><input type="button" value="Add Beneficiary"/> <input type="button" value="Remove Beneficiary"/></p> <p>Beneficiary Full Name: <input type="text"/> <small>(Allows 500 Characters) (Use only if main name field is insufficient.)</small></p> </div>
Company or Trustee (With Address)	<div style="border: 1px solid black; padding: 5px;"> <p>In favour of (beneficiary's name include company identification number if applicable)</p> <p>*Select the Beneficiary Type: <input type="radio"/> Individual <input checked="" type="radio"/> Company or Trustee</p> <p>*Address required on the Guarantee? <input checked="" type="radio"/> Yes, Required. <input type="radio"/> No, Not required.</p> <p>*Name : <input type="text"/></p> <p>*ABN/ACN: <input type="text"/></p> <p>Contact Name: <input type="text"/> Contact Tel No: <input type="text"/></p> <p>*Address Line 1: <input type="text"/> Address Line 2: <input type="text"/></p> <p>*City: <input type="text"/> *Province/State: <input type="text"/> *Post Code: <input type="text"/></p> <p>*Country/Region: <input type="text"/></p> <p style="text-align: right;"><input type="button" value="Add Beneficiary"/> <input type="button" value="Remove Beneficiary"/></p> <p>Beneficiary Full Name: <input type="text"/> <small>(Allows 500 Characters) (Use only if main name field is insufficient.)</small></p> </div>
Company or Trustee (Without Address)	<div style="border: 1px solid black; padding: 5px;"> <p>In favour of (beneficiary's name include company identification number if applicable)</p> <p>*Select the Beneficiary Type: <input type="radio"/> Individual <input checked="" type="radio"/> Company or Trustee</p> <p>*Address required on the Guarantee? <input type="radio"/> Yes, Required. <input checked="" type="radio"/> No, Not required.</p> <p>*Name : <input type="text"/></p> <p>*ABN/ACN: <input type="text"/></p> <p>Contact Name: <input type="text"/> Contact Tel No: <input type="text"/></p> <p style="text-align: right;"><input type="button" value="Add Beneficiary"/> <input type="button" value="Remove Beneficiary"/></p> <p>Beneficiary Full Name: <input type="text"/> <small>(Allows 500 Characters) (Use only if main name field is insufficient.)</small></p> </div>

a. Individual

This Beneficiary type require below details as mandatory input

- Beneficiary Name
- Address Line 1
- City
- State
- Postcode

b. Company or Trustee

This Beneficiary type require below details as mandatory input

- Beneficiary Name
- ABN/ACN
- Address Line 1
- City
- State
- Postcode

User also gets options to have the Beneficiary Address details displayed or not using the Address required "Yes" or "No" selection

Upon selection of this option,

- For "Yes", user required to provide Full Address details which will be displayed on the bank guarantee document.
- For "No", user is only required to provide Beneficiary Name & ABN/ACN along with contact details (Optional).

NOTE: For instances where Beneficiary Name cannot be accommodated in the Primary Name field due to character restrictions, please use the additional field for "Beneficiary Full Name" to elaborate full details to be displayed on Guarantee document.

Example:

Primary Name: ABC Pty Ltd IOC & ATFT XYZ Trust

Beneficiary Full Name: ABC Pty Ltd & acting as Trustee for XYZ Trust

6. "Multiple Beneficiary Details"

The screenshot shows a form titled "In favour of (beneficiary's name include company identification number if applicable)". It contains two identical sections for adding beneficiaries. Each section starts with "Select the Beneficiary Type:" and has radio buttons for "Individual" (selected) and "Company or Trustee". Below this are fields for Name, Address Line 1, Address Line 2, City, Province/State, and Post Code. A Country/Region dropdown menu is also present. To the right of these fields are "Add Beneficiary" and "Remove Beneficiary" buttons. Below the address fields is a "Beneficiary Full Name:" field with a note: "(Allows 500 Characters) (Use only if main name field is insufficient.)". The second section also includes a "Select the Beneficiary Type:" section with radio buttons for "Individual" and "Company or Trustee" (selected), and an "Address required on the Guarantee?" section with radio buttons for "Yes, Required." (selected) and "No, Not required."

- The Form provides options for addition of Multiple Beneficiary Parties to the same Guarantee.
- The Form allows user to Add & Remove users as they request.
- The form also amends the Draft accordingly based on No of Beneficiary Parties added to change the "Beneficiary Address" and various standard clauses to recognize Single vs Multiple Beneficiaries added.
- User gets an option to "Add" a total of 10 Beneficiary Parties on the same form.
- Each Beneficiary Party gets the same Beneficiary Type Selection & Detail options.

7. "Instrument Details"

Section	Options
Guarantee Format	<p style="text-align: center;">STANDARD</p> <div style="border: 1px solid black; padding: 5px;"> <p>Instrument Details</p> <p>* Guarantee Format: Standard - For purpose stated <small>Option selected provides allowances to view/generate a DRAFT of the Bank Guarantee as you have selected Standard Format with Standard wording for the purpose stated.</small></p> <p style="margin-left: 20px;"> Standard - For purpose stated Non-standard - Subject to ANZ Approval </p> </div> <p style="text-align: center;">NON-STANDARD</p> <div style="border: 1px solid black; padding: 5px;"> <p>Instrument Details</p> <p>* Guarantee Format: Non-standard - Subject to ANZ Approval <small>Option selected DOES NOT allow for a DRAFT Bank Guarantee to be viewed/generated as you have selected Non-Standard Format, which is subject to ANZ Approval, for the purpose stated.</small></p> </div>
	<p>Currency</p> <div style="border: 1px solid black; padding: 5px;"> <p>Instrument Details</p> <p>* Guarantee Format: Non-standard - Subject to ANZ Approval <small>Option selected DOES NOT allow for a DRAFT Bank Guarantee to be viewed/generated as you have selected Non-Standard Format, which is subject to ANZ Approval, for the purpose stated.</small></p> <p>* Currency: Australian Dollar * Amount: 200,000.00</p> <p style="margin-left: 20px;"> Australian Dollar European Euro Indian Rupee New Zealand Dollar Pound Sterling United States Dollar </p> <p>Commenement Date (Proposed Issue Date): Expiry Date (if applicable): </p> </div>
Rest of the Section	<div style="border: 1px solid black; padding: 5px;"> <p>Commenement Date (Only for Future Dated): Expiry Date (if applicable): </p> <p>Proposed Issue Date (Drawdown): </p> <p>* Purpose and/or Special Conditions (Exactly as required in Gtee - Free Text):</p> <div style="border: 1px solid blue; height: 100px; width: 100%;"></div> </div>

NOTE:

- Based on the Guarantee Format type selected, its appropriate information is displayed adjacent to the Guarantee Format field.

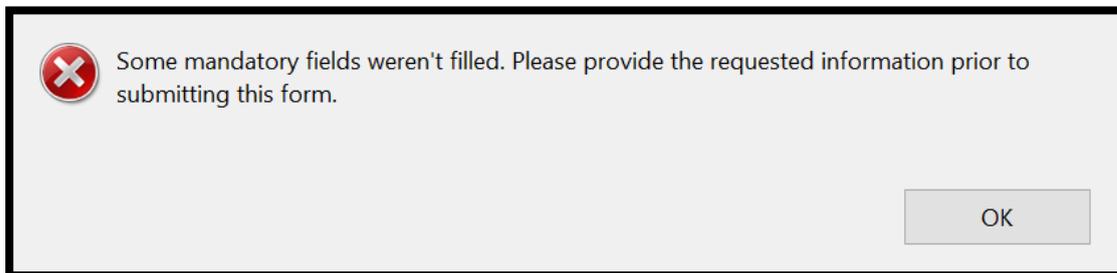
You have now completed all "Essentials" required for us to generate a DRAFT Copy of the Standard Format Guarantee Document that you are requesting RIGHT NOW for your reference.

Please select next action:

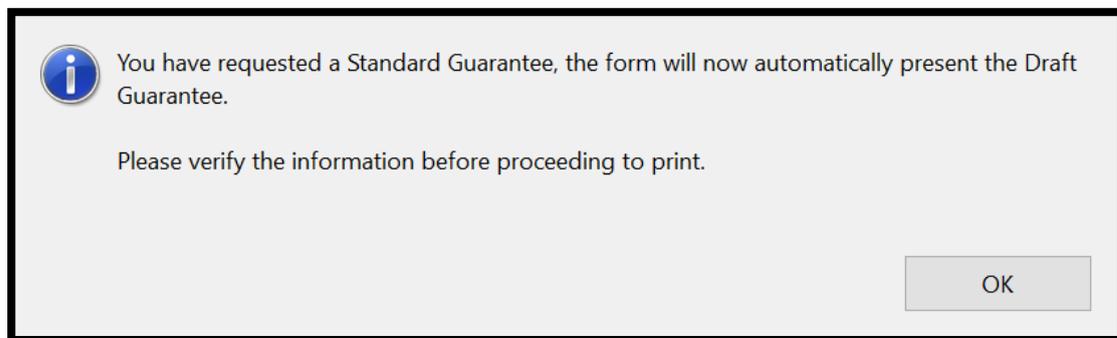
- You can choose "Preview Draft" Option to print/save a copy of the Standard Format Guarantee Document for your reference to visualise the final document.

[Preview Draft](#)

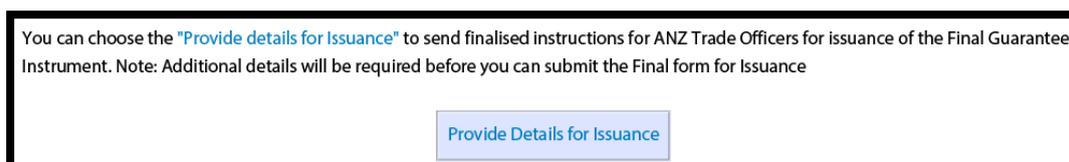
When all the mandatory fields are filled, User can now click "Preview Draft" which will generate the draft based on all the provided information. If any of the mandatory fields are not filled & clicks on "Preview Draft", a validation message pops up requesting to complete it.



When all mandatory fields are filled & clicked on "Preview Draft", a preview message comes up before moving to generated Draft.



8. "Provide Details for Issuance"



- Click "Provide details for Issuance" when the form is ready.

In Method of Dispatch, If...	Then
- Original delivered to Borrower or Beneficiary at ANZ Counter	<input checked="" type="radio"/> Original delivered to Borrower at ANZ counter. <input type="radio"/> Original delivered to Beneficiary at ANZ counter.

- Original delivered to Borrower or Beneficiary by Courier

* Delivery Address: Use above

* Delivery Address: Different Address

* Other Address:

- Instrument to be advised through Beneficiary's Bank (via SWIFT)

* Other Address:

* Beneficiary Bank Details:
(For SWIFT Dispatch)

NOTE:

- Appropriate selection of dispatch method will instruct what level of detail is to be provided.

- Delivered to Borrower by Courier:

 You have selected the Borrower to receive the Original Guarantee.
The Borrower address details mentioned above will be used for delivery by default.
Use Different Address option below to provide details where you'd like the Original delivered to another address, if required.

OK

- Delivered to Borrower by Courier (Different Address):

 Please update Other Address field in this format:
Party Name
Address Line - City,
State - Post Code - Country.

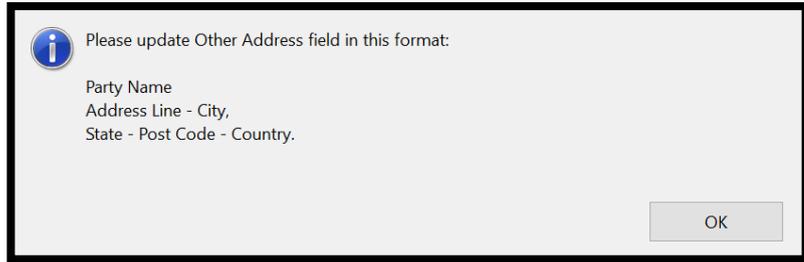
OK

- Delivered to Beneficiary by Courier:

 You have selected the Beneficiary to receive the Original Guarantee.
In case of Multiple beneficiaries, The First Beneficiary will receive the Original by default.
Use Different Address option below to provide details where you'd like the Original delivered to another address, if required.

OK

- Delivered to Beneficiary by Courier (Different Address):

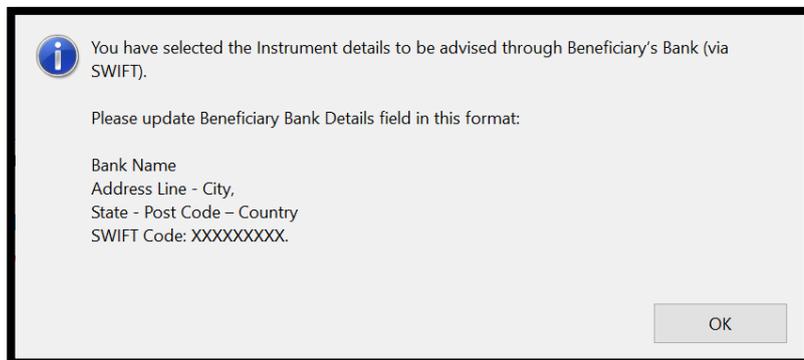


Please update Other Address field in this format:

Party Name
Address Line - City,
State - Post Code - Country.

OK

- Instrument to be advised through Beneficiary's Bank (via SWIFT):



You have selected the Instrument details to be advised through Beneficiary's Bank (via SWIFT).

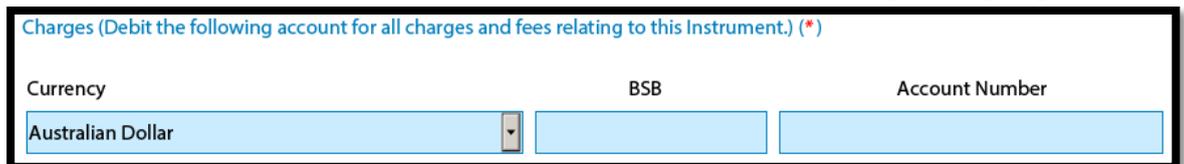
Please update Beneficiary Bank Details field in this format:

Bank Name
Address Line - City,
State - Post Code - Country
SWIFT Code: XXXXXXXXX.

OK

9. "Charges"

Provide the appropriate account details from which the instrument related charges are going to be charged.



Charges (Debit the following account for all charges and fees relating to this Instrument.) (*)

Currency	BSB	Account Number
Australian Dollar		

10. "Authorized Signature"

Once all the above appropriate mandatory fields are provided, the last piece in the form is to include the name of one mandatory Authorized Representative & an additional Authorized Representative (if required).

We confirm that the representations made by us in the terms relating to the Facility will be true on the issue (drawdown) date specified above.

This application, the ANZ Trade Terms and any other Trade Agreement (as defined in the ANZ Trade Terms) containing terms relating to the Trade Product (as defined in the ANZ Trade Terms) and entered into by ANZ and you (collectively, the **Terms and Conditions**) apply to the Trade Product requested under this form.

By signing this form, you:

- agree that you have a copy of or you have accessed via anz.com the Terms and Conditions; and
- acknowledge that you have read and agree to be bound by the Terms and Conditions.

Signed for and on behalf of the Customer (by the Customer or its Authorised Representatives):

* Full Name:	<input type="text"/>	Full Name:	<input type="text"/>
* Position:	<input type="text"/>	Position:	<input type="text"/>
* Signature:	<input type="text"/>	Signature:	<input type="text"/>

Now, with the form being ready to print, click on "Submit for Issuance" to see a message box popping up signifying the next actions.

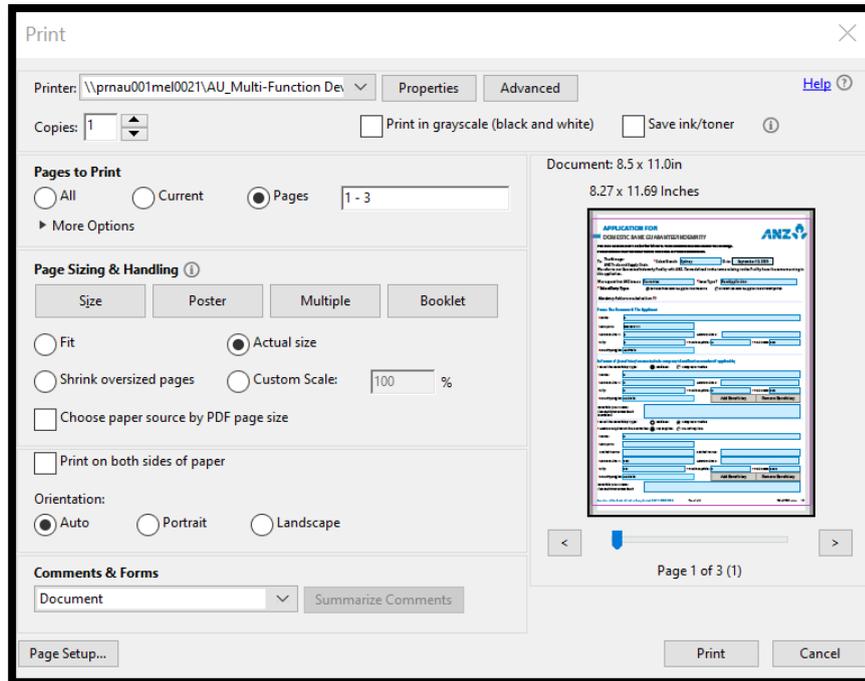
 You have successfully completed all the data required for this request.

If you would like any further changes, please update the form before Executing and Submitting the form for Issuance.

Please ensure details have been confirmed as ANZ will consider the information as Full and Final for the application and progress this to Issuance upon receipt.

Also, Please ensure a copy of the agreed draft along with completed application form is supplied to ANZ for reference.

After carefully reading the instructions, click on "OK" in the message box to move to print screen as below.



In case, if the Standard format Guarantee requires changes or modifications, you can straight away make the changes in the form & click "Refresh Draft" button to apply the changes.



**APPENDIX –
Auto Generated Draft Version (Page 1)**



ANZ
ABN 11 005 357 522

TSC Operations-Australia Guarantees
Level 3, Core A, 833 Collins St
Docklands, VIC 3008
Tel: 1300 091 233
Fax: 1300 072 851
SWIFT: ANZBAU3MXXX
www.anz.com

Guarantee No.

Reference will generate upon issuance

Beneficiary:

b
ACN 678 678 678
b b
b b Australia

Applicant:

b
ACN 456 456 456
b b
b b Australia

Date of Issue:

October 15, 2024

Guarantee Amount:

Not Exceeding: AUD 200,000.00
Two Hundred Thousand and Nil Cents Only
(Australian Dollar)

Special Conditions:

THIS IS A DRAFT COPY OF THE GUARANTEE. THIS DRAFT COPY DOES NOT CONVEY ANY ENGAGEMENT OR OBLIGATION ON THE PART OF ANZ. THIS DRAFT IS NOT A PRELIMINARY ADVICE OF ISSUANCE OF THE GUARANTEE. ANZ DOES NOT UNDERTAKE TO ISSUE A GUARANTEE AS PER THIS DRAFT.

Description of Contract / Agreement:

Australia and New Zealand Banking Group Limited ('ANZ') asks the Beneficiary to accept this bank guarantee ('Undertaking') in connection with a contract or agreement between the Beneficiary and Applicant for: test

Guarantee Amount

In consideration of the Beneficiary accepting this Undertaking and its terms, ANZ undertakes unconditionally to pay the Beneficiary any sum or sums up to an aggregate amount not exceeding: Australian Dollar Two Hundred Thousand and Nil Cents Only (AUD 200,000.00) ('Amount').

Undertaking:

1. ANZ will pay on demand the Amount or any part of it to the Beneficiary upon presentation of this original Undertaking (accompanied by a written demand made in accordance with the terms of this Undertaking) at any ANZ branch located in Australia without reference to the Applicant and even if the Applicant has given ANZ notice not to pay the money. ANZ's undertaking to pay under this Undertaking is independent and without regard to the performance or non-performance of the Applicant or Beneficiary under the terms of the contract or agreement.

2. By accepting this Undertaking, the Beneficiary acknowledges and agrees that ANZ may rely entirely on any demand or notice as presented to it and has no responsibility or obligation to investigate the authenticity or correctness of the matters stated in a demand or notice, the signatures on the same, the positions of such signatories or the capacity or entitlement of the Beneficiary to give and execute the demand or notice.

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ANZ
ABN 11 005 357 522

3. Any alterations to the terms of the contract or agreement or any extensions of time or any other forbearance by the Beneficiary or Applicant will not impair or discharge ANZ's liability under the Undertaking.

4. This Undertaking remains in force until the first to occur of:

- a. The Beneficiary notifies ANZ in writing that the Undertaking is no longer required;
- b. This original Undertaking is returned to ANZ Trade and Supply Chain, Level 3, Core A, 833 Collins Street, Docklands VIC 3008; or
- c. ANZ has paid to the Beneficiary the Amount or the balance outstanding of the Amount.

5. Notwithstanding anything stated in this Undertaking, ANZ has the right to terminate it at any time by paying the Beneficiary the Amount or the balance outstanding of the Amount, or any lesser amount that the Beneficiary may require.

6. This Undertaking is personal to the Beneficiary. The Beneficiary cannot assign, transfer, charge or otherwise deal with its rights under this Undertaking and ANZ will not recognise any purported assignment, transfer, charge or other dealing.

7. This Undertaking is governed by the laws of Victoria, Australia and the parties submit to the non-exclusive jurisdiction of the courts that have jurisdiction under that law.

Executed at Melbourne, Victoria for and on behalf of Australia and New Zealand Banking Group Limited ABN 11 005 357 522.

Regards,

Authorised Signature(s)

Print Guarantee Draft

TSCo.GTEE V 2.2 SEPTEMBER 2024

