



**BANK LETTER**

Dear Sir or Madam:

RE: \_\_\_\_\_

The above named company has authorized **The Guarantee Company of North America USA** to contact you for information necessary to consider surety facilities. Information supplied will be considered confidential and will confer no responsibility upon you or your organization. We would appreciate receiving responses, which provide **detailed** answers for each question with **specific figures** as opposed to << range >> figures.

**N.B. In the client's interest, please answer all the questions.**

1. How long have you dealt with this account? **Since** \_\_\_\_\_
2. What is the average balance of deposit accounts? \$ \_\_\_\_\_
3. Details on authorized line of credit presently in force: **(Please write the precise (\$) amount):**

a) Expiration/review date:	_____	
b) Total credit established: (\$'000)	<b><u>Authorized</u></b>	<b><u>Outstanding</u></b>
1. Operating loans :		
2. Tender deposits :	\$ _____	\$ _____
3. Term loans :	\$ _____	\$ _____
4. Letters of credit :	\$ _____	\$ _____
5. Letters of guarantee :	\$ _____	\$ _____
6. Others :	\$ _____	\$ _____
c) Variation of Operating Loans?	Max: \$ _____	Min: \$ _____
d) Advances and/or Line of Credit are secured By:	_____	

- Assignment of Accounts Receivables Details: \_\_\_\_\_
- General Security Agreement Details: \_\_\_\_\_
- Personal Guarantors Details: \_\_\_\_\_
- Corporate Guarantors Details: \_\_\_\_\_
- Other Please specify: \_\_\_\_\_

4. Are all payments made as agreed?  **YES**  **NO**

5. Remarks: \_\_\_\_\_

6. Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Bank: \_\_\_\_\_

Branch: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Thank you for your cooperation and assistance.

Please return this form and a copy of the current terms and conditions letter to:

**The Guarantee Company of North America USA**  
*Relevant branch address*