

# Macquarie Express Guarantee Cancellation form

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



## Please consider these points before requesting a cancellation to your Macquarie Express Guarantee

- If you have a Nominated Account for the expiry of your Bank Guarantee, this form isn't required as the Deposit Amount will be refunded to your Nominated Account on or after the Expiry Date. However, you may use this form to change the account to which you'd like your refund.
- If you don't have the original Bank Guarantee, please get in touch with your Relationship Manager or call us on **1800 620 673** to discuss cancellation options.

## Cancel in three easy steps

- Complete this Cancellation form and sign where indicated.
- If signatories haven't been identified with MBL, complete the *Individual and Sole Traders identification form* found [here](#).
- Return the following documents (as applicable):
  - completed Cancellation 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](mailto: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.**

## 1 Account details

Bank Guarantee Number\*:

### Client details\*

Client (legal name/capacity):

Primary contact name:

Contact phone number:

Email address:

## 2 Bank Guarantee return details\*

**!** Your original Bank Guarantee will need to be returned to us before it can be cancelled.

Please indicate how you'll return your original Bank Guarantee:

- 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
- My Bank Guarantee has expired and does not need to be returned. I'm changing the Nominated Account details.

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## Deposit Amount Refund details\*

Please indicate how you'd like to receive your refund:

- Overnight bank transfer ► **go to 3.1**
- Bank cheque ► **go to 3.2**

## 3.1 Bank transfer details

Account name

BSB number:

Account number:

## 3.2 Bank cheque details

Payee name:

## Receipt of cheque

 Collection by (name)
on  /  /  after  11:30am OR  after 2:30pmfrom office in  Melbourne  Sydney  Adelaide Brisbane  Perth Mail

Attention to:

Street address:

Suburb:

State:

Postcode:

Country:

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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:



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)

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