



(只供內部填寫 Official Use Only)

收件日期及時間：
Date and Time of Receipt : _____

申請編號：
Application No. : _____

致：香港特別行政區政府
工業貿易署署長^(註 1)

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

中小企業信貸保證計劃
營運資金信貸保證申請書
Small and Medium Enterprises (SME) Loan Guarantee Scheme
Application for Working Capital Loan Guarantee

甲部 : 申請書 (由申請企業填寫)
Part A : APPLICATION (to be completed by Applicant)

I. 就 _____ (申請企業名稱) 向 _____ (本申請書乙部指明的貸款機構名稱) 申請貸款 (“該貸款”) 一事，我 / 我們現代表申請企業 (“借款企業”) 向香港特別行政區政府 (“香港特區政府”) 申請信貸保證 (保證金額由香港特區政府決定)，並提供下述資料以支持這項申請：

I. On behalf of _____ (Name of Applicant), I/we hereby apply for a guarantee from the Government of the Hong Kong Special Administrative Region (HKSARG) to cover the facility (“the Facility”) (to the extent to be determined by the HKSARG) now being sought by the Applicant (“the Borrower”) from _____ (Name of Lender, as specified in Part B of this application).
I/We now provide the following information in support of this application :

申請企業資料 Particulars of Applicant	
1. 申請企業英文名稱： Name of the Applicant in English :	2. 申請企業中文名稱： Name of the Applicant in Chinese :
3. (a) 商業登記號碼 ^(註 2) ： Business Registration No. ^(Note 2) ; (b) 屆滿日期 (日 / 月 / 年)： Expiry Date (dd/mm /yy) :	

4. 企業成立日期(日/月/年) ^(註 3) : Date of Establishment (dd/mm/yy) ^(Note 3) :			
5. 營業地址 : Business Address :			
6. 註冊辦事處 : (如與上述營業地址不同, 請填寫此欄) Registered Office : (if different from above)			
7. 企業形式 ^(註 4 及 5) : Form of Business ^(Note 4 & 5) :			姓名(香港身份證/護照號碼) Name (Hong Kong Identity Card/Passport No.)
<input type="checkbox"/>	獨資企業 Sole Proprietorship	東主 Owner	
<input type="checkbox"/>	合夥企業 Partnership	合夥人 All Partners	
<input type="checkbox"/>	有限公司* Limited Company *	持有 ≥ 30% 股權人士 Individuals holding ≥ 30% shares	
* 如無個別人士持股量 ≥ 30%, 請提供全部股東的姓名及資料。如申請企業由持股公司持有, 請提供申請企業全部董事的姓名及資料。 If there is no individual holding ≥ 30% shares, please provide the names and relevant information of all shareholders. If the applicant enterprise is held by corporate shareholder, please provide the names and relevant information of all directors of the applicant enterprise.			

8. 業務類別^(註 4) Type of Business^(Note 4):

製造業 Manufacturing –

- | | | |
|--|---|---|
| <input type="checkbox"/> 化學及生物科技
Chemical and Biotechnology | <input type="checkbox"/> 電子
Electronics | <input type="checkbox"/> 電器
Electrical Appliances |
| <input type="checkbox"/> 環保產業
Environmental Industries | <input type="checkbox"/> 飲食製造
Food and Beverage | <input type="checkbox"/> 工業機械
Industrial Machinery |
| <input type="checkbox"/> 珠寶首飾
Jewellery | <input type="checkbox"/> 金屬製品
Metal Products | <input type="checkbox"/> 塑膠
Plastics |
| <input type="checkbox"/> 印刷及出版
Printing and Publishing | <input type="checkbox"/> 紡織及製衣
Textiles and Clothing | <input type="checkbox"/> 玩具
Toys |
| <input type="checkbox"/> 鐘錶
Watches and Clocks | <input type="checkbox"/> 鞋履
Footwear | <input type="checkbox"/> 醫療及光學裝置
Medical and Optical Devices |
| <input type="checkbox"/> 其他製造業
Other manufacturing
industry: _____ | (請註明 please specify) | |

非製造業 Non-manufacturing –

- | | | |
|---|--|--|
| <input type="checkbox"/> 廣告、銷售及市場推廣
Advertisement, Sales & Marketing | | |
| <input type="checkbox"/> 銀行、保險及其他金融服務
Banking, Insurance, and Other Financial Services | | |
| <input type="checkbox"/> 專業服務(包括法律及會計服務)
Professional Services (including legal and accounting services) | | |
| <input type="checkbox"/> 建造
Construction | <input type="checkbox"/> 創意行業
Creative Industries | <input type="checkbox"/> 教育服務
Education Services |
| <input type="checkbox"/> 工程
Engineering | <input type="checkbox"/> 電影及娛樂
Film and Entertainment | <input type="checkbox"/> 進出口貿易
Import & Export Trade |
| <input type="checkbox"/> 資訊科技
Information Technology | <input type="checkbox"/> 醫療服務
Medical Services | <input type="checkbox"/> 個人護理服務
Personal Care Services |
| <input type="checkbox"/> 地產
Real Estate | <input type="checkbox"/> 食肆及酒店
Restaurants and Hotels | <input type="checkbox"/> 電訊
Telecommunications |
| <input type="checkbox"/> 檢測及認證服務
Testing and Certification
Services | <input type="checkbox"/> 旅遊
Tourism | <input type="checkbox"/> 運輸及物流
Transportation and Logistics |
| <input type="checkbox"/> 批發及零售
Wholesale and Retail | | |
| <input type="checkbox"/> 其他非製造業
Other
non-manufacturing
industry: _____ | (請註明 please specify) | |

9. 在香港聘用的僱員人數^(註 6 及 7):

(向貸款機構遞交貸款申請時的僱員人數)

Number of Employees in Hong Kong^(Note 6 & 7):

(at the time of lodging the application for Facility to the Lender)

10. 貴企業會否因應與本申請書有關的業務發展所需，而計劃在接着的半年內在香港增聘僱員^(註 4 及 7)？

Does your business have any plan to employ additional staff in Hong Kong in the next six months for business development related to this application^{(Note 4 & 7)?}

會，增聘的僱員人數是 _____

Yes, the number of additional staff to be employed is _____.

不會

No

(備註：提供的資料只作統計用途，不會作為評審本申請的因素。)

(Note: The information provided will be used solely for statistical purposes and will not be taken as a factor to assess the merit of this application.)

11. 貴企業曾否藉其他資助計劃取得政府的信貸保證^(註 4)？

Has your business ever obtained Government's guarantee(s) under other funding schemes^(Note 4)?

有，本企業曾藉下列計劃取得政府的信貸保證：

Yes, my/our business has obtained Government's guarantee(s) under :

中小型企業特別信貸計劃 Special Finance Scheme for SMEs

自僱創業支援計劃 Self-employment Assistance Scheme

其他：_____ (請註明)

Others : _____ (please specify)

沒有

No

(備註：為了處理本申請及其他相關用途，在有需要的情況下，工業貿易署會徵求你的同意，向有關的貸款機構披露你參與有關計劃的資料。)

(Note: If situations required, the Trade and Industry Department may seek your consent to disclose information pertaining to your participation in the scheme(s) concerned to the Lender for the purpose of processing this application and other related purposes.)

12. 貴企業從以下哪項途徑知悉中小企業信貸保證計劃^(註 4)？[可選擇多於一項]

Your business has learned about the SME Loan Guarantee Scheme from which of the following channels^(Note 4)? [You may choose more than one item.]

工業貿易署網頁
Website of Trade and Industry Department

商會
Trade Organisations

電視廣告
TV Advertisement

電台宣傳聲帶
Radio Advertisement

參與計劃的貸款機構推介
Participating lending institution's introduction

工業貿易署研討會/職員推介
Trade and Industry Department's Seminar/ Staff's Introduction

宣傳海報
Poster Advertisement

其他(請註明)
Others (please specify)

II. 聲明 Declaration

我／我們確認並承諾：

- (i) 申請企業並非《銀行業條例》第 2(1)條所界定的認可機構或貸款機構的關連者^(註 8)；
- (ii) 本申請書上填報的資料，就我／我們所知及所信，均真確詳盡；
- (iii) 申請企業現同意，香港特區政府可為處理這項申請及其他相關用途而索閱乙部指明的貸款機構所管有一切關乎申請企業的資料（如有的話）；
- (iv) 申請企業只會把乙部第(ii)項指明的貸款用作該企業一般業務用途的營運資金；
- (v) 申請企業不會利用中小企業信貸保證計劃提供信貸保證的任何貸款，不論是全部或其中部分，支付、償還、重組或重新包裝任何借款、信貸安排或付款責任（包括香港金融管理局指為特定分類貸款的貸款），不論是全部或其中部分，亦不論該等債務在本申請書的提交日期前或在根據該貸款所提取每筆款項時是否已經存在；
- (vi) 申請企業現承諾，就本申請而提供的任何資料如不再有效或真確，申請企業會通知香港特區政府及貸款機構。申請企業承諾，就本申請而提供的任何資料如不再有效或真確或被發現屬虛假／不再有效或真確，申請企業會在信貸保證期屆滿前，在香港特區政府或貸款機構通知的指定時限內，全數償還該貸款之尚欠款額連同利息。申請企業明白，香港特區政府及貸款機構保留權利，就提供虛假的資料以支持這項申請，向申請企業採取其認為適當的任何行動，包括法律行動；以及
- (vii) 在不損害貸款機構或香港特區政府的任何權利和補償下，申請企業確認，若香港特區政府認為申請企業：
 - (a) 違反在本申請書內作出的任何承諾；
 - (b) 違反接受信貸保證條件書內訂明的任何條款和條件；或
 - (c) 不再符合或不符合本聲明；香港特區政府可即時要求貸款機構暫停批出貸款，而貸款機構須據此行事。

I/We confirm and undertake that –

- (i) the Applicant is not an authorised institution within the meaning of Section 2(1) of the Banking Ordinance or an associate^(Note 8) of the Lender;
- (ii) the information given in this application is to the best of my/our knowledge and belief to be true, accurate and complete;
- (iii) the Applicant's consent is hereby given for the HKSARG's access to all information concerning the Applicant that is in the possession of the Lender specified in Part B, if any, for the purpose of processing this application and other related purposes;
- (iv) the Applicant shall use the Facility specified in Part B(ii) of this application solely for meeting working capital needs of general business uses;
- (v) the Applicant shall not use any Facility, whether in whole or in part, for paying, repaying, restructuring or repackaging any loans, credit facilities or payment obligations (including loans that are referred to as classified loans by the Hong Kong Monetary Authority), whether in whole or in part, and whether those liabilities have existed before the date on which the application for the Facility is received by the Lender, or exist at the time of each drawdown of the Facility or otherwise;

- (vi) the Applicant hereby undertakes to inform the HKSARG and the Lender if any of the information provided by the Applicant in connection with this application is no longer valid or accurate. The Applicant undertakes to repay in full all the outstanding amounts with respect to the Facility under the Scheme, with interest, prior to the expiry of the guarantee, within such time specified upon notification by the HKSARG or the Lender, if any information provided by the Applicant in connection with this application, is no longer valid or accurate, or found to be false/no longer valid or accurate. The Applicant acknowledges that the HKSARG and the Lender reserve the right to take any actions, including legal actions, deemed appropriate against the Applicant for furnishing false information in support of this application; and
- (vii) without prejudice to any rights and remedies that the Lender or the HKSARG may have, the Applicant acknowledges that the HKSARG may forthwith request the Lender to suspend the Facility, and the Lender shall act accordingly, in the event that the HKSARG is in the opinion that the Applicant is :
- (a) in breach of any of the undertakings given herein;
 - (b) in breach of any of the terms and conditions mentioned in the "Acceptance of Conditions for the Issue of A Guarantee"; or
 - (c) no longer compliant, or has not complied, with this Declaration.

代表申請企業簽署 Signed for and on behalf of the Applicant :

(簽署 Signature)

(姓名 Name) (請用正楷填寫 Print)

(職位 Position)

(公司印章 Company Chop)

(電郵地址 Email Address)

(電話號碼 Telephone Number)

(日期 Date) (日/月/年 dd/mm/yy)

乙部	:	貸款機構聲明書
Part B	:	STATEMENT BY LENDER

I. 我們現根據香港特別行政區政府（“香港特區政府”）與我們在_____年_____月_____日簽訂的契據及在_____年_____月_____日簽訂的補充契據，確認批署甲部指明的借款企業所提出的信貸保證申請，並提供下述有關這項申請的資料：

I. Pursuant to the Deed dated_____ (dd/mm/yy) and the Supplemental Deed dated _____ (dd/mm/yy) signed between the Government of the Hong Kong Special Administrative Region (HKSARG) and us, we confirm our endorsement of the application by the Borrower as specified in Part A for a guarantee and provide the following information in relation to the application :

(i) 貸款機構資料 Details of Lender	
1. 貸款機構英文名稱： Name of Lender in English :	2. 貸款機構中文名稱： Name of Lender in Chinese :
3. 牌照號碼： Licence Registration No. :	
(ii) 建議的貸款（“該貸款”） Proposed Facility (“the Facility”)	
4. 借款企業英文名稱： Name of Borrower in English :	5. 借款企業中文名稱： Name of Borrower in Chinese :
6. 收到借款企業提交該貸款申請書的日期（日/月/年）： Date of Receipt of Application for the Facility from the Borrower (dd/mm/yy) :	
7. 貸款指定的銀行帳戶或附屬帳戶號碼： Designated Bank Account or Sub-account No. for the Facility :	
8. 貸款類別 ^(註 4) ： Facility Type ^(Note 4) ： <input type="checkbox"/> 一次過提取款項的有期貸款 Term loan through one single drawdown <input type="checkbox"/> 分多次提取款項的有期貸款 Term loan by multiple drawdown <input type="checkbox"/> 其他：_____（請註明） Others: _____ (please specify)	
9. 貸款的本金／最高負債款額（港元）： Principal / Maximum Indebtedness of the Facility (HK\$) :	

10. 利率(%年息)及實際利率(%): Interest Rate (% p.a.) and Effective Rate (%):
(a) 利率: Interest rate: _____
(b) 實際利率(如適用): Effective rate (if applicable): _____
11. 建議生效日期(日/月/年) ^(註 9) : Proposed Starting Date (dd/mm/yy) ^(Note 9) :
12. 建議到期/屆滿日期(日/月/年): Proposed Maturity / Expiry Date (dd/mm/yy):
13. 還款條件 ^(註 10) : Terms of Repayment ^(Note 10) :
(a) 首次還款日期(日/月/年): First repayment due on (dd/mm/yy): _____
(b) 以後每期還款相隔時間: Interval of subsequent repayments: _____
14. 抵押或擔保 ^(註 4 及 11) : Security or guarantee ^(Notes 4 & 11) : 借款企業是否已及/或將會就該貸款而提供以貸款機構為受惠人或由貸款機構持有的任何抵押或擔保? Whether the Borrower has procured or shall procure, or both, any security or guarantee to be given in favour of, or held by, the Lender regarding the Facility? <input type="checkbox"/> 是 Yes 詳情 Details: _____ _____ _____ <input type="checkbox"/> 不是 No
(iii) 其他資料 Other Information
15. (a)(i) 截至貸款機構收到該貸款申請當日為止, 借款企業是否已成立 18 個月或以上 ^(註 4) ? Whether the Borrower has been established for 18 months or more as at the date on which its application for the Facility was received by the Lender ^(Note 4) ? <input type="checkbox"/> 是 Yes <input type="checkbox"/> 不是 No (ii) 如是的話, 借款企業是否已提交其最近一個財政年度的經審核帳目/財務報告 ^(註 4) ? If yes, whether the Borrower has provided the audited account(s)/financial statements of its latest financial year ^(Note 4) ? <input type="checkbox"/> 是。借款企業已提交 Yes. It has provided – <input type="checkbox"/> (i) 經審核帳目[截至 _____ (日/月/年)] audited account(s) ending _____ (dd/mm/yy) <input type="checkbox"/> (ii) 財務報告[截至 _____ (日/月/年)] financial statements ending _____ (dd/mm/yy)

不是 No

[備註：借款企業承諾將於_____（日/月/年）或之前提交其最近一個財政年度的經審核帳目／財務報告。]

[Remark: The Borrower has undertaken to provide the audited account(s)/ financial statements of its latest financial year by _____ (dd/mm/yy).]

(b) 借款企業是否已給予任何人浮動押記^(註 4)?

Whether the Borrower has given any floating charge in favour of any person ^(Note 4) ?

是 Yes

詳情 Details :

不是 No

(c)(i) 貸款機構是否已獲得及／或將會獲得由借款企業提供的一切款項抵押^(註 4)?

Whether the Lender has obtained or will obtain, or both, any all monies security from the Borrower ^(Note 4) ?

是 Yes 不是 No

(ii) 如是的話，該貸款是否已／將會包括在一切款項抵押中^(註 4 及 11)?

If yes, whether the Facility is/will be included in the all monies security ^(Note 4 & 11) ?

是 Yes 不是 No

16. 申請企業在香港是否有實質業務^(註 4)?

Does the Applicant have substantive business operation in Hong Kong ^(Note 4) ?

是 Yes

(請說明

if yes, please give details :

_____)

不是 No

(如不是，請註明原因

if no, please give reasons :

_____)

17. 貸款機構是否已向公司註冊處／稅務局／土地註冊處查明申請企業的背景^(註 4)?

Have you conducted background search with the Companies Registry/Inland Revenue Department/Land Registry on the Applicant ^(Note 4)?

是 Yes

不是 No

(如不是，請註明原因

if no, please give reasons:

_____)

<p>18. 貸款機構是否已確定沒有針對申請企業（或其合夥人、主要股東及董事）而提出的清盤或破產呈請^(註 4)？ Have you ascertained that no petition for winding up or bankruptcy has been filed against the Applicant (or where applicable, its partners, major shareholders and directors)^(Note 4)？</p> <p><input type="checkbox"/> 是 Yes <input type="checkbox"/> 不是 No (如不是，請註明原因 if no, please give reasons: _____)</p>
<p>19. 貸款機構是否已對申請企業進行公司探訪^(註 4)？ Have you conducted company visit on the Applicant^(Note 4)？</p> <p><input type="checkbox"/> 是 Yes <input type="checkbox"/> 不是 No (如不是，請註明原因 if no, please give reasons: _____)</p>
<p>20. 貸款機構是否已向適當的信貸資料庫取得申請企業（或其合夥人、主要股東及董事）的信貸資料^(註 4)？ Have you obtained credit references from appropriate credit reference agencies regarding the Applicant (or, where applicable, its partners, major shareholders and directors)^(Note 4)？</p> <p><input type="checkbox"/> 是 Yes <input type="checkbox"/> 不是 No (如不是，請註明原因 if no, please give reasons: _____)</p>
<p>21. 貸款機構評估申請企業的信用可靠程度及償債能力時，是否已考慮申請企業的記錄、業務前景及財政狀況^(註 4)？ Have you taken into account the Applicant's track record, business prospects and financial position in assessing the Applicant's credit worthiness and repayment ability^(Note 4)？</p> <p><input type="checkbox"/> 是 Yes <input type="checkbox"/> 不是 No (如不是，請註明原因 if no, please give reasons: _____)</p>
<p>22. 申請企業是否你現有的客戶^(註 4)？ Is the Applicant one of your existing customers^(Note 4)？</p> <p><input type="checkbox"/> 是 Yes <input type="checkbox"/> 不是 No (如是，由 _____ 起) (日/月/年) (if so, since _____) (dd/mm/yy)</p>

II. 聲明 Declaration

我們確認並承諾：

- (i) 借款企業並非《銀行業條例》第 2(1)條所界定的認可機構或我們的關連者(其定義已在契據內界定)；
- (ii) 在本申請書甲部及乙部內填報的資料，就我們所知及所信，均真確詳盡；
- (iii) 我們已審查和考慮借款企業提交的經審核帳目／財務報告/信貸及財務資料^(註 12)；
- (iv) 我們信納借款企業會運用貸款作為一般業務用途的營運資金；以及
- (v) 在不損害香港特區政府的任何權利和補償下，我們確認，若香港特區政府認為申請企業：
 - (a)違反在本申請書內作出的任何承諾；
 - (b)違反接受信貸保證條件書內訂明的任何條款和條件；或
 - (c)不再符合或不符合本聲明；香港特區政府可即時要求我們暫停批出該貸款，而我們須據此行事。

We confirm and undertake that –

- (i) the Borrower is not an authorised institution within the meaning of Section 2(1) of the Banking Ordinance or an associate (as defined in the Deed) of us;
- (ii) the information given in both Part A and Part B of this application is to the best of our knowledge and belief to be true, accurate and complete;
- (iii) we have examined and considered the audited account(s)/financial statements/credit and financial information provided by the Borrower^(Note 12);
- (iv) we are satisfied that the Facility will be used by the Borrower to meet working capital needs of general business uses; and
- (v) without prejudice to any rights and remedies that the HKSARG may have, we acknowledge that the HKSARG may forthwith request us to suspend the Facility, and we shall act accordingly, in the event that the HKSARG is in the opinion that the Applicant is :
 - (a) in breach of any of the undertakings given herein;
 - (b) in breach of any of the terms and conditions mentioned in the "Acceptance of Conditions for the Issue of A Guarantee"; or
 - (c) no longer compliant, or has not complied, with this Declaration.

貸款機構分行 Lender's Branch :
(如適用 if applicable)

地址 Address :

聯絡人 Contact Person :

電話號碼 Telephone No. :

傳真號碼 Fax No. :

貸款機構的獲授權人員代表貸款機構簽署

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

(簽署 Signature)

(姓名 Name) (請用正楷填寫 Print)

(職位 Position)

(公司印章 Company Chop)

(日期 Date) (日/月/年 dd/mm/yy)

備註 Notes

註 1 : 填妥的申請書可以下列方式送交工業貿易署署長－

郵遞／專人遞交 : 香港九龍城協調道 3 號
工業貿易大樓 15 樓
中小企業信貸保證計劃組

星期一至星期五 : 上午 8 時 45 分至下午 12 時 30 分
下午 1 時 30 分至 5 時 45 分

傳真 : (852) 2396 5067

註 2 : 請提供申請企業的有效商業登記證副本乙份。若原本的商業登記證的有效期在貸款的生效日期當日已屆滿，以較早者為準，申請企業須提供已續期的商業登記證。

註 3 : 此日期指企業首次在稅務局商業登記處登記的日期，或企業向公司註冊處註冊成立的日期。若借款企業成立不足 18 個月，請提供文件證明。

註 4 : 請在適當項目加上"✓"號。

註 5 : 請提供以下證明文件顯示所交資料(如商業登記署的 Form 1(a)、公司註冊處的周年申報表 (Form AR1) 等)。

註 6 : 只有中小企業才符合資格申請。根據香港特區政府的定義，"中小企業"是指在本港僱用少於 100 人的製造業企業或在本港僱用少於 50 人的非製造業企業。就此而言，"企業"是指以圖利為目的而從事任何形式的業務的法人。

註 7 : 在香港聘用的僱員人數／職員應包括積極參與企業業務的在職東主、合夥人及股東，以及企業的受薪員工，包括由有關企業直接支付薪酬的全職或兼職受薪僱員，其中包括長期或臨時聘用的。

註 8 : 就貸款機構或借款企業而言，"關連者"指：

(a) 凡貸款機構或借款企業為個人－

- (i) 該個人的親屬；
- (ii) 該個人的合夥人，以及該合夥人的任何親屬；
- (iii) 該個人屬合夥人的合夥業務；
- (iv) 該個人、該個人的合夥人或該個人屬合夥人的合夥業務所控制的任何公司；
- (v) 第 (iv) 項所指任何該等公司的任何董事；

(b) 凡貸款機構或借款企業為公司－

- (i) 任何關連公司；
- (ii) 控制該公司的任何人及該人的任何合夥人，以及凡該兩者的其中一方為個人，則該個人的任何親屬；
- (iii) 該公司或該公司任何關連公司的任何董事，以及該董事的任何親屬；
- (iv) 該公司的任何合夥人，以及凡該合夥人為個人，則該個人的任何親屬；

(c) 凡貸款機構或借款企業為合夥業務－

- (i) 該合夥業務的任何合夥人，以及凡該合夥人為合夥業務，則該合夥業務的任何合夥人；在任何其他合夥業務與該合夥業務合夥的任何合夥人，以及凡該合夥人為合夥業務，則該合夥業務的任何合夥人，以及凡第(i)項提及的任何合夥業務的合夥人為個人，則該合夥人的任何親屬；
- (ii) 該合夥業務或該合夥業務任何合夥人所控制的任何公司，或凡該合夥人為個人，則該合夥人的任何親屬；
- (iii) 任何合夥人屬董事的任何公司；
- (iv) 第(ii)項所指的公司的任何董事，

就個人而言，"親屬"指該個人的配偶、父母、兒女、兄弟、姊妹、配偶的兄弟、配偶的父親、配偶的母親、配偶的姊妹、媳婦、女婿、伯母、叔母、舅母、姑母、姨母、表兄弟姊妹或堂兄弟姊妹、伯父、叔父、舅父、姑丈、姨丈、甥、姪、祖父母或外祖父母；而就此定義而言，領養的子女會視為親生父母及領養父母的子女，繼子或繼女會視為親生父母及繼父或繼母的子女。

凡某人的"關連公司"指：

- (a) 該人對其具有控制權的公司；
- (b) 對該人具有控制權的公司，而該人為一間公司；
- (c) 與該人受同一人控制的公司，而該人為一間公司。

就公司而言，"控制"指某人：

- (a) 在或對該公司或任何其他公司，藉持有股份或擁有投票權而取得的權力；或
- (b) 憑藉規管該公司或任何其他公司的組織章程或其他文件賦予的任何權力而取得的權力，

直接或間接使該公司的事務按照該人的意欲進行。

註 9：此日期指從獲批的貸款中首次支取的任何款項的日期。此日期必須是在香港特區政府確認原則性批准是項申請當日起計 60 個曆日內。香港特區政府通常於收到填妥的申請書後三個完整工作天內確認原則性批准申請。

註 10：首次還款日期必須設於首次提取貸款日期後的首六個月，而以後每期還款相隔的時間不得超過三個月。

註 11：如借款企業拖欠還款，則變賣該貸款抵押品所得的款項，以及貸款機構或香港特區政府就償還該貸款而追討所得的任何其他款項，將由貸款機構與香港特區政府按照契據分攤。

註 12：截至貸款機構收到該貸款申請書當日為止，已成立 18 個月或以上的借款企業，須提交最近一個財政年度的經審核帳目(若借款企業為《公司條例》(第 32 章)內所指的公司)或最近一年之財務報告。就成立不足 18 個月的借款企業而言，貸款機構應評估其最近的信貸及財務資料。

- 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 : Please provide a copy of the valid Business Registration Certificate of the Applicant. The Applicant will be required to provide the renewed Business Registration Certificate if the original one is expired as at the Starting Date of the Facility.
- Note 3 : This refers to the date on which the business was first registered with the Business Registration Office of the Inland Revenue Department or the date on which the business was incorporated with the Companies Registry. Please provide documentary proof if the Borrower is established for less than 18 months.
- Note 4 : Please tick as appropriate.
- Note 5 : Please provide documentary evidence showing the information provided (e.g. Form 1(a) of the Business Registration Office, Annual Return of the Companies Registry (Form AR1), etc.)
- Note 6 : Only small and medium enterprises (SMEs) are eligible to apply. HKSARG defines “SMEs” as any manufacturing businesses which employ fewer than 100 persons in Hong Kong; or any non-manufacturing businesses which employ fewer than 50 persons in Hong Kong. In this connection, "business" refers to a legal entity which is engaged in any form of business for the purpose of gain.
- Note 7 : The number of employees/staff shall include individual proprietors, partners and shareholders actively engaged in the work of the business; and salaried employees of the business, including full-time or part-time salaried personnel directly paid by the business, both permanent and temporary.
- Note 8 : An “associate” shall, in relation to a Lender or a Borrower, mean :
- (a) where the Lender or the Borrower, as the case may be, is an individual -
- (i) a relative of such individual;
 - (ii) a partner of such individual and any relative of such partner;
 - (iii) a partnership in which such individual is a partner;
 - (iv) any company controlled by such individual, by a partner of such individual or by a partnership in which such individual is a partner;
 - (v) any director of any such company as is referred to in (iv);
- (b) where the Lender or the Borrower, as the case may be, is a company -
- (i) any associated company;
 - (ii) any person who controls the company and any partner of such person, and, where either such person is an individual, any relative of such individual;
 - (iii) any director of such company or of any associated company and any relative of any such director;
 - (iv) any partner of the company and, where such partner is an individual, any relative of such individual;

- (c) where the Lender or the Borrower, as the case may be, is a partnership -
- (i) any partner of the partnership and where such partner is a partnership any partner of such partnership, any partner with the partnership in any other partnership and where such partner is a partnership any partner of such partnership and where any partner of, or with, or in any of the partnerships mentioned in (i) is an individual, any relative of such partner;
 - (ii) any company controlled by the partnership or by any partner thereof or, where such a partner is an individual, any relative of such partner;
 - (iii) any company of which any partner is a director;
 - (iv) any director of a company referred to in (ii); and

“relative” in relation to an individual, means the spouse, parent, child, brother, sister, brother-in-law, father-in-law, mother-in-law, sister-in-law, daughter-in-law, son-in-law, aunt, cousin, uncle, niece, nephew, grandfather or grandmother of the individual, and for the purposes of this definition, an adopted child shall be regarded as a child both of the natural parents and the adoptive parents and a stepchild as the child both of the natural parents and any step parents.

Where “associated company” of a person means :

- (a) a company over which such person has control;
- (b) a company which has control over such person, being a company;
- (c) a company which is under the control of the same person as such person, being a company.

And “control”, in relation to a company, means the power of a person to secure, directly or indirectly, :

- (a) by means of the holding of shares or the possession of voting power in or in relation to such or any other company; or
- (b) by virtue of any powers conferred by the articles of association or other document regulating such or any other company,

that the affairs of such company are conducted in accordance with the wishes of such person.

- Note 9 : This date means the date on which any funds are first withdrawn against the approved loan. This date must be within 60 calendar days of the date on which HKSARG confirms its approval-in-principle of this application. The HKSARG will normally confirm its approval-in-principle within three clear working days of the receipt of a properly completed application.
- Note 10 : The due date of the first repayment must be within the first 6 months after the starting date, and the period between each subsequent repayment must not exceed 3 months.
- Note 11 : In the event of default by the Borrower, the proceeds realised from the security for the Facility as well as any other sums recovered by the Lender or the HKSARG for the repayment of the Facility shall be shared between the Lender and the HKSARG in accordance with the Deed.
- Note 12 : For Borrowers which have been established for 18 months or more at the date on which their application for the Facility is received by the Lender, the Lender shall examine their audited account(s) (if the Borrower is a company within the meaning of the Companies Ordinance (Cap. 32)) or financial statements of the latest year. For Borrowers which have been established for less than 18 months as at the date on which their application for the Facility is received by the Lender, the Lender shall assess the current credit and financial information of the Borrower.

中小企業信貸保證計劃
收集個人資料的重要說明
Small and Medium Enterprises (SME) Loan Guarantee Scheme -
Important Note on Personal Data Collection

工業貿易署會確保所有透過各類申請書及通知書遞交的個人資料，均按照《個人資料(私隱)》條例(第 486 章)的有關條文處理。

收集個人資料的用途

本署會根據貴號在申請書／通知書提供的個人資料，考慮及處理中小企業信貸保證計劃下的政府信貸保證申請／付款要求，以及作其他相關用途。在有關的申請書／通知書內提供不完整或不正確的資料，會影響本署考慮及處理有關申請／要求，並可能引致申請遭延遲處理或拒絕受理，以及／或導致本署對有關人士採取其他行政／法律行動。

轉移個人資料

本署會對有關申請書／通知書內的個人資料嚴格保密。不過，本署在下列情況下也許會將該等資料向政府其他部門，或向在香港或其他地方的第三者披露。該等情況包括：本署認為需要披露該等資料，以便考慮或處理有關申請／要求；根據法律授權或規定；或獲有關申請者／資料當事人明確同意披露該等資料。

查閱和更正個人資料的權利

本署存有其個人資料的申請者／資料當事人，可根據《個人資料(私隱)條例》向本署要求查閱其個人資料。本署會就所提供的個人資料，收取影印費用。此外，倘若資料當事人認為提供予本署的資料不準確，則該人在查閱資料後，可再以書面提出更正個人資料的要求。

聯絡人員

如想查閱遞交的各类申請書／通知書內所載的個人資料，可前往工業貿易大樓 1 樓詢問處索取由私隱專員發出的查閱資料要求表格(表格 OPS003)或從本署網頁 (http://www.tid.gov.hk/tc_chi/aboutus/form/publicform/others/index.html) 下載該表格，請將填妥的表格交回中小企業信貸保證計劃組辦公室經理，地址為香港九龍城協調道 3 號工業貿易大樓 15 樓。

The Trade and Industry Department is committed to ensuring that all personal data collected under various applications and notifications are handled in accordance with the relevant provisions of the Personal Data (Privacy) Ordinance (Cap. 486).

Purpose of Collection of Personal Data

Personal data provided in applications/notifications under the SME Loan Guarantee Scheme (the Scheme) will be used by Trade and Industry Department for considering and processing applications for government guarantee/requests for government payment under the Scheme, and for other related purposes. Incomplete or inaccurate information provided in the applications/notifications may affect the consideration and processing of the applications/requests, and may result in their being deferred or rejected, and/or other administrative/legal action being taken against the parties concerned.

Transfer of Personal Data

The data collected in the applications/notifications will be kept in confidence. They may however be disclosed to other government departments, or to third parties in Hong Kong or elsewhere, if such disclosure is necessary to facilitate consideration or processing of the applications/requests, is authorised or required by the law, or if explicit consent to such disclosure is given by the applicant/data subject.

Rights of Access to and Correction of Personal Data

Applicants/data subjects whose personal data are collected by the Department may request access to them under the Personal Data (Privacy) Ordinance. A charge will be made to cover the cost of photocopying the data supplied. In addition, if the data subject considers that the data supplied to Trade and Industry Department is inaccurate, a request for correction of the personal data may be made in writing after a data access request has been complied with.

Contact Person

Requests for access to personal data collected under various applications/notifications should be made in writing on the Data Access Request Form (No. OPS003 issued by the Privacy Commissioner), which is available at the Information Counter on 1/F of the Trade and Industry Tower and at the Trade and Industry Department Homepage (<http://www.tid.gov.hk/english/aboutus/form/publicform/others/index.html#ops003>), to the Office Manager of the SME Loan Guarantee Scheme Unit (15/F, Trade and Industry Tower, 3 Concorde Road, Kowloon City, Hong Kong).