

USER GUIDE: BANK GUARANTEE USING BUSINESS INTERNET BANKING PLUS

Important Notes:

- User access right must be granted by Company Administrator.
- You may send requests related to Bank Guarantee for issuance, amendment, cancellation and send message to the Bank.

- You may also make inquiries on history of Bank Guarantee and access related advices.
- You may upload supporting documents / BG template via file upload function.

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1. Issue Bank Guarantee

1.1 Create Bank Guarantee Application

tep 1							
	Administration V	Trade Services 🗸	~	ervices	 Payment Se 	Account Services	•
	t Letter of Credit-i	Import Letter of Credit / Import Import Collection		Account Balances			
		Export Collection	3	1 2	14 H	27 items	1 - 5 of
	ntoo i	Bank Guarantoo/Bank Guar	Ledg	Ссу	Account	Company Name	
	Bank Guarantee/Bank Guarantee-i			MYR	7063004832 Current Account-i	ABC_PROPERTY	A
2603003383 Old Code - Einancing Request CA,CN,OD (CN CN - NON CHECKING AC) MYR 1. Shipping Guarantee					ABC_PROPERTY	A	
Company Name Account Ccy Led ABC_PROPERTY 7063004832 Current Account-I MYR 2111 ABC_PROPERTY 2603003383 Old Code - CA.CN.OD (CN CN - NON CHECKING AC) MYR 1.							

Ste	Step 2							
A	Account Services 🗸	Payment Services 🗸	Trade Services	Administration 🗸				
	Create BG/BG-i Bank Guarantee/Bank Guarantee-i							
ſ	New You can prepare a Bank Guarantee / Bank Guarantee - Application by selecting "New Bank Guarantee" or use one of the existing templates or drafts you have created.							
	Create BG/BG-i From Template Then select Conventional or Islamic transaction via indicator. (Subject to your approved facility in the Letter of Offer).							

FION THE	Len Navigation	i Meriu, Seleci	Create DG/DG-I > Ne	vv.

Step 3				
Selection of Guarantee Details for Init	iation			
				Search Options 🗸
1 - 1 of 1 items	10 25 50 100			R 4 1 F R
Guarantee Template ID	Company ID	Description	Guarantee Format	Preview
UOB Standard Template a	0200029304	UOB Standard Guarantee	Standard	ŝ
Company ID: Guarantee Format: Description:	c			Search Options 🔺
1 - 1 of 1 items	10 25 50 100			H + 1 + H
Guarantee Template ID	Company ID	Description	Guarantee Format	Preview
Non Standard Format	0200029304	Non Standard Guarantee Template	Non Standard	
Select the Bank Guarantee a) Select UOB standard b) For non-standard form c) Under the Guarantee d) Select 'Non Standard	e format. format. hat, click 'Search O Format Field, selec Format'.	ption'. t 'Non Standard' and click	'Search'.	

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Step 4 General Details							
Create a New Bank Guarantee / Bank Guarantee-i							
			Court	Cubmit	Tamplata	Canaal	Hole
			Save	Submit	Template	Cancer	пер
General Details							
Transaction Indicator:*	Conventional	Islamic			Show Form Sur	mmary Top	
BIB Ref:	BG201100002968	332					
Template Name:							
Customer Reference:							
Subtype:	Bank Guarantee	e/Bank Guarantee-i					
	Counter Guaran	ntee					
Application Date:	19/11/2020 (dd/mm	1/33339)					
Expiry Date:*	Fixed 🗸	•					
*	~	(dd/mm/yyyy)					
Effective Date:*	19/11/2020 🗸	(dd/mm/yyyy)					
Claim Period (days):							
Claim Date:*	~	(dd/mm/yyyy)					
	Renewal		а				
Previous Guarantee Reference:							
I) Complete the requi	red information	n in this whole s	ection. Fie	elds with	an * are	mandato	ry.

a) Tick the 'Renewal' check box and input previous guarantee reference.

STEP 4.1 Applicant Details					
Applicant Details					
Company ID:* Name:* Address:*	Image: Constraint of the second se				
a) Select the Company ID from List of Companies by clicking 🤤					
(Note: For single company access, system will default the company ID, name and address.)					

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Beneficiary Details Image: Control of	STEP 4.2 Benefic	ciary Deta	ils					
Name and* Address:* Reference: Contact Number: Fax Number: Contact Number: Fax Number: List of Counterparties Abbreviated Name: Name: Search 1-5 of 8 Items 1-5 of 8 Items 1-5 of 8 Items EisHEEMAAL_CQ Abc_property EisHEEMAAL_CQ Abc_group: Paterman and Co. Raja Last 60350 Ruia Lumpur MY EisHEEMAAL_CQ Abc_group: Fisterman and Co. Raja Last 60350 Ruia Lumpur MY EisHEEMAAL_CQ Abc_group: Fisterman and Co. Raja Last 60350 Ruia Lumpur MY EisHEEMAAL_CQ Abc_group: Fisterman and Co. Raja Last 60350 Ruia Lumpur MY Eiseure@coup Abc_group Fisterman and Co. Fisterman and Co. Fisterman and Co. Fisterman and Co. Fisterman and Co. Fisterman and Co. Fisterman and Co. Fisterman and Co. Fisterman and Co. Fisterman and Co. Fisterman and Co. Fisterman and Co. Fisterm	Beneficiary Details							
Address:"	Name and*			а				7
Reference: Contact Number: Fax Number: Fax Number: List of Counterparties Abbreviated Name: Name: Search 1-5 of 8 Items 1-5 of 8 It	Address:*							
Reference: Contact Number: Fax Number: Fax Number: List of Counterparties List of Counterparties Mame: Search 1.5 of 8 Items Search 1.5 of 8 Items Search								
contact Number:	Reference:							
Sax Number: List of Counterparties Abbreviated Name: Name: I - 5 of 8 lems 1 - 1 - 1 - 7 - 7 - 12 - 10 - 10 - 10 - 10 - 10 - 10 - 10	Contact Number:							/
List of Counterparties Abbreviated Name: Name: Search 1 - 5 of 8 items I - 5 of 8 items	Fax Number:							
List of Counterparties Abbreviated Name:								
Abbreviated Name:		List of Counterpart	ies					×
Search I - 5 of 8 Items I - 1 - 5 of 8 Items I - 1 - 2 - 2		Abbreviated Name:						
I - 5 of 8 liems 1 - 5 of 8 liems I - 2 > 1 + 2 >		Name:						
I - 5 of 8 items Group ID Company ID Name Address Line 1 Address Line 2 Domicile Country FISHERMAN_CQ ABC_PROPERTY Fisherman and Co. Ltd Raja Laut 50350 Kuala Lumpur MY FSecureQroup ABC_CITY FSecureName Incl Incl MY Incl Incl Incl Incl Incl Incl Incl Incl Incl <			Search					
Group ID Company ID Name Address Line 1 Address Line 2 Domicile Country FISHERMAN_CO ABC_PROPERTY Fisherman and Co. Ltd Raja Laut 50350 Kuala Lumpur MY FSecure@roup ABC_CITY FSecureName FSecureName FSecureName MY Image: Secure Name Image: SecureName		1 - 5 of 8 items					H 4 1 2	2 🕨 🖬 🔹
FISHERMAN_CO ABC_PROPERTY FISherman and Co. Ltd Raja Laut 50350 Kuala Lumpur MY FSecureGroup ABC_CITY FSecureName Income Income MY Income Income Income Income Income Income MY Income Income Income Income Income Income Income Income Income Income		Group ID	Company ID	Name	Address Line 1	Address Line 2	Domicile	Country
ESecuraGroup ABC_CITY FSecureName MY Image: ABC_CITY FSecureName Image: ABC_CITY FSecureName Image: ABC_CITY Image: ABC_CITY FSecureName Image: ABC_CITY FSecureName Image: ABC_CITY Image: ABC_CITY Image: ABC_CITY FSecureName Image: ABC_CITY FSecureName Image: ABC_CITY		FISHERMAN_CO	ABC_PROPERTY	Fisherman and Co. Ltd	Raja Laut	50350	Kuala Lumpur	MY
Add a new counterparty		FSecureGroup	ABC_CITY	FSecureName				MY
Add a new counterparty								
Add a new counterparty								
Add a new counterparty								
							Add a new co	ounterparty

- a) Input the Beneficiary's name and address in the fields provided.
 b) Click Q to select from the existing counterparty list, or add a new counterparty. Provide other information, where applicable.

STEP 4.3 Amount Details & Bank Details

Amount Details					
Guarantee/Invoice Amount:*	a				
Bank Details					
Recipient Bank Name:*	UOBM				
Issuing Bank* Advising Bank	Confirming Bank				
_{Type:*} b	Same as Recipient				
SWIFT Code:					
Bank Name:					
Address.					
 a) Click to open currency list. Select currency and input the amount. b) Select the Bank Guarantee Issuing Bank if you are requesting a counter guarantee to be issued to another bank. 					

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STEP 4.4 Guarantee Details					
Guarantee Details					
Guarantee Format:*	Standard	~			
Guarantee Template ID:*	BG-uobs				
	(View the Guarantee Template)				
Purpose:*	а		_		
Other Instructions:			b		
		-			
		•			

- Input purpose of guarantee, e.g. Performance Bond or Advance Payment. Update other instructions related to the Bank Guarantee application here, if any. a) b)

end BG by:*	SWIFT	✓ a		
rincipal Account:			Q, 0	
ccount Currency			b	
ee Account:*			Q (
account Currency*			Ŭ	
	Margin:			
ther Information:				
			^ I	
			*	Show Form Summary Top

- c) Indicate the account to debit for charges.
- Input other information, if any. Select "Margin" where applicable.

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STEP 4.6 File Upload Details					
File Upload Details (Max 5 files)					
Add a file	е				
	Save Submit Cancel Help				
File Details					
File: b Choose File Vo file chosen					
Cancel Add C					
Save as draft to be edited another time					
Cancel Cancel transaction without saving.					
Help Access online User Help Guide.					
Add a file Attach supporting documents.					
You may upload file to this Bank Guarantee Application: a) Click 'Add a File' and 'File Details' conversation box will pop-up.					

- Click 'Choose File' to select the desired file.
- Click 'Add' to upload the files.
- You may insert a name under 'Title' for the uploaded File (optional). Once file upload is completed, click **Submit**

Step 5

Submit Bank Guarantee/Bank Guarantee-i (Kafalah) Initiation

The submission to the approver is successful.

BIB Ref: BG20110000296832

Click here to view and print transaction details а

Upon successful submission, above screen will be displayed. You may click on this link to view and print the transaction details.



1.2 Create a Transaction Using Template

Step	tep 1							
A	Account Services	✓ Payment Set	ervices	¥	Trade Services 🗸	Administration	¥	
Acc	ount Balances				Import Letter of Credit / Import Import Collection	ort Letter of Credit-i		
1 - 5	of 27 items	14 4	1 2	3	Export Collection			
	Company Name	Account	Ссу	Ledg	Bank Quarantoo/Bank Quar	antoo i		
	ABC_PROPERTY	7063004832 Current Account-i	MYR	2 111				
	ABC_PROPERTY	2603003383 Old Code - CA,CN,OD (CN CN - NON CHECKING AC)	MYR	1,3	Shipping Guarantee			
From	rom the Top Menu Bar, select Trade Services > Bank Guarantee/Bank Guarantee-i							

Ste	Step 2								
•	Account Services 🗸	Payment Services 🗸	Trade Services	Administration 🗸					
	Create BG/BG-i	Bank Guarantee	e/Bank Guarante	ee-i					
1	lew	You can prepare a Bank Guaran templates or drafts you have cre	ntee / Bank Guarantee-i Applicatio eated.	on by selecting "New Bank Guarantee" or use one of the existing					
C	Create BG/BG-i From	Then select Conventional or Isla	amic transaction via indicator. (Su	bject to your approved facility in the Letter of Offer).					
	emplate								
E	Edit Transactions								
F	Pending Approval								
_									
Fron	n the Left Navigatior	n Menu, select Creat	e BG/BG-i > Crea	ate BG/BG-i From Template.					

Step 3			

				Search Options
Template Name:				
Company ID:		Q		
Description:				
				Search
- 1 of 1 items		10 25 50 100		(
	Template Name	Company ID	Description	
				2
mplate 1				



1.3	Create a	Transaction	from	Past	BG
	orouto u	i i u i ou ou o ii o ii			

p 1							
Account Services	s 🗸	Payment Se	ervices	~	Trade Services 🗸	Administration	~
					Import Letter of Credit / Impo	ort Letter of Credit-i	-
ccount Balances							
					Import Collection		
- 5 of 27 items		14 4	1 2	3	Export Collection		
- 5 of 27 items Company Name		Account	1 2 Ccy	3 Ledg	Export Collection	antes i	
- 5 of 27 items Company Name ABC_PROPERTY	7063004 Account	Account 1832 Current 14	1 2 Ccy MYR	3 Ledg 2 111	Export Collection Export Collection Bank Guarantee/Bank Guar	antee-i	
- 5 of 27 items Company Name ABC_PROPERTY ABC_PROPERTY	7063004 Account 2603003	Account 1832 Current 1383 Old Code - 1383 Old Code -	1 2 Ccy MYR	3 Ledg 2 111	Export Collection Export Collection Bank Guarantee/Bank Guar Financing Request	antee-i	

tep 2							
Account Services 🗸	Payment Services 🗸	Trade Services	Administration 🖌				
Create BG/BG-i Sank Guarantee/Bank Guarantee-i							
New	You can prepare a Bank Guarantee / Bank Guarantee-I Application by selecting "New Bank Guarantee" or use one of the existing templates or drafts you have created						
Create BG/BG-i From	Then select Conventional or Islam	ic transaction via indicator. (Subject	ct to your approved facility in the Letter of Offer).				
Template							
Copy From Past BG/BG-i							

ISL OF EXIST	nu bank Guarantee						
		/ Dank Guarantee-i				Search	h Optior
Transaction							
BIB Ref:	*						
Company ID:							
Bank Ref:							
Beneficiary Na	me:						
Ccy:	Q						
						Se	earch
1 - 32 of 32 items		10 25 50 100				H 4 -	1
BIB Ref	Company ID	Bank Ref	Beneficiary Name	Ссу	Amount	Issue Date	Expi
	ABC PROPERTY	345FG091542	MERGER CONVERSION	MYR	20,000.00	01/03/2017	28/0
BG20080000268391	-			MYR	20.000.00	24/06/2016	19/0
BG20080000268391 BG20080000268137	ABC_PROPERTY	387FG090743	MERGER CONVERSION				

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2. Amend Bank Guarantee

Ste	tep 1					
1	Account Services	✓ Payment Set	ervices	~	Trade Services 🗸	Administration 🖌
	Account Balances				Import Letter of Credit / Import Import Collection	ort Letter of Credit-i
	1 - 5 of 27 items	14 4	1 2	3	Export Collection	
	Company Name	Account	Ссу	Ledg	Bank Guarantoo/Bank Guar	antee i
	ABC_PROPERTY	7063004832 Current Account-i	MYR	2 111		
	ABC_PROPERTY	2603003383 Old Code - CA,CN,OD (CN CN - NON CHECKING AC)	MYR	1,;	Shipping Guarantee	
Fro	rom the Top Menu Bar, select Trade Services > Bank Guarantee/Bank Guarantee-i.					

St	Step 2								
٨	Account Services 🗸	Payment Services 🗸	Trade Services	Administration 🗸					
	Create BG/BG-i BG/BG-i Amendment From Existing BG/BG-i Edit Transactions	Bank Guarante You can prepare a Bank Guara templates or drafts you have or Then select Conventional or Isl	e/Bank Guarante ntee / Bank Guarantee-I Applicatio eated. amic transaction via indicator. (Sut	ee-i n by selecting "New Bank Guarantee" or use one of the existing eject to your approved facility in the Letter of Offer).					
Fro	From the Left Navigation Menu, select BG/BG-i Amendment > From Existing BG/BG-i.								

tep 3							
ist of Existir	ng Bank Guarantee	/ Bank Guarantee-i					
	0					Search	n Options
Transaction Indicator:		*					
BIB Ref:	*						
Company ID:			Q				
Bank Ref:							
Beneficiary Nam	e:						
Ccy:	Q						
						Se	arch
1 - 32 of 32 items		10 25 50 100				H 4 1	I ► H
BIB Ref	Company ID	Bank Ref	Beneficiary Name	Ссу	Amount	Issue Date	Expiry
BG20080000268391	ABC_PROPERTY	345FG091542	MERGER CONVERSION	MYR	20,000.00	01/03/2017	28/02/2
BG20080000268137	ABC_PROPERTY	387FG090743	MERGER CONVERSION	MYR	20,000.00	24/06/2016	19/06/2
BG20080000268115	ABC_PROPERTY	345PG090592	MERGER CONVERSION	MYR	852,000.00	06/05/2016	05/05/2

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Step 4 General Details					
General Details					
BIB Ref:	BG20080000268391				
Bank Reference:	345FG091542				
Issue Date:	01/03/2017				
Original Expiry Date:	(28/02/2018)				
New Expiry Date:	✓				
	✓ (dd/mm/yyyy)				
Original Effective Date:	01/03/2017				
New Effective Date:	✓ (dd/mm/yyyy)				
Original Claim Period (days):	N.A.				
New Claim Period (days):					
Original Claim Date:	28/04/2018 🗸 (dd/mm/yyyy)				
New Claim Date:	✓ (dd/mm/yyyy)				

Complete the amendment information for the Bank Guarantee.
 You may amond the Bank Guarantee expire date offective date and claim a

) You may amend the Bank	Guarantee expiry date	, effective date ar	hd claim date details
--------------------------	-----------------------	---------------------	-----------------------

STEP 4.2 Amount Details					
Amount Details					
Original Guarantee Amount:	MYR 20,000.00				
Increase Amount:	MYR				
Decrease Amount:	MYR				
New Guarantee Amount:	MYR 20,000.00				
Amendment Narrative	•	⊋			
	•				

You may amend the Bank Guarantee amount by indicating whether to increase or decrease the Bank Guarantee amount. The new Bank Guarantee amount will be auto-generated.

STEP 4.3 Instructions for the Bank Only						
Instructions for the Ban	k Only					
Send BG by:*	SWIFT 🗸					
Principal Account:	Q. 0					
Account Currency						
Fee Account:*	Q					
Account Currency*						
	Margin:					
Other Information:						
	^ I					
	*	Show Form Summary Top				
Provide your instructions to bank in the respective fields. Fields with an * are mandatory. Principal Account is not applicable. Select Margin, where applicable.						

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STEP 4.4 File Upload Details										
File U	pload Details	(Max 5 files)								
No files	No files									
Add a	file									
		Save Approve Later Submit Cancel Help								
	Save	Save as draft to be edited another time.								
	Cancel	Cancel transaction without saving.								
	Help	Access online User Help Guide.								
	Add a file	Attach supporting documents.								
	Approve Later	To submit and approve by batch later. Only applicable for single level matrix.								
You i	You may upload supporting documents via "Add a File". Once all information has been duly									



3. Cancel Issued Bank Guarantee

ep 1					
Account Services	Payment Se	ervices 🖌	Trade	Services 🖌	Administration 🗸
			Import Le	etter of Credit / Imp	port Letter of Credit-i
ccount Balances			Import C	ollection	
- 5 of 27 items	14 4	1 2 3	Export C	ollection	
Company Name	Account	Ccy L	dg Book Ou	ioronte o Denk Que	
ABC_PROPERTY	7063004832 Current Account-i	MYR 2,1	Jank Gu	a Poquest	namee-i
ABC_PROPERTY	2603003383 Old Code - CA,CN,OD (CN CN - NON CHECKING AC)	MYR	1,i Shipping	Guarantee	
		-			

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Ste	Step 2									
٨	Account Services 🗸	Payment Services 🗸	Trade Services	Administration 🗸						
C E F F	Create BG/BG-i BG/BG-i Amendment BG/BG-i Amendment Message to Bank From Existing BG/BG-i Edit Transactions Pending Approval	Bank Guarante You can prepare a Bank Guar templates or drafts you have o Then select Conventional or t	ee/Bank Guarant rantee / Bank Guarantee-i Applicat created. slamic transaction via indicator. (S	tion by selecting "New Bank Guarantee" or use one of the existing ubject to your approved facility in the Letter of Offer).						
Fro	From the Left Navigation Menu, select Message to Bank > From Existing BG/BG-i.									

	Step 3										
	List of Existing Bank Guarantee / Bank Guarantee-i										
	1 - 28 of 28 items		10 25 50 100				∺ - (1) + H			
	BIB Ref	Company ID	Bank Ref	Beneficiary Name	Ссу	Amount	Issue Date	Expiry Date			
Г	BG20080000268391	ABC_PROPERTY	345FG091542	MERGER CONVERSION	MYR	20,000.00	01/03/2017	28/02/2018			
	BG20080000268137	ABC_PROPERTY	387FG090743	MERGER CONVERSION	MYR	20,000.00	24/06/2016	19/06/2017			
	BG20080000268115	ABC_PROPERTY	345PG090592	MERGER CONVERSION	MYR	852,000.00	06/05/2016	05/05/2021			
	· · ·										
	Select th	Select the Bank Guarantee record to cancel.									

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Step 4						
Create Message						
			Sav	e Approve Later	Submit Cancel Help	
General Details					a.	
BIB Ref:	BG20080000268391					
Customer Reference:	MC					
Bank Reference:	345FG091542					
Issue Date:	01/03/2017 (dd/mm/yyyy)				Show Form Summary LTon	
Expiry Date:	28/02/2018					
Message Type:*	Cancel	~				
	Cancel	▲				
Outer Information	Correspondence					
rasse aput other anstruct	lou (li Suy) use.	T Los				
File Upload Details (Max	5 files)					
No files Add a file						
 Select "Cancel" at Message Type Field. Provide other information or specify any instruction in the "Other Information" Field. You may upload file via "Add a File". 						

IV) Once all information has been duly completed and file uploaded, click Submit

Ste	ep 5
	Submit Free Format Message
	The submission to the Bank is successful.
	BIB Ref: BG20080000268391 Click here to view and print transaction details
a)	Upon successful submission, above screen will be displayed. You may click on this link to view and print the transaction details.

4. Send a Message to the Bank

Account Service	ces 🗸	Payment Se	rvices	~	Trade Services 🗸	Administration 🗸
					Import Letter of Credit / Impo	ort Letter of Credit-i
Account Balances				Import Collection		
1 - 5 of 27 items		14 4	1 2	3	Export Collection	
Company Name		Account	Ссу	Ledg	Park Quarantee/Park Quar	entro i
ABC_PROPERTY	70630 Accou	04832 Current	MYR	2,1 ⁻ 1,		
	26030	03383 Old Code -			Financing Request	
ABC_PROPERTY	ABC_PROPERTY		MYR	1,1	Shipping Guarantee	

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Ste	Step 2									
٨	Account Services 🗸	Payment Services 🗸	Trade Services	Administration 🗸						
C E F F	Create BG/BG-i BG/BG-i Amendment BG/BG-i Amendment Message to Bank From Existing BG/BG-i Edit Transactions Pending Approval	Bank Guarante You can prepare a Bank Guar templates or drafts you have o Then select Conventional or t	ee/Bank Guarant rantee / Bank Guarantee-i Applicat created. slamic transaction via indicator. (S	tion by selecting "New Bank Guarantee" or use one of the existing ubject to your approved facility in the Letter of Offer).						
Fro	From the Left Navigation Menu, select Message to Bank > From Existing BG/BG-i.									

Step 3									
List of Existing Bank Guarantee / Bank Guarantee-i									
1 - 28 of 28 items	10 25 50 100				H 4 1	1 ≻ →			
BIB Ref Company ID	Bank Ref	Beneficiary Name	Ссу	Amount	Issue Date	Expiry Date			
BG20080000268391 ABC_PROPERTY	345FG091542	MERGER CONVERSION	MYR	20,000.00	01/03/2017	28/02/2018			
BG20080000268137 ABC_PROPERTY	387FG090743	MERGER CONVERSION	MYR	20,000.00	24/06/2016	19/06/2017			
BG20080000268115 ABC_PROPERTY	345PG090592	MERGER CONVERSION	MYR	852,000.00	06/05/2016	05/05/2021			
Select the Bank Guarantee record to send the message to the Bank.									

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Step 4					
Create Message					
				Save Approve Later	Submit Cancel Help
General Details					8
BIB Ref: Customer Reference: Bank Reference: Issue Date: Expiry Date: Message Type:*	BG20080000268391 MC 345FG091542 01/03/2017 (<i>dd/mm/yyyy</i>) 28/02/2018 Cancel	~			Show Form Summary Top
Other Information	Correspondence				
Please input other instruct File Upload Details (Max No files Add a file	tion (if any) here.	× v			
I) Select "Cor II) Indicate yo	rrespondence" at M ur message / instru	essage Type Fi ction in the "Otl	ield. her Informat	ion" Field.	

- III) You may upload file via "Add a File".
- IV) Once all information has been duly completed and file uploaded, click Submit

Step 5 Submit Free Format Message The submission to the Bank is successful. BIB Ref. BG20080000268391 Click here to view and print transaction details a a) Upon successful submission, above screen will be displayed. You may click on this link to view and print the transaction details.

5. Bank Guarantee Inquiry

♠ Account Services ∨ Payment Services ∨				Trade Services 🗸	Administration 🖌
				Import Letter of Credit / Impo	ort Letter of Credit-i
Account Balances				Import Collection	
1 - 5 of 27 items	14 4	1 2	3	Export Collection	
Company Name	Account	Ссу	Ledg 2,111, 1,1		
ABC_PROPERTY	7063004832 Current Account-i	MYR MYR		Bank Guarantee/Bank Guar	antee-i
	2603003383 Old Code -			Financing Request	
ABC_PROPERTY	CA,CN,OD (CN CN - NON			Shipping Guarantee	

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Ste	p 2				
A	Account Service	s 🗸	Payment Services 🗸	Trade Services	Administration 🗸
	Create BG/BG-i BG/BG-i Amendment Message to Bank Pending BG/BG-i Processed BG / BG-i BG/BG-i Maintenance	* * *	Bank Guarantee You can prepare a Bank Guarant templates or drafts you have crea Then select Conventional or Islan	e/Bank Guarantee ee / Bank Guarantee-i Application ated. nic transaction via indicator. (Subje	I by selecting "New Bank Guarantee" or use one of the existing act to your approved facility in the Letter of Offer).
Fror	n the Left Navig	gation	Menu, select Proces	sed BG / BG-i.	

Step 3

ist of Bank Gua	arantee / Bank	Guarantee-i	Transactions					
							Se	arch Options 🔺
Please enter the criteria to	filter the transaction(s) searc	h.						
Transaction Indicator:		~						
Company ID:		Q						
BIB Ref:	*	a						
Bank Ref:								
Status:		~						
Customer Reference:								
Ccy:	Q							
Amount From:	т	io:						
Beneficiary / Counterparty:								
Expiry Date From:	т 🗸	io:	~					
							1	Search
1 - 32 of 32 items		10 25 50	100				14 4	1 -
BIB Ref	Bank Ref	Customer Reference	Beneficiary / Counterparty	Ссу	Amount	Issue Date	Expiry Date	Status
BG20080000268391	345FG091542	MC	MERGER CONVERSION	MYR	20,000.00	01/03/2017	28/02/2018	Processed

Search for Bank Guarantee Transactions:
a) To search for specific Bank Guarantee, search by BIB Ref or Bank Ref. You may use an asterisk (*) at the end of the BIB Ref or Bank Ref, to search for variable endings. For example: BG2008* will provide all possible search results with BG2008 at the front, including BG20080000268391, BG20080000437899, BG20080000265359 etc.

b) Click the Folder icon for details.

Step 3.1 Conso Consolidated Bank Guarantee/Bank	Summary	Summar	y Vie	ew Page	Actio	NS w application fro	om this transa	d			
BIB Ref: Customer Reference: Bank Reference: Company ID Guarantee/Invoice Amou Outstanding Amount: Renewal:	BG20080 MC 345FG09 ABC PRO int: MYR 20,0 MYR 20,0 No	000268391 1542 PERTY 000.00 000.00 a			Amend this Message to	transaction the bank					
Issuer's Ref: Beneficiary Details	0000000	001400113981									
Name and Address:	MERGEF ADDRES	R CONVERSION S LINE 2	4							b	
1 - 2 of 2 items		10	25 50	100					⊨ 1) > >	
Last Updated Date	Туре	Status		Торіс			Ссу	Amount			
28/08/2020	New	Processed	1	BG New			MYR	2	20,000.00	8	
28/08/2020	New	Processed	1	BG New			MYR	2	20,000.00	8	
Pending Transacu	ons	10.1	05 50	1.400					M . A .		
1 - 1 0f 1 items	of 1 items 10		25 50	Status		Cav	Amount		<u> </u>	Input	
0			Submitte	Status		CUy	Allouit		19/11/2020		
	meesage conseponde		Submitte							C	
View the Consolic a) Guarantee A b) History of the	dated Sum mount and Bank Gu	mary for: I Outstand arantee re	ding ecorc	Amount. d and related adv	vices.						

- c) View pending transactions related to this Bank Guarantee record.
- d) You may initiate to create an amendment/ message to the Bank for this Bank Guarantee or create another new Bank Guarantee from this record.

======End of User Guide==================