

SGS Application -
List of Supporting Documents

1. SGS Application Form (TID601 or TID641) ^(Note 1)
2. “Application for Government’s Consent under Clause 6.1(e) of the Deed for Business Installations and Equipment Loans” (TID607i) ^(Note 2)
3. Copy of Business Registration Certificate ^(Note 1)
4. Copy of Certificate of Incorporation ^(Note 3)
5. Copy of updated Company Search Report ^(Note 4)
6. Copy of Annual Return (AR1) to Company Registry ^(Note 4). Other local company information, e.g. AR3, SC1, D2A and D2B, if required.
7. Copy of ID Card or other identification document (eg. copy of passport) of the shareholder(s)/director(s), as required ^(Note 4).
8. Copy of Information of Overseas Company, e.g. Certificate of Incorporation, Certificate of Incumbency, Register of Members and Register of Directors, etc ^(Note 5).
9. Organization Chart showing the Borrower’s shareholder(s) up to the ultimate shareholder(s), if required ^(Note 6)
10. Investment approval certificate, agreement on materials processing, production agreement and Company Search Report on the end user of the subject business installations and equipment ^(Note 7).
11. Copy of invoice / leasing agreement between the Borrower and the end user in respect of the subject business installations and equipment, or comparable machinery where applicable ^(Note 8).
12. Copy of Quotation / Invoice / Sales Contract of the subject business installations and equipment ^(Note 9).
13. Copy of ID Card / Certificate of Incorporation of the guarantor(s) ^(Note 10)
14. Letter from the Certified Public Accountant confirming when the relevant audited account/financial statements would be available, and letter from PLI explaining the reasons and urgency for approving the loan application prior to the receipt of the relevant audited account/financial statements ^(Note 11).
15. Records of contribution to the Mandatory Provident Fund Scheme to prove the no. of employees, if required.
16. Letter from the Trustee confirming the ultimate beneficial owner of the Trust ^(Note 12).

Explanatory Notes

- Note 1 : Items 1 and 3 are mandatory.
- Note 2 : Item 2 is required if the Borrower would sell, sub-lease, charge, part with possession of or otherwise deal with the business installations and equipment to be acquired under the SGS.
- Note 3 : Item 4 is required if the Borrower was established for less than 18 months as at the date on which its application was received by PLI.
- Note 4 : If item 5 contains all the information of the shareholder(s) including both the Chinese and English names as well as the equity interest clearly, there is no need to submit items 6 and 7. Likewise, if item 6 includes all the necessary information, there is no need to submit items 5 and 7. Item 7 is only required if item 5 or 6 does not contain the essential information of the shareholder.
- Note 5 : Item 8 is required if the holding company of the Borrower is an overseas company.
- Note 6 : Items 9 is optional. PLIs may submit these information for the purpose of supporting the relevant SGS application.
- Note 7 : Item 10 is required if the subject business installations and equipment would be used by another business entity located in or outside Hong Kong, and PLI has not conducted a visit to the end user to ascertain the latter's relationship (e.g. production arm) with the Borrower.
- Note 8 : Item 11 is required if the subject business installations and equipment would be sub-leased to a third party and generate income/profit/other sums to the Borrower.
- Note 9 : Item 12 is optional.
- Note 10 : Item 13 is required if guarantor(s) is/are not the shareholder(s).
- Note 11 : Item 14 is required if the Borrower has been established for 18 months or more but cannot provide the relevant audited account/financial statements to PLI nine month after its last business financial year end.
- Note 12 : Item 16 is required if the Borrower is ultimately held by a Trust.

* The above list is by no means exhaustive. TID reserves all rights to request further information / documents/ evidence / explanation from PLI as and when necessary.