



To : Director-General of Trade and Industry,  
Government of the Hong Kong Special Administrative Region <sup>(Note 1)</sup>

**Small and Medium Enterprises (SME) Loan Guarantee Scheme  
Advice on Termination for Business Installations and Equipment Loan Guarantee/  
Associated Working Capital Loan Guarantee**

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Name of Borrower : \_\_\_\_\_

Business Registration No. : \_\_\_\_\_

We confirm that the Facility/Facilities covered by the Guarantee(s) with the following reference(s) has/have been fully repaid / expired / cancelled / terminated / withdrawn <sup>(Note 2)</sup> on the date(s) specified below. We confirm that all your obligations and liabilities in respect of the same guarantee(s) have ceased with effect from the same date except for the obligations and liabilities that have already accrued as at the said date.

Guarantee Ref. No.

Date (dd/mm/yy)

Lender's Name : \_\_\_\_\_

Branch (*if applicable*) : \_\_\_\_\_

Contact Person : \_\_\_\_\_ Telephone No. : \_\_\_\_\_

Signed for and on behalf of the Lender by its authorised officer,

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name) (Print)

\_\_\_\_\_  
(Position)

\_\_\_\_\_  
(Company Chop)

\_\_\_\_\_  
(Date)(dd/mm/yy)

Note 1: Completed form should be sent to the Director-General of Trade and Industry –

By post/in person : SME Loan Guarantee Scheme Unit  
6/F, Trade and Industry Department Tower,  
700 Nathan Road, Kowloon, Hong Kong

Mondays – Fridays : 8:45 a.m. – 12:30 p.m.  
1:30 p.m. – 6:00 p.m.

By Fax : (852) 2396 5067

Note 2: Please delete as appropriate