



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) DETAILS OF INDEBTEDNESS**

- (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<br>(including, among others, general proceeds received after<br>the date of default except for those realised from Security<br>covered in Part C and from the business installation(s) and<br>equipment acquired under the Scheme covered in Part D<br>below) |                         |                                |
|--|----------------------|--|-------------------------|--------------------------------|
| Date<br>(dd/mm/yy)   | Amount (HK\$)<br>(a) | Date<br>(dd/mm/yy)   | Principal (HK\$)<br>(b) | Interest and<br>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<br>(e.g. business installation(s)<br>and equipment and property<br>pledged to the facility,<br>proceeds from guarantor,<br>etc.) | Action taken or to be taken<br>to realise the security | Amount of proceeds<br>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<br>installation(s) and equipment  | Action taken or to be taken to<br>realise the business<br>installation(s) and equipment | Amount of proceeds realised<br>(HK\$) |
|---|---|---------------------------------------|
|   |   |                                       |
| <b>Total amount of proceeds from realisation<br/>of the business installation(s) and equipment = HK\$</b> |   |                                       |

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

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