



To : Director-General of Trade and Industry,  
Government of the Hong Kong Special Administrative Region <sup>(Note)</sup>

**Small and Medium Enterprises (SME) Loan Guarantee Scheme  
Confirmation of Particulars of Working Capital Loan Guarantee**

Application No. : \_\_\_\_\_  
Name of Applicant/Borrower : \_\_\_\_\_  
Business Registration No. : \_\_\_\_\_

We confirm that the details set out in your notification regarding the above application remain unchanged.

We would like to propose the following amendments to the above application :

**(A) GUARANTEE TO BE ISSUED UNDER THE DEED**

1. Risk Sharing Factor (%) : \_\_\_\_\_  
2. Guarantee Limit (HK\$) : \_\_\_\_\_

**(B) FACILITY TO BE GRANTED**

1. Designated Bank Account No.  
or Sub-account No. : \_\_\_\_\_  
2. Facility Type :  
 Term loan through one single drawdown  
 Term loan by multiple drawdown  
 Others : \_\_\_\_\_ (please specify)  
3. Principal/Maximum Indebtedness (HK\$) : \_\_\_\_\_  
4. Interest Rate and Effective Rate (%p.a.) : Interest Rate : \_\_\_\_\_  
Effective Rate (if applicable) : \_\_\_\_\_  
5. Starting Date of the Facility (dd/mm/yy) : \_\_\_\_\_  
6. Maturity/Expiry Date of the Facility  
(dd/mm/yy) : \_\_\_\_\_  
7. Terms of Repayment : (a) First payment due on : \_\_\_\_\_  
(b) Interval of subsequent repayments : \_\_\_\_\_

8. Security for the Facility : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We confirm that the facility covered by the Guarantee will be granted to the Borrower on \_\_\_\_\_ (dd/mm/yy) as per our facility letter dated \_\_\_\_\_ (dd/mm/yy) to the Borrower.

A copy of "Acceptance of Conditions for the Issue of A Guarantee for Working Capital Loan" (TID 643), duly signed by the Borrower, is attached.

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 : Completed form should be sent to the Director-General of Trade and Industry ***three clear working days*** before the actual Start Date of the Facility –

By post/in person : SME Loan Guarantee Scheme Unit  
6/F, Trade and Industry Department Tower,  
700 Nathan Road, Kowloon, Hong Kong

Mondays – Fridays : 8:45 a.m. – 12:30 p.m.  
1:30 p.m. – 6:00 p.m.

By Fax : (852) 2396 5067

On-line application : [www.smefund.tid.gov.hk](http://www.smefund.tid.gov.hk)