

## INSURANCE GUARANTEE DOCUMENT CHECKLIST

**NAME OF CONTRACTOR : TBA**

	YES	NO	REMARKS
1. Proposal Form	<input checked="checked" type="checkbox"/>	<input type="checkbox"/>	
2. Letter of Acceptance	<input checked="checked" type="checkbox"/>	<input type="checkbox"/>	
3. Business Registration	<input checked="checked" type="checkbox"/>	<input type="checkbox"/>	
4. Bank Statement (for the past 3 months)	<input type="checkbox"/>	<input type="checkbox"/>	
5. Contractor's Past / Current Projects	<input checked="checked" type="checkbox"/>	<input type="checkbox"/>	
6. Letter of Indemnity :			
i. Individual	<input type="checkbox"/>	<input type="checkbox"/>	
ii. Company	<input checked="checked" type="checkbox"/>	<input type="checkbox"/>	
7. Latest Audited Accounts	<input type="checkbox"/>	<input type="checkbox"/>	
8. For Private Limited Co			
i. Certified copy of Form 24 & 49	<input checked="checked" type="checkbox"/>	<input type="checkbox"/>	
ii. Certified copy of M & A	<input checked="checked" type="checkbox"/>	<input type="checkbox"/>	
iii. Company Resolution	<input checked="checked" type="checkbox"/>	<input type="checkbox"/>	
9. Financial Statement of Guarantors Completed	<input type="checkbox"/>	<input type="checkbox"/>	
10. Financial Statement of Third Party Guarantor (if necessary)	<input type="checkbox"/>	<input type="checkbox"/>	
11. Premium	<input type="checkbox"/>	<input type="checkbox"/>	
12. Cash Collateral	<input type="checkbox"/>	<input type="checkbox"/>	

- Note**
- Letter of Indemnity of the Private Limited Company must be common sealed, signed & stamped by all the directors.
  - Letter of Indemnity must be witnessed by Commissioner of Oath

- Important**
1. The acceptance of the bond is subject to full documentation and approval of Management Committee.
  2. Person who release the guarantee are fully responsible to ensure that all documents are in order.

Guarantee released by : Signature :  
Name :

Date :