

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**.
- An amendment fee of \$50 will apply and will only be accepted in Australian dollars.
- Your application will take up to four business days to process once we've received the completed application and amendment fee.

Amend in five 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:
 - I've previously been identified with MBL (provide a copy of Photo ID so that we can verify your signature)
 - I haven't been identified with MBL (completed Individual and Sole Traders identification form and certified 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**.

Sections marked with an * asterisk are required.

- Forward the \$50 amendment fee and additional Bank Guarantee amount (if applicable) to MBL by electronic funds transfer (EFT). This can be arranged via your bank i.e. using internet banking or Real Time Gross Settlement (RTGS). Funds should be remitted to as follows:

Payee: MBL – MEG App – 1017E Trust

Bank: Macquarie Bank Limited

Branch: 1 Shelley Street, Sydney NSW 2000

BSB: 182-255

Account: 0529 48810

Payment description: Insert your full name or the full name of your company, including ABN/ACN

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 purpose description, expiry or 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.

Guarantee expiry

Until further notice (UFN)

Expiry date: / /

Guarantee amount

Decrease to and refund the difference via Overnight bank transfer ► **go to 4.1**

Decrease to and refund the difference via Bank Cheque ► **go to 4.2**

Increase to Forward the additional amount to MBL with the amendment fee ► **go to 4.3**

4.1 Bank transfer details

Account name

BSB number:

Account number:

4.2 Bank cheque details

Payee name:

Receipt of cheque

Collection by (name)

on / / after 11:30am OR after 2:30pm

from office in Melbourne Sydney Adelaide

Brisbane Perth

Mail

Attention to:

Street address:

Suburb:

State:

Postcode:

Country:

4.3 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 Adelaide Brisbane Perth

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 Adelaide Brisbane

Perth

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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:

- I've previously been identified with MBL (please provide a copy of Photo ID so that we can verify your signature)
- I haven't been identified with MBL (please complete the *Individual and Sole Traders identification form* and provide certified ID)

Signature 2:

Date:

Name:

- I've previously been identified with MBL (please provide a copy of Photo ID so that we can verify your signature)
- I haven't been identified with MBL (please complete the *Individual and Sole Traders identification form* and provide certified ID)