

TEXT FOR REFUND OF CASH GUARANTEE
(TO BE IN ENGLISH & IN COMPANY'S 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) | |
| | ----- |
| Total | |
| | ===== |

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

Account Name :
Bank Account No.:
IBAN Code :
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.