

Explanation to the application form

„Request for issuance of a surety / guarantee / standby letter of credit”

The panels applicant, alternative applicant (if available), beneficiary, currency, amount, expiry and applicant's contact details have to be completed on a mandatory basis. The panels account number and internal reference number of the applicant may be completed on an optional basis.

Selection of product and type of guarantee, surety, standby letter of credit: please select as per your choice (surety, surety payable on first demand, guarantee, guarantee under counter-guarantee, standby letter of credit (sblc)), as well as the relevant type (please refer to the pull down button).

Wording of the document: kindly select, if issuance has to be made according to the standard wording of LBBW, or according to a former issued document (please remark the former reference of LBBW.....), or due to a special form (please refer to the form number), or as per your own standard wording which has been recorded in our books (please refer to the relevant identification remark of said wording). If an individual wording is required, please add the same to the application form.

Details (only for the selection of LBBW's standard wording): if you have selected „standard wording of LBBW”, please complete the following panels: taking into effect clause (entering into force on the date on which the full advance payment amount has been credited to the account of the applicant held with bank), reduction clause, language of the wording, guidelines. If you have made no selection the issuance will be made as follows: wording concerning advance payment obligations containing the taking into effect clause but without reduction clause, and wording concerning warranty obligations without the taking into effect clause. The language of the wording will be German and no guidelines will be applied.

Type of surety / guarantee / sblc: please select and provide us with the relevant contract details to the underlying business. Mentioning the description of goods / service(s) / rented property is always a mandatory regulation.

Partial retirement / employee's receivables	Please add the underlying trust agreement. Contract details: number and date of the trust agreement
Advance payment	Contract details: contract number/-date, purchase order number/-date, order number/-date; invoice number/-date; matter of delivery, total contract value and percentage concerning advance payment
Tender	Tender number/-date, tender closing date, matter of offer
Warranty	Contract details: contract number/-date, purchase order number/-date, order number/-date; invoice number/-date; matter of underlying transaction, total contract value
Rental	Contract details: contract number/-date, rented property, place of property
Lawsuit	Kindly add the underlying verdict Contract details: date of verdict, date of court order, court name and address
Security according to § 650f BGB (German Civil Code)	Contract details: contract number/-date, purchase order number/-date, order number/-voice number/-date; matter of underlying transaction
Miscellaneous	When selecting „miscellaneous“ please add details in panel specifics/ additional information
Performance	Contract details: contract number/-date, purchase order number/-date, order number/-date; invoice number/-date; matter of underlying transaction, total contract value
Payment	Contract details: contract number/-date, purchase order number/-date, order number/-date; invoice number/-date; matter of delivery, total contract value
Customs	Kindly add the completed customs document

Delivery: If nothing has been selected, we will dispatch the original document as well as a copy to the applicant (being the signer of the application form). If you select SWIFT, kindly instruct that we may use a correspondent bank of LBBW, or determine a certain bank, which you please name, for advising purposes (direct guarantee, standby letter of credit) or for issuance of a guarantee under the counter-guarantee of LBBW.

In case of need please call our hotline:

For sureties: +49 (0) 621/428-79997
For guarantees, standby letters of credit: +49 (0) 621/428-72090