

## Application for Amendment of a Guarantee - Corporate Customers

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Recipient:

For email dispatch:

For postal shipping:

IBAN: \_\_\_\_\_

Date: \_\_\_\_\_

Name and address of principal:

Contact details of person in charge at principal's end:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

|                  |                           |             |
|------------------|---------------------------|-------------|
| Guarantee Number | Currency/Guarantee Amount | Beneficiary |
|------------------|---------------------------|-------------|

I/We instruct you to amend the above mentioned guarantee or have it amended as follows:

**1. Amount of guarantee**

☐ increase to: \_\_\_\_\_

☐ reduce to:\* \_\_\_\_\_

**2. Guarantee Surcharge** (for guaranteed interest and costs)

☐ increase to: \_\_\_\_\_

☐ reduce to:\* \_\_\_\_\_

**3. Guarantee Expiry**

extend until: ☐ \_\_\_\_\_

☐ unlimited

☐ shorten to:\* \_\_\_\_\_

**4. Beneficiary Amendment to\*** (please enclose proof):

(no P.O. box address) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. Amendment of exact description** of principal liability of the underlying business / transaction\*

(Object of delivery in the same language as used in the offer/contract etc./if known: expected date of delivery):

\_\_\_\_\_  
\_\_\_\_\_

**HS Code(s\*\*):** \_\_\_\_\_

\*\*Only valid for foreign guarantees. For multiple HS Codes, please separate with semicolon.

Commerzbank AG reserves the right to request further documents relating to the underlying transaction.

**6. Guarantee Amendment** to be delivered by

☐ simple mail dispatch ☐ SWIFT\*\*\* SWIFT-Code: \_\_\_\_\_ ☐ courier service\*\*\* (contact person)

to ☐ me/us (phone number)

☐ beneficiary (contact person) \*\*\*may cause additional costs

☐ third party

**7. Other**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note for the principal:**

\*) Amendments to the guarantee will only become effective when the beneficiary has expressly agreed to them. This applies **exclusively** to amendments that are unfavourable to the beneficiary. **Several signatories are liable as joint and several debtors.**

\_\_\_\_\_  
Stamp and signature(s) of principal

\_\_\_\_\_  
Stamp and signature(s) of principal

\_\_\_\_\_  
Name in plain text

\_\_\_\_\_  
Name in plain text

Bank internal remarks on the „Application for the Amendment of a Guarantee“ from: \_\_\_\_\_, Guarantee No.: \_\_\_\_\_,  
Guarantee Amount: \_\_\_\_\_, New Amount: \_\_\_\_\_, IBAN: \_\_\_\_\_

## For internal use by the bank

Guarantee commission p.a. \_\_\_\_\_ %  
Minimum commission amount: \_\_\_\_\_ EUR p.a.  
Issuance fee: \_\_\_\_\_ EUR  
Amendment fee: \_\_\_\_\_ EUR  
\_\_\_\_\_ : \_\_\_\_\_ EUR

Approval of waiver/partial waiver

Date: \_\_\_\_\_ Signature of the responsible decision-maker: \_\_\_\_\_

"Application for Issuance of a Guarantee" at hand has been properly approved within the credit line:

Date: \_\_\_\_\_ Signature of the responsible decision-maker: \_\_\_\_\_

## Signature Verification

Signature(s) of the principal verified (from page 1): \_\_\_\_\_  
(Signature of bank employee)