



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 –  
Payment Request Form for Business Installations and Equipment Loan Guarantee**

Pursuant to Clause 4 of the Deed dated \_\_\_\_\_ signed between  
\_\_\_\_\_ (Name of Lender)

and the Government of the Hong Kong Special Administrative Region (HKSARG), I/we hereby on behalf of  
the Lender request HKSARG to make a payment under the following Guarantee :

**(A) DETAILS OF GUARANTEE**

- (1) Borrower's Name and Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (2) Borrower's Business : \_\_\_\_\_  
Registration No. \_\_\_\_\_
- (3) Guarantee Ref. No. : \_\_\_\_\_
- (4) Starting Date of Guarantee : \_\_\_\_\_ (dd/mm/yy)
- (5) Starting Date of Facility : \_\_\_\_\_ (dd/mm/yy)
- (6) Expiry Date of Guarantee : \_\_\_\_\_ (dd/mm/yy)
- (7) Date of Default : \_\_\_\_\_ (dd/mm/yy)
- (8) Guarantee Limit (HK\$) : \_\_\_\_\_
- (9) Risk Sharing Factor (%) : \_\_\_\_\_

<b>(B) DETAILS OF INDEBTEDNESS</b>
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- (1) Facility Type :  Term loan through one single drawdown  
 Term loan by multiple drawdown  
 Hire-purchase  
 Others : \_\_\_\_\_ (please specify)
- (2) Approved Original Principal Amount/  
Maximum Indebtedness (HK\$) : \_\_\_\_\_
- (3) Designated Bank Account or  
Sub-Account No. : \_\_\_\_\_
- (4) Movement of the Designated Bank Account No. or Sub-Account No. :

*(Please attach separate sheet(s) if the space below is insufficient)*

Drawdown by Borrower		Payment received from Borrower (including, among others, general proceeds received after the date of default except for those realised from Security covered in Part C and from the business installation(s) and equipment acquired under the Scheme covered in Part D below)		
Date (dd/mm/yy)	Amount (HK\$) (a)	Date (dd/mm/yy)	Principal (HK\$) (b)	Interest and Charges (HK\$)
<i>Total (a) :</i>		<i>Total (b) :</i>		
<b>Amount of outstanding principal due over 60 days = (a) – (b) = HK\$</b>				

**(C) PROCEEDS REALISED FROM SECURITY**

*(Please attach separate sheet(s) if the space below is insufficient)*

Details of security (e.g. business installation(s) and equipment and property pledged to the facility, proceeds from guarantor, etc.)	Action taken or to be taken to realise the security	Amount of proceeds realised (HK\$)
<b>Total amount of proceeds from realisation of security = HK\$</b>		

**(D) PROCEEDS REALISED FROM THE BUSINESS INSTALLATION(S) AND EQUIPMENT ACQUIRED UNDER THE SCHEME  
(if the installation(s)/equipment is/are not specifically assigned as a security of the Facility)**

Details of business installation(s) and equipment	Action taken or to be taken to realise the business installation(s) and equipment	Amount of proceeds realised (HK\$)
<b>Total amount of proceeds from realisation of the business installation(s) and equipment = HK\$</b>		

**(E) AMOUNT OF PAYMENT UNDER REQUEST**

	(a) Gross Amount (HK\$)	(b) <sup>(Note 2)</sup> Amount to be shared by HKSARG (HK\$)
(1) Outstanding principal (specified in Section B)		
(2) Proceeds from realisation of security (specified in Section C)		
(3) Proceeds from realisation of business installation(s) and equipment (specified in Section D)		
<b>(4) Total = (1) – (2) – (3)</b>		

**(F) OTHER INFORMATION**

- (1) Whether the Facility/Facilities under the Scheme is/are covered by any all monies clause between the Borrower and the Lender :
- Yes                       No
- (2) Supporting Documents :
- Requisite documents as listed under Part III of the prevailing “General Guidelines on Submission of Default Claim” issued by TID and available at [http://www.smefund.tid.gov.hk/english/sgs/sgs\\_form.html#dtl0102](http://www.smefund.tid.gov.hk/english/sgs/sgs_form.html#dtl0102). Please note that the default claim can only be processed when all the requisite documents have been provided.
- (3) Actions taken and/or planned to be taken to recover indebtedness from the Borrower or any other person(s):

**(G) DECLARATION OF LENDER**

I /We declare that :

- (1) the information contained herein is true, accurate and complete;
- (2) I/we have fulfilled all Lender’s obligations under the Deed and the Supplemental Deed for the SME Loan Guarantee Scheme – For Business Installations and Equipment Loans;
- (3) all obligations and liabilities on HKSARG’s part under or in connection with the Guarantee specified in Part A are terminated and deemed absolutely discharged upon receipt of the payment under request; and
- (4) I/we (a) \*have/have not released the Borrower from any repayment obligations or entered into a binding arrangement with the Borrower to give it time in complying with its repayment obligations; (b) \*have/have not agreed with the Borrower to vary the terms of the Facility in a way that is not self-evidently insubstantial; (c) \*have/have not agreed with the Borrower to vary the terms in any way that is prejudicial to the Government; or (d) \*have/have not released any security or collateral that we hold for the Facility.

(\* Please delete as appropriate. Please read the declaration carefully. Making a false declaration will have legal consequences.)

Lender’s Name : \_\_\_\_\_

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

Address : \_\_\_\_\_

Contact Person : \_\_\_\_\_

Telephone No. : \_\_\_\_\_ Fax 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 Section  
15/F, Trade and Industry Tower,  
3 Concorde Road, Kowloon City, Hong Kong

Mondays – Fridays : 8:45 a.m. – 12:30 p.m.  
1:30 p.m. – 5:45 p.m.

By Fax : (852) 2396 5067

Note 2 : (b) = (a) multiplied by the Risk Sharing Factor.