

# How to complete the Guarantee Application

Please use this guide when completing a Guarantee Application. It will answer your questions and expedite our service.

## A few introductory comments:

Sparekassen Danmark will issue a guarantee with our standard text in English based on the information contained in the Guarantee Application. If, in exceptional cases, you wish to deviate from the standard text, Sparekassen Danmark may ask the applicant (debtor) for a supplementary statement.

If the application states:	You write:
Beneficiary	Full name and address of beneficiary.
Amount	Currency and guarantee amount.
Valid until	Validity date of the guarantee. <i>Guarantees must have an expiry date. Sparekassen Danmark does not accept a simple description of an action/event which shall lead to the termination of the guarantee without stating a date.</i>
Guarantee type	Tick off guarantee type. <i>Indirect guarantee: Tick the appropriate box to indicate whether you have been requested to order a guarantee issued by a local bank in the country of the beneficiary (usually guarantees issued in favor of public authorities and government institutions).</i>
The guarantee will serve as security for	A brief description of the obligation for which the guarantee shall serve as security – preferably with reference to contract No., order No. etc. The description must be provided in the language in which the guarantee is to be issued.
Maturity of the guaranteed amount	Tick the appropriate box to indicate whether you request a Conditional Guarantee or a First Demand Guarantee or a Bürgschaft.

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Transmission	<p><b>By SWIFT</b> Tick the box if you wish the guarantee to be issued electronically by SWIFT. Please state the beneficiary's bank and SWIFT address.</p> <p><b>By courier letter</b> Tick the box if you wish the guarantee to be issued by letter. If no forwarding address is provided, the guarantee will be sent to the beneficiary.</p>
Charges	<p>Tick the box if the foreign bank charges are to be paid by the beneficiary.</p>
Bookkeeping	<p>The account No. from which commission and claims under the guarantee, if any, are to be debited.</p> <p>The account No. to which prepayment under the guarantee, if any, is to be credited.</p>
Contact information	<p>The name, e-mail and telephone No. of the person at the applicant whom Sparekassen Danmark may contact in this matter.</p>
Applicant	<p>Applicant's CVR No., location, date, and legally binding signature(s).</p>