

## eGuarantee – new way of delivering bank guarantee to beneficiary

### e-Guarantee is an electronic delivery of the bank guarantee document to the beneficiary via Citi Secure Email, which:

- speeds up the delivery of guarantee to the beneficiary (this is vital when the time of delivery of the guarantee to the beneficiary is of essence),
- reduces costs associated with the transaction (the client will not need to pay the costs of Courier/Polish Post Office service).

### A bank guarantee document sent via Citi Secure Email is:

- in form of a PDF file and with qualified electronic signature issued by the National Clearing House (qualified electronic signature has the same legal effect as a hand-written signature);
- available for download by the beneficiary on the Citi Secure Email site (in the first e-mail, the beneficiary will be guided to register his/her password to be used for logging in);
- secure - Citi Secure Email is a system tested by the Bank and used to send information with legally privileged content (after registration, the beneficiary will receive a general e-mail with the text of the original e-mail message and attachments in form of PDF files).

### How to start using the new form of delivery?

Find out / confirm with the beneficiary that:

- he has Adobe PDF software, version 7,
- this form of provision and delivery of guarantee is acceptable to him,
- ask for e-mail addresses of relevant persons or the address of the collective e-mail box on which guaranties will be delivered.

and then:

- in your Application for the guarantee, in field "Send the LC/Guarantee as:" you need to put down that you request that the **Guarantee be issued in electronic form and sent to the beneficiary by e-mail**, providing the address(es) of the person(s) or the collective e-mail box address for the beneficiary.

**As of 10<sup>th</sup> April, 2017, when you indicate in your guarantee application that you request the guarantee to be issued in electronic form and delivered to the beneficiary's e-mail address(es), the bank guarantee will be issued in electronic form (with qualified electronic signature) and delivered via Citi Secure Email.**