

From:	Report	01
	Bank	
	Branch	
	Subject	Bank Guarantee
	Date of Review	

Bank Guarantees as on	No	Rs.
Opening balance as on 31-03-200		
Bank guarantees issued during the period		
Sub-total		
Bank guarantees cancelled during the period		
Closing balance as on		

Sr. No	Particulars	Replay	
		No.	Rs.
1	Whether Branch has provided performance guarantee? (Master Circular states that UCB may provide only financial guarantees and not performance guarantee. Scheduled UCB may issue performance guarantee.)		
2	Whether guarantees have been issued for periods exceeding 10 years? (Master circular states that guarantees should not be issued for periods exceeding 10 years in any case.)		
		No.	Rs.
3	The break up of BG - Secured		
	-- Unsecured		
	(Number and amount to be stated.)		
4	Whether deferred payment bank guarantee has been issued? If yes, details to be furnished along with security offered.		
	Whether total credit facilities including deferred payment guarantee is within the prescribed exposure ceiling?		
5	Whether Bank guarantees is issued in security forms serially numbered?		
6	Whether guarantee is issued duly signed jointly?		
7	Whether guarantee is issued in triplicate? (One copy each for branch, beneficiary and HO)		
8	Whether guarantee includes specific stipulation binding the beneficiary to seek confirmation of HO?		
9	Whether guarantees have been issued to current account holders? (Master circular states that guarantees should not normally be allowed to the customers who do not enjoy credit facilities but only maintain current accounts.)		
10	Whether guarantees have been issued to customer enjoying credit facilities with other bank? If yes, whether reason has been ascertained & reference has been made to their bankers?		
11	Whether bank guarantee has been invoked? If yes, details should be furnished?		
12	Whether payment has been made by the bank/branch on		

	invocation of BG?	
	If yes, details to be furnished.	

Sr. No.	Particulars				Reply
1	Whether bank guarantee register has been maintained?				
2	If yes, whether the same is up to date?				
3	Up to which month Bank Guarantee A/C has been balanced?				
4	Whether any BG's have expired?				
	BG No.	Rs.	Date of expiry	Letter Sent on	
5	Whether application has been obtained from customer for BG?				
6	Whether letter of lien & set off has been obtained?				
7	Whether counter- guarantee is obtained from customer?				
8	Whether BG commission has been recovered for guarantee period including claim period?				
9	Whether adequate margin has been taken?				
10	Whether lien has been recorded on TDR & Term deposit ledger?				
11	Whether copy of BG issued is on record?				
12	Whether signature on discharged TDR has been verified?				
Refer Master circular on Guarantees issued by RBI to all UCB & Commercial Banks.					