

## Documents Checklist for Application

### Standard Documents Required

- 1. Completed Express Bankers Guarantee Application Form (New/Renewal)
- 2. Completed Memorandum of Charge Document – MOCD
- 3. Photocopy of NRIC/Passport of Sole Proprietors/Partners/Directors
- 4. Attach sample of guarantee template required

### For Sole-Proprietorship/Partnership Account

- 1. Latest Copy of Business Registration Certificate
- 2. Mandate, if third party is to operate the account

### For Private Limited

- 1. Copy of Memorandum and Articles of Association
- 2. Certified Resolution of Board
- 3. Completed Statement Containing Particulars of Charge (SPCP)  
(applicable if deposits provided by a company)

## 1. Particulars of Beneficiary

Name	
Address	
Address (continued)	
Country	Postal code
Project amount	Currency: Singapore dollars

## 2. Guarantee Required

- Standard bankers guarantee template, BG format number
- Non-standard bankers guarantee as per format attached (collection time: approximately 3 working days)  
Authorised signatory to initial on the attached sample.

Is this a BG renewal?  Yes  No

BG to be auto-renew?  Yes  No

Amount	Currency: Singapore dollars
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Min S\$10k Max S\$5m

Validity period Max 5 years

From

Expiry date

Tenor  (months)

Claim period  (weeks/months)

## 3. Payment Details

By cash/cheque

Please debit my RHB account number  -  -  -   
for payment of all fees, commission, legal fees and other expenses.

# Express Bankers Guarantee Application Form

## 4. Particulars of Securities

Own fixed deposit

Existing RHB Fixed Deposit Account number ----

New RHB Fixed Deposit Account to be opened:

(Note: the account number will be notified upon the opening of the Fixed Deposit Account.)

I/We have executed the Memorandum of Charge over Deposit (MOCD) to charge the moneys in the above mentioned Fixed Deposit Account to secure our liabilities under this Application and the Banker's Guarantee to be issued by RHB Bank Berhad.

Existing Charge

The existing charge over the above mentioned Fixed Deposit shall continue to secure our liabilities under this Application on the terms and conditions of the existing MOCD executed by me/us.

Fixed deposit held by third party

RHB Fixed Deposit Account number ----

Name of depositor:

The Depositor has/have executed the Memorandum of Charge over Deposit (MOCD) to charge the moneys in the above mentioned Fixed Deposit Account to secure the liabilities of the Applicant under this Application and the Banker's Guarantee to be issued by RHB Bank Berhad.

Existing Charge

The existing charge over the above mentioned Fixed Deposit shall continue to secure the liabilities of the Applicant under this Application on the terms and conditions of the existing MOCD executed by me/us.

## 5. Particulars of Applicant

Do you have any borrowing facilities with RHB?  Yes  No

If yes, please state total amount of facilities

Registered name

Registered business address

Registered business address (continued)

Country  Postal code

Operational business address

Operational business address (continued)

Country  Postal code

Description of business activities

Description of business activities (continued)

Registration number  Country of incorporation: Singapore

Registration date         Country of operation

GST registered  Yes  No Constitution

# Express Bankers Guarantee Application Form

## 6. Corporate Ownership (for shareholders with >20% shareholdings)

Number	Name	NRIC	Share-holding (%)	Age	Marital status	Role in company
1						
2						
3						
4						
5						

## 7. Company's financial information for the last 3 years

	Month (latest)	Year (latest)	Month	Year	Month	Year
Sales turnover						
Net profit before tax						

## 8. Contact Details

### Contact details - Main

Dr  Mr  Miss  Mrs  Mdm

Name

Contact number

Email

### Contact details - Alternative

Dr  Mr  Miss  Mrs  Mdm

Name

Contact number

Email

# Express Bankers Guarantee Application Form

## 9. Declaration and Acknowledgement by Applicant/Chargor

By submitting this application, I/we hereby:

1. Represent and warrant that:
  - a. I/We am/are not in default in the payment of or performance of any of my/our obligations for monies borrowed by me/us from any lender.
  - b. No statutory demand has been served nor any bankruptcy or winding up or legal proceedings commenced against me/us to my/our knowledge.
  - c. All information stated in this application is true, complete and correct in all respects.
  - d. I/We have not been declared bankrupt.
2. Authorise you or your agent to:
  - a. Conduct credit checks on me/us.
  - b. Obtain and verify any information about me/us as you may in your absolute discretion deem fit and I/we authorise all sources to which you may apply to provide any information which you may require in connection with this application.
  - c. Disclose any information and/or data relating to myself/ourselves and my/our account(s) and/or credit cards (if any) with you, or any other information as you may deem necessary to:
    - To any of your head office, representative and branch offices and to any of your related company or associated company, in any jurisdiction.
    - To any government or regulatory agency or authority.
    - To any of your potential assignee or transferee or to any person who has or may enter into contractual relations with you in relation to this loan application.
    - To any credit bureau (including without limitation Credit Bureau (Singapore Pte Ltd) as well as the members of such credit bureau.
    - To any other third parties, service providers, agents or business partners (including, without limitation, credit reference or evaluation agencies) wherever situated for any purpose whatsoever.
3. Confirm that none of my/our spouse(s), parents and/or children are employees/directors of RHB Bank Berhad or RHB Banking Group.

# Express Bankers Guarantee Application Form

## Signed for and on behalf of the Sole Proprietorship/Partnership/Company/Limited Liability Partnership.

Signature	Signature
Name	Name
Designation	Designation
Signature	Signature
Name	Name
Designation	Designation

\* Note: If applicant is a Sole Proprietor/Partnership, the application form must be signed by the proprietor and or all the partners. The form cannot be signed on behalf of the proprietor or partners.

## Signed by or for and on behalf of the Chargor: (if applicable)

Signature	Signature
Name	Name
Designation	Designation

## Witness by:

Signature	Signature
Name	Name
I/c number	I/c number

## Deposit Insurance Scheme

Singapore dollar deposits of non-bank depositors are insured by the Singapore Deposit Insurance Corporation, for up to S\$75,000 in aggregate per depositor per Scheme member by law. Foreign currency deposits, dual currency investments, structured deposits and other investment products are not insured.

### For Bank Use

Total guarantee period	Date/Time of receipt
Commission/Rate	Relationship manager
Lawyers fees	Date/Time of receipt
POA required <input type="checkbox"/> Yes <input type="checkbox"/> No	Collection branch/Date
Special instructions (if any)	

# Express Bankers Guarantee Board Resolution

Fixed Deposit under Applicant's Name

Company Name

## (Incorporated in the Republic of Singapore)

CERTIFIED EXTRACT OF THE DIRECTORS' RESOLUTIONS IN WRITING PASSED PURSUANT TO ARTICLE

OF THE COMPANY'S ARTICLES OF ASSOCIATION ON  D, D  M, M  Y, Y, Y, Y

IT WAS RESOLVED:

1. That the Company do apply to RHB Bank Berhad, Singapore Branch (the "Bank") to issue a Banker's Guarantee to  Name of Beneficiary   
  
on the terms and conditions of RHB Express Banker's Guarantee Application Form and the Bank's Standard Terms and Conditions for Banker's Guarantee (hereinafter collectively called "the BG Express Application"). A copy of the BG Express Application is attached herein for identification purpose.
2. As security for the obligations of the Company under the BG Express Application, the Company hereby agree to charge the monies in the Company's fixed deposit account maintained with the Bank and for this purpose the Company is required to execute a Memorandum of Charge over Deposit (MOCD). A copy of the MOCD has been presented to the Directors.
3. That any director be and is hereby authorised to :
  - i) Sign the BG Express Application form or such other application form as may required by the Bank;
  - ii) in his absolute discretion to approve any amendment, alteration, variation or modification to the BG Express Application form or the terms and conditions and the signing thereof or of a copy thereof be conclusive evidence of such approval;
  - iii) sign all documents, notices, communications or statements as may be contemplated or required under, or associated with, or related to, the BG Express Application ;
  - iv) do all such other acts, matters or things and to execute all other documents on behalf of the Company as may seem necessary or desirable to perfect, give effect to, or implement, the BG Express Application, or the transactions contemplated under them, or to communicate or deal with the Bank on the Company's behalf generally.
4. That the Common Seal of the Company by affixed in accordance with the Company's Memorandum & Articles of Associations to the MOCD or any security document that may be required by the Bank to be given under Common Seal.

Certified as a true extract by the undersigned as being extracts of the resolutions of the Board of Directors of the Company which have been duly entered in the minute book and are at this date in full force and effect.

### Director

Signature

Name

Date  D, D  M, M  Y, Y, Y, Y

### Director/Secretary

Signature

Name

Date  D, D  M, M  Y, Y, Y, Y

# Express Bankers Guarantee Board Resolution

Fixed Deposit under Personal Name

Company Name

## (Incorporated in the Republic of Singapore)

CERTIFIED EXTRACT OF THE DIRECTORS' RESOLUTIONS IN WRITING PASSED PURSUANT OF THE COMPANY'S ARTICLES OF ASSOCIATION ON

D D M M Y Y Y Y

IT WAS RESOLVED:

1. That the Company do apply to RHB Bank Berhad, Singapore Branch (the "Bank") to issue a Banker's

Guarantee to

Name of Beneficiary

on the terms and conditions of RHB Express Banker's Guarantee Application Form and the Bank's Standard Terms and Conditions for Banker's Guarantee (hereinafter collectively called "the BG Express Application"). A copy of the BG Express Application is attached herein for identification purpose.

2. That any one Director of the Company be authorised:

- i) to sign the BG Express Application and the same be delivered promptly to the Bank;
- ii) from time to time, in his absolute discretion to approve any amendment, alteration, variation or modification to the terms of the BG Express Application and that the signing thereof or a copy thereof be conclusive evidence of such approval.

Certified as a true extract by the undersigned as being extracts of the resolutions of the Board of Directors of the Company which have been duly entered in the minute book and are at this date in full force and effect.

### Director

Signature

Name

Date D D M M Y Y Y Y

### Director/Secretary

Signature

Name

Date D D M M Y Y Y Y

# Express Bankers Guarantee Board Resolution

Fixed Deposit in 3rd Party Company Name

NAME OF CORPORATE GUARANTOR

(“THE COMPANY”)

**(INCORPORATED IN THE REPUBLIC OF SINGAPORE)**

CERTIFIED EXTRACT OF THE DIRECTORS’ RESOLUTIONS PASSED BY THE COMPANY AT A MEETING OF THE DIRECTORS OF THE COMPANY HELD ON

## CORPORATE GUARANTEE IN RELATION TO BANKING FACILITIES GRANTED BY RHB BANK BERHAD TO

Name of Applicant Company

### IT WAS NOTED THAT:

- A. The Directors were informed that RHB Bank Berhad (the “Bank”) has agreed to grant certain banking facilities (“Banking Facilities”) to  (the “Borrower”).
- B. The Directors were also informed that it was a condition precedent under the Banking Facilities for the Company to provide a Memorandum of Charge Over Deposit (“MOCD”) in the format attached.
- C. The Directors confirmed that they had disclosed all their interests in the transaction.
- D. The Directors considered the matters contemplated thereby and the Directors were of the opinion that the granting of the Letter of Subordination in favour of the Bank would be in the commercial interests of the Company.

### IT WAS RESOLVED, after carefully considering all matters and reviewing the arrangements:

1. THAT it is in the interests of the Company to execute the MOCD in favour of the Bank and that the Company derives commercial benefit therefrom;
2. THAT the Company does execute the MOCD in favour of the Bank in the terms of the MOCD with/without (delete where applicable) the affixation of the Common Seal to the MOCD in so far as it is attested by any two Directors of the Company or by any one Director and the Company Secretary of the Company in accordance with the Company’s Constitution and that the same be delivered promptly to the Bank;
3. THAT any  director(s) is/are authorised, from time to time, in his absolute discretion to approve any amendment, alteration, variation or modification to the MOCD and that the signing thereof or of a copy thereof be conclusive evidence of such approval; and
4. THAT any  director(s) is/are authorised, from time to time, to sign all documents, notices, communications or statements as may be contemplated or required under, or associated with, or related to, the MOCD.

Certified as a true extract by the undersigned as being extracts of the resolutions of the Board of Directors of the Company which have been duly entered in the Minutes Book and are at this date in full force and effect.

#### Director

Signature

Name

Date

#### Director/Secretary

Signature

Name

Date