

# Macquarie Express Guarantee Amendment form

Macquarie Bank Limited ABN 46 008 583 542 AFSL and Australian Credit Licence 237502 (MBL).

## Please consider these points before requesting an amendment to your Macquarie Express Guarantee

- This form can be used to notify a change of name, a change of beneficiary details, refine the purpose description, change the guarantee amount and/or expiry date.
- For all other requests, please get in touch with your Relationship Manager or call us on **1800 620 673**.
- Your application will take up to four business days to process once we've received the completed application.

## Amend in 5 easy steps

- Complete all required fields in this Amendment form and sign where indicated.
- If signatories haven't been identified with MBL, complete the *Individual and Sole Traders identification* form found [here](#).
- Ensure you have your original Bank Guarantee available for exchange.
- Return the following documents (as applicable):
  - completed Amendment form
  - either:
    - if you've previously been identified with MBL, provide a copy of your Photo ID so that we can verify your signature
    - if you haven't been identified with MBL, provide a completed *Individual and Sole Traders Identification* form and certified copy of your Photo ID
  - original Bank Guarantee

either in person to your Relationship Manager or MBL branch, via email to **business@macquarie.com** or via post to **Client Administration, Macquarie Bank Limited, GPO Box 1515, Sydney NSW 2000**.

- We will direct debit the additional Bank Guarantee amount (if applicable) from your nominated bank account. Please ensure ALL the below criteria are met:
  - direct debits can be processed from your nominated bank account
  - must have sufficient funds to cover the additional Bank Guarantee amount
  - must provide a copy of bank statement issued within the last 12 months
  - if you are funding the account yourself, the account must be held in the same name as your Bank Guarantee
  - if a third party is funding the account, consent from the third party must be provided via a letter of authority

 **Sections marked with an \* asterisk are required.**

# 1

## Account details

Bank guarantee number\*:

### Client details\*

Client (legal name/capacity):

Primary contact name:

Contact phone number:

Email address:

 **For sections 2-4, only complete the necessary fields for the amendments you require.**

2

## Change to client name

**Your ABN/ACN/legal capacity must remain the same. Please call 1800 620 673 if you need to request a new Macquarie Express Guarantee for a different entity.**

Client (legal name/capacity. This name will appear on the Bank Guarantee)

3

## Change to beneficiary details

Beneficiary (legal name/capacity. This name will appear on the Bank Guarantee)

ABN/ACN (if applicable):

Street address:

Suburb:

State:

Postcode:

4

## Changes to Bank Guarantee

## 4.1 Bank guarantee return and delivery\*

 **Your original Bank Guarantee will need to be returned to us before we can issue the amended Bank Guarantee.**

I'd like to exchange my Bank Guarantee at an MBL branch (return my original Bank Guarantee and collect my new Bank Guarantee at the same time). Please indicate your preferred branch and pick up date. We'll contact you to arrange a suitable date and time.

Melbourne  Sydney  Brisbane

Preferred pick-up date

 /  / 

I'd like to have my new Bank Guarantee posted to the address below. Please indicate how you'll return your original Bank Guarantee.

Attention to:

Street address:

Suburb:

State:

Postcode:

Country:

I'll return my original Bank Guarantee by post to the address on this form.

I'll return my original Bank Guarantee in person to my Relationship Manager or the MBL branch indicated below:

Melbourne  Sydney  Brisbane

## 4.2 Bank Guarantee changes

**Complete all sections that are applicable**

Guarantee description  Guarantee expiry  Guarantee amount

**Guarantee description**

Please provide the exact wording of the bank guarantee description. This text will appear in the Bank Guarantee document.

 **If you want to change the original purpose of your Bank Guarantee, you'll need to submit a new Macquarie Express Guarantee application.**

## Changes to Bank Guarantee (continued)

### Guarantee expiry

Until further notice (UFN)  Expiry date:  /

### Guarantee amount

Decrease to  and refund the difference via Overnight bank transfer ► **go to 4.3**

Decrease to  and refund the difference via Bank Cheque ► **go to 4.4**

Increase to  and fund the difference via direct debit ► **go to 4.5**

### 4.3 Bank transfer details (if applicable)

Account name:

BSB number:  Account number:

### 4.4 Bank cheque details

Payee name:

#### Receipt of cheque

Collection by (name)  on  /  after  11:30am OR  after 2:30pm  
from office in  Melbourne  Sydney  Brisbane

Mail

Attention to:

Street address:

Suburb:  State:  Postcode:

Country:

### 4.5 Direct Debit Request

You request and authorise us, Macquarie Bank Limited ABN 46 008 583 542 (User ID 077380), to debit the funds (the additional Bank Guarantee amount specified in 4.2) from the Funding Account specified below.

The direct debit will be made through the Bulk Electronic Clearing System Framework (BECS) from the Funding Account and will be subject to the Direct Debit Service Agreement, in the attached Terms and Conditions.

By signing this form and providing us with a valid instruction in respect to your Direct Debit Request you confirm that:

- you are authorised to operate the Funding Account,
- sufficient funds are available in the Funding Account, and
- you have understood and agreed to the terms of the Request and in the Direct Debit Service Agreement.

#### Provide the details of the bank account (Funding Account) for the funds to be debited from

Account name:

BSB number:  Account number:

#### Are you the account holder of the above Funding Account?

Yes, I confirm that I am the account owner of the above account and the account is held in the same name as the Client as per Section 1 ► **provide a copy of a bank statement for this account issued in the last 12 months**

OR

No, I confirm that I am duly authorised by the account owner(s) of the above account for the funds to be debited in accordance with this Request ► **provide a copy of a bank statement for this account issued in the last 12 months AND a letter of authority from the account owner(s)**

5

## Signature\*

This form must be signed by one of the following:

- Two directors or a director and a company secretary
- For a sole director/secretary company, the director/company secretary
- Partnerships - any two partners
- Authorised signatories as per the method of operation

 **This form must contain an original signature(s) - digital signatures won't be accepted. Any person signing this form must be identified with the bank. If not identified, we'll need an *Individual and Sole Traders identification form* completed and submitted with certified ID.**

Signature 1:

Date:

 /  / 

Name:



Signature 2:

Date:

 /  / 

Name:



- I've previously been identified with MBL
- I haven't been identified with MBL (please complete the *Individual and Sole Traders identification form* and provide certified ID)
- I have read and agree to the **Macquarie Express Guarantee Terms & Conditions**

- I've previously been identified with MBL
- I haven't been identified with MBL (please complete the *Individual and Sole Traders identification form* and provide certified ID)
- I have read and agree to the **Macquarie Express Guarantee Terms & Conditions**

 **Please read the attached Terms and Conditions. We recommend that you seek independent legal and financial advice before signing this document.**

**Please note that you can withdraw this offer at any time before our acceptance of this offer is communicated to you.**