



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

**Small and Medium Enterprises (SME) Loan Guarantee Scheme –
Payment Request Form for Working Capital 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) DETAILS OF INDEBTEDNESS

- (1) Facility Type : Term loan through one single drawdown
 Term loan by multiple drawdown
 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 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> | | |
| Amount of outstanding principal due over 60 days = (a) – (b) = HK\$ | | | | | | |

(C) PROCEEDS REALISED FROM SECURITY

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

| Details of security (e.g. property pledged to the facility, proceeds from guarantor, etc.) | Action taken or to be taken to realise the security | Amount of proceeds realised (HK\$) |
|---|---|------------------------------------|
| | | |
| Total amount of proceeds from realisation of security = HK\$ | | |

(D) AMOUNT OF PAYMENT UNDER REQUEST

| | (a) Gross Amount (HK\$) | (b) ^(Note 2) 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) Total = (1) – (2) | | |

| |
|------------------------------|
| (E) 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. 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):

(F) 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 Working Capital 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.