

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 email us at **business@macquarie.com** to discuss cancellation options.

Cancel in 3 easy steps

1. Complete this Cancellation form and sign where indicated.
2. If signatories haven't been identified with MBL, complete the *Individual and Sole Traders identification form* found **here**.
3. Return the following documents (as applicable):
 - completed Cancellation form
 - either:
 - I've previously been identified with MBL (provide a copy of current 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 Guaranteeeither in person to your Relationship Manager, via email to **business@macquarie.com** or via post to Client Administration, Macquarie Bank Limited, GPO Box 2520, 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.

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

My Bank Guarantee has been lost, misplaced or otherwise cannot be returned to the bank.

By signing this form I acknowledge that the obligations and liability of the Bank under the Bank Guarantee detailed below will immediately cease upon the Bank's payment of the Claim Amount (regardless of whether I have chosen a full, final, or partial claim), and I undertake to promptly return the original Bank Guarantee to the Bank for cancellation if it ever comes into my possession.

*If you are unable to provide the original guarantee, please contact your beneficiary and ensure the **Lost Bank Guarantee Form** available at **Macquarie.com.au/bankguarantee** is completed and returned with this form as acknowledgment that the guarantee is being canceled.*

3. Deposit Amount Refund details*

Bank transfer details (overnight bank transfer)

Account name:

BSB number:

Account number:

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4. 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 attached supporting documents



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:

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Name:

Date:

Signature 2:

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Name:

Date: