



Bank Guarantee Demand Claim Form (Beneficiary use only)

Things to note.

- All fields are mandatory.
- A claim can only be made before the Bank Guarantee expires or is cancelled.
- An original of this completed and signed form must be provided to a branch, together with the supporting documents listed below. Scanned copies will not be accepted.

Who can make a Demand?

- The beneficiary(ies) listed on the original Bank Guarantee; or
- A third-party representative on behalf of the beneficiary(ies) listed on the original bank guarantee (i.e. Solicitor, Shopping Centre Agent).

What supporting documents must be provided along with this form?

- The original Bank Guarantee; and
- The authority delegation document if this form is being signed by a third-party representative; and/or
- Meeting minutes or resolutions which evidence the signatory's authority to make the claim if this form is being signed on behalf of a not-for-profit organisation, club, society or incorporated association.

Section 1 – Bank Guarantee details

Reference / Liability number

(You can find this on your Bank Guarantee)

Amount

Issue date

Expiry date (if applicable)

Customer name

Beneficiary name

Beneficiary ABN/ACN/ARBN

Beneficiary contact number

Beneficiary address

Section 2 – Claim instructions

I/We demand payment for:
(select one option)

☐ Full amount; OR ☐ Partial amount:

Specify the amount

\$

If Partial amount

☐ CANCEL Bank Guarantee. No further claim(s) will be made.

OR

☐ RETAIN Bank Guarantee. Further claim(s) can be made up to the remaining amount of the Bank Guarantee.

Remaining amount after the partial claim is paid:

\$

Section 3 – Bank cheque details

Payable to: (Beneficiary as stated on the Bank Guarantee)

Branch location for cheque pick-up:

Name and contact number of person collecting: (Photo ID is needed upon collection)

Note: The original Bank Guarantee must be returned to us in exchange for a bank cheque.

Section 4 – Privacy Statement

All personal information we collect about you is collected, used and disclosed by us in accordance with our Privacy Statement which is available at westpac.com.au/privacy/privacy-statement or by calling us on 132 032. Our Privacy Statement also provides information about how you can access and correct your personal information and make a complaint. You do not have to provide us with any personal information, but, if you don't, we may not be able to process your application or request.

Section 5 – Authorisation and acknowledgements

How to sign this authorisation.

- If there are multiple beneficiaries listed on the Bank Guarantee, one or more can make a claim and we'll consider it to be a claim from all of the beneficiaries jointly.
- Digital signatures are not accepted on this form. All signatures must be original wet-ink only.

By signing this form:

- You believe the details in Sections 1 to 3 in this form to be true and correct.
- You acknowledge and agree to us confirming the authenticity of the details completed in this form and any supporting documents provided. This may include a telephone call to the beneficiary(ies).
- If you have signed this form under power of attorney or as a third party representative, you confirm you have the authority to make a claim under the Bank Guarantee on behalf of the beneficiary(ies).
- If you have signed this form as an authorised signatory of the beneficiary(ies), you confirm that you have been duly authorised by the beneficiary(ies) to make a claim under the Bank Guarantee.

Section 5 – Authorisation and acknowledgements (continued)

This authority is signed for and behalf of (full name of beneficiary)

Full name and official designation (e.g. Director)
(BLOCK letters)

Signature

X

Date

/ /

Full name and official designation (e.g. Director)
(BLOCK letters)

Signature

X

Date

/ /

Full name and official designation (e.g. Director)
(BLOCK letters)

Signature

X

Date

/ /

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/ /