

**BG Issuance format:**

**FORMAT OF BG Request –cum-Debit Authority Letter**

To, Date:  
HDFC BANK LTD.  
Guarantee & Loans Dept.

**Subject: Request for issuing a Bank Guarantee**

Dear Sir/Madam,

We request you to kindly issue a Bank Guarantee (BG) as per details given below:

Amount for which the Bank Guarantee is to be issued  
(Please state the exact amount, do not round off) :

Currency of BG :

Tenor of BG  
:

Claim period, if any :

Beneficiary Name & Address :

Beneficiary Bank (to be filled if BG issued in currency  
Other than INR) :

Purpose of the Bank Guarantee :

FD Tenor ( In case margin is to be recovered from A/c)\* :

FD No ( In case pre-existing FD is to be lien marked)\* :

Mobile / Phone no of the person with whom the contact is to  
be made for the transaction. :

Email id of the person with whom the contact is to  
be made for the transaction. :

The Bank is authorized to debit our account No. \_\_\_\_\_  
towards required margin/shortfall in margin/for bank charges

We hereby request bank to issue Bank Guarantee by way of Earmarking/Using Interchangeability of available Limit \_\_\_\_\_ <Please write name of the facility >.

\* - Wherever tenor not specified, bank will book FD for 1 year & 16 days. If FD no. is not specified, bank will lien mark one of your lien-free FDs as cash margin.

Thanking You,

Yours faithfully,

For \_\_\_\_\_

Authorized signatory(s)

Regards