

**ACCEPTABLE FORMAT FOR ADVANCE PAYMENT  
GUARANTEE**

Advance payment securities issued in the given below is acceptable:

..... [ Name and address of Agency, and Address of Issuing Branch or Office] .....

**Beneficiary** : ..... [ Name and Address of Employer]

**Date:** .....

**ADVANCE PAYMENT GUARANTEE NO :** .....

We have been informed that ..... [ Name of Contractor / Supplier]  
(hereinafter called “the Contractor”) has entered into Contract NO .....  
[ reference number of the contract ] dated ..... with you , for the .....  
..... (insert “ construction “ or “ supply”) of ..... [ Name  
of  
contract and brief description] (hereinafter called “ the Contract”).

Furthermore, we understand that, according to the conditions of the Contract, an advance  
payment in the sum ..... [amount in figures ] ( .....)[amount  
in words] is to be made against an advance payment guarantee.

At the request of the Contractor, we ..... [name of issuing  
agency]  
hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of  
.....  
..... [ amount in figures] ( .....) [amount in words]  
upon receipt by us of your first demand in writing accompanied by a written statement stating  
that the Contractor is in breach of its obligation under the Contract.

The maximum amount of this guarantee shall be progressively reduced by the amount of the  
advance payment repaid by the Contractor.

This guarantee shall expire, *insert the date, 28 days beyond the expected expiration date of the  
Contract.*

Consequently, any demand for payment under this guarantee must be received by us at this office  
on or before that date.

.....  
[ Signature (S) ]