



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

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

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by the Guarantee(s) with the following reference(s) has/have been fully repaid / expired / cancelled / terminated / withdrawn ^(Note 2) on the date(s) specified below.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 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 delete as appropriate