

Attachments for Procedure CA/23

CL/CA 23/ 01 – ADVANCE PAYMENT GUARANTEE ACCEPTANCE CHECKLIST

Contract Name :

Contract No :

S/No.	Activity	Status	Remarks
1.	Advance Payment Guarantee is in the format specified in the Contract or in a format acceptable to the Employer	<input type="checkbox"/> OK <input type="checkbox"/> Not OK <input type="checkbox"/> Not Applicable	
2.	Advance Payment Guarantee is for the amount specified in the Contract or for the amount contractor has requested as the Advance Payment, whichever is less	<input type="checkbox"/> OK <input type="checkbox"/> Not OK <input type="checkbox"/> Not Applicable	
3.	Advance Payment Guarantee is from a bank/agency acceptable to the Employer	<input type="checkbox"/> OK <input type="checkbox"/> Not OK <input type="checkbox"/> Not Applicable	
4.	If the bank which issued the Advance Payment Guarantee is not a bank operating in Sri Lanka, the Advance Payment Guarantee has been confirmed by a bank operating in Sri Lanka, acceptable to the Employer	<input type="checkbox"/> OK <input type="checkbox"/> Not OK <input type="checkbox"/> Not Applicable	
5.	The bank which issued/confirmed the Advance Payment Guarantee has confirmed that the Advance Payment Guarantee submitted by the Contractor is genuine and enforceable.	<input type="checkbox"/> OK <input type="checkbox"/> Not OK <input type="checkbox"/> Not Applicable	

SL/CA 023/ 01 – LETTER TO BANK FOR VERIFICATION OF AUTHENTICITY OF THE ADVANCE PAYMENT GUARANTEE

Manager

Dear Sir,

Project :

Contract No. :

Subject : Advance Payment Guarantee

dated

We refer to the Advance Payment Guarantee No. _____ dated _____ by your bank on behalf of the Contractor for _____ project; _____, a copy of which is enclosed.

In terms of the said Advance Payment Guarantee, you have agreed to pay us up to a sum of _____, on behalf of _____, upon our first written demand.

We wish to request you to confirm in writing, authenticity of the said Advance Payment Guarantee which shall remain valid and in force until _____.

We also wish to request you to confirm in writing your undertaking to pay us any sum within the limit of _____, on behalf of _____ upon our first written demand, without any cavil, arguments or to prove or show grounds or reasons for our demand or the sum specified therein, disregarding any dispute we may have with the Contractor with regard to the underlying contract with us.

Thanking you.

Yours faithfully,

SL/CA 023/ 02 – LETTER TO BANK DEMANDING PAYMENT OF GUARANTEED AMOUNT IF ADVANCE PAYMENT GUARANTEE IS NOT EXTENDED

Manager

Dear Sir,

Project : _____

Contract No. : _____

Subject : Letter of Demand to Pay Sums Guaranteed under the Advance Payment Guarantee _____ dated _____

We refer to the Advance Payment Guarantee No. _____ dated _____, provided by your bank on behalf of the Contractor for _____ project;

In terms of the said Advance Payment Guarantee, you have agreed to pay us up to a sum of _____, on behalf of _____, upon our first written demand.

We have advised the aforesaid Contractor to extend the validity of said Advance Payment Guarantee until _____ by our letter _____ dated _____, (a copy of which is attached), as the advance payment has not been fully repaid yet. We wish to inform you that the Contractor is yet to extend the said Advance Payment Guarantee, expiry date of which is on _____

We wish to request you to confirm in writing whether the said Advance Payment Guarantee has been extended and the same remain valid and in force until _____

If the said Advance Payment Guarantee is not extended, before the expiry of the same on _____ we hereby advise you to consider this as our demand for payment of _____, guaranteed _____ under the said Advance Payment Guarantee, as the advance payment has not been repaid yet. Accordingly, if the said Advance Payment Guarantee is not extended on or before _____ we hereby demand you to pay us _____ on behalf of _____, the Contractor, as guaranteed in the above referred Advance Payment Guarantee, to our Bank Account, details of which are given below:

Account No : _____
Account Name: : _____
Bank Name : _____
Bank Code : _____
Branch Code : _____
Swift Code : _____

We appreciate your early and prompt action.

Thanking you.

Yours faithfully,

Enclosed: 1. A copy of the Advance Payment Guarantee No.
dated
2. Authentication of authorize signature by a notary public

cc:

- 1.
- 2.
- 3.
- 4.

Manager

Authentication of Authorized Signature

I hereby certify that the signature below which was placed before me, is a genuine and authentic signature of _____, _____ of _____, _____, according to records pertaining to the following bank account maintained in this bank.

Account No. :

Account Type :

Manager

**SL/CA 023/ 03 – LETTER TO BANK DEMANDING PAYMENT OF GUARANTEED AMOUNT IF
THE CONTRACTOR HAS FAILED TO FULLY REPAY THE ADVANCE
PAYMENT**

Manager

Dear Sir,

Project :
Contract No. :
Subject : Letter of Demand to Pay Sums Guaranteed under the Advance Payment
Guarantee _____ dated

We refer to the Advance Payment Guarantee No. _____ dated
_____, provided by your bank on behalf of the Contractor for
project;

In terms of the said Advance Payment Guarantee, you have agreed to pay us up to a sum of
_____ on behalf of _____, upon our first written demand.

We wish to inform you that the aforesaid Contractor has failed to repay an amount of Rs
_____ of the Advance Payment, in accordance with the conditions of the Contract. Accord-
ingly we hereby demand you to pay us _____, on behalf of
_____, the Contractor, as guaranteed in the above referred Advance Payment Guarantee, to our Bank
Account, details of which are given below,

Account No :
Account Name :
Bank Name :
Bank Code :
Branch Code :
Swift Code :

We appreciate your prompt action.

Thanking you.

Yours faithfully,

Chairman

Enclosed: 1. A copy of the Advance Payment Guarantee No.
_____ dated _____
2. Authentication of authorize signature by a notary public

cc:

- 1.
- 2.
- 3.
- 4.

Manager

Authentication of Authorized Signature

I hereby certify that the signature below which was placed before me, is a genuine and authentic signature of _____, _____ of _____, according to records pertaining to the following bank account maintained in this bank.

Account No. :

Account Type :

Manager