

**TEXT FOR RETURN OF BANK GUARANTEE  
(TO BE IN ENGLISH & IN COMPANY OFFICIAL LETTER HEAD)**

**JAFZA Operations Dept.  
Bank / Cash Guarantee Section  
LOB 14, Jebel Ali  
DUBAI**

**SUB: RETURN OF BANK GUARANTEE**

Dear Sir,

Please return the following bank guarantee :

<u>Bank Guarantee No.</u>	<u>Amount</u>
1)	
2)	
3)	
<b>Total</b>	----- =====

Thanking you,

Yours faithfully,

**(COMPANY NAME) (OFFICIAL STAMP)  
(Authorized signature)  
(Name of the Authorized Signatory)**

**Instructions (strictly) :**

- 1) Customer must ensure that sufficient balance of bank guarantee must be available equal to the face value of the bank guarantee for the request to return.
- 2) No partial return of a single bank guarantee.
- 3) No need to submit any cancellation paper along with this request. Such request must be submitted to the cancellation dept. and clear the records.
- 4) Attach copy of the bank guarantee if possible.
- 5) Customer must clear any outstanding amount payable to JAFZA.
- 6) Bank Guarantee is a document submitted by the customer and the same will be returned back and it is not transferable.
- 7) Original Bank Guarantee will be returned back to the authorized representative of the customer.
- 8) In case the company is terminated, please provide the Clearance letter from the Commercial Registration Department in addition to the required documents.

**TEXT FOR REFUND OF CASH GUARANTEE  
(TO BE IN ENGLISH & IN COMPANY OFFICIAL LETTER HEAD)**

**JAFZA Operations Dept.  
Bank / Cash Guarantee Section  
LOB 14, Jebel Ali  
DUBAI**

**SUB: REFUND OF CASH GUARANTEE**

**Dear Sir,**

**Please refund the cash guarantee paid through the following receipts :**

<u>Payment Receipt No.</u>	<u>Amount</u>
1)	
2)	
3)	
	-----
<b>Total</b>	
	=====

**Please transfer the above amount to our Company Bank Account Number as follows:**

**Account No. ....**  
**Account Name :.....**  
**Bank Name :**  
**Branch :**  
**Emirate:**

**Thanking you,**

**Yours faithfully,**

**(COMPANY NAME) (OFFICIAL STAMP)  
(Authorized signature)  
(Name of the Authorized Signatory)**

**Encl: Original Payment Receipt  
Photocopy of the Bank Statement**

**Instructions (strictly) :**

- 1) Customer must ensure that sufficient balance of cash guarantee must be available equal to the face value of payment receipt amount..**
- 2) No partial refund of cash guarantee of a single payment receipt.**
- 3) No need to submit any cancellation paper along with this request. Such request must be submitted to the cancellation dept. and clear the records.**
- 4) Attach original payment receipts and photocopy is not acceptable to avoid duplication of claim.**
- 5) Attach photocopy of bank statement for the authentication of the bank account and internet bank statement is not acceptable.**
- 6) Customer must clear any outstanding amount payable to JAFZA.**
- 7) Cash Guarantee will be transferred only to the account of operating company name (as per the receipt) and not to any other company or personal account. No Cash or Cheque payment.**
- 8) In case the company is terminated, please provide the Clearance letter from the Commercial Registration Department in addition to the required documents.**