**Adhesive stamp of appropriate value**

**FORMAT OF LETTER FOR EXTENSION OF BANK GUARANTEE**

**( ON LETTER HEAD OF THE BANK)**

**Ref. No. Dated :**

**To,**

**The Protector General of Emigrants**

**Ministry of External Affairs,**

**Akbar Bhavan, Chanakyapuri,**

**New Delhi-110 021**

**Dear Sir,**

**Our Bank Guarantee No. \_\_\_\_\_\_\_\_\_\_\_\_\_dated\_\_\_\_\_\_\_\_\_\_\_\_\_ for Rs.\_\_\_\_\_\_\_\_\_\_\_\_ issued by us on behalf of our constituents M/s. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (with address)**

**The validity of the above Bank Guarantee issued by us in your favour expired on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. At the request of our constituent M/s.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. We hereby extend the validity of the said Bank Guarantee by a period of \_\_\_\_\_months. The value of Bank Guarantee shall remain at Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Unless a claim is filed with us within a claim period of six months from the aforesaid date of expiry of the Guarantee, all our liabilities under the Guarantee issued by us shall cease completely.**

**All other terms and conditions of the above Guarantee remain unchanged.**

**Dated Yours faithfully,**

**At**