



Bank Guarantee

Cancellation Request

Cancelling a bank guarantee is now possible by mail, avoiding the need to visit a NAB branch in person. To cancel your bank guarantee by mail, please follow these three simple steps:

1. Complete the information requested below. Once completed, print out this document and attach as a coversheet to the original bank guarantee (only the original bank guarantee document is accepted).
2. Address your bank guarantee cancellation request to **NAB Bank Guarantee team, Level 30, 395 Bourke St, Melbourne VIC 3000**. This should be sent by either Registered mail or by Express Post. This is to ensure you can track the delivery.
3. Once this completed form and the original bank guarantee have been received by NAB, the bank guarantee cancellation will be processed as soon as possible (usually within 3 business days). At cancellation, a pro-rated service fee will be charged to the Customer's nominated account under the applicable bank guarantee facility terms and conditions.
4. If further information is required NAB may contact you using the information provided on this coversheet. NAB may also contact the Customer or the Beneficiary. Otherwise, NAB will notify the Customer to confirm that the bank guarantee has been cancelled.

Complete the following information

Contact details

First name:

Last name:

Phone number:

Email:

Additional questions

Which party are you representing?

- ☐ the customer that requested NAB issue the bank guarantee ('Customer').
- ☐ the beneficiary named in the Bank Guarantee ('Beneficiary').

If you represent the NAB Customer, please indicate whether the Customer would like the bank guarantee facility cancelled

- ☐ Yes - the Customer seeks to cancel its bank guarantee facility (NAB will contact the Customer to confirm)
- ☐ No - the Customer expects to require more bank guarantees to be issued
- ☐ Unsure - NAB will contact the Customer to discuss

Important

An original bank guarantee is a valuable document. Please ensure you always keep the original secure. If you have concerns cancelling your bank guarantee via mail, you can always visit any NAB branch with the original bank guarantee to initiate a bank guarantee cancellation request.