

# SME Financing Guarantee Scheme

## List of Application Documents <sup>Note</sup>

No.	Description	Condition
1.	Application Form and other necessary Forms	Mandatory
2.	Copy of the current, and renewed (in the case where the current certificate expires on or before the Starting Date of the Facility), Business Registration Certificates	Mandatory
3.	Copy of the company search report (applicable to limited companies borrowers which are not listed on any exchange or borrower which has any of its shares listed on The Stock Exchange of Hong Kong Limited) including the latest Annual Return to Companies Registry e.g. NAR1 or NN3 and other local company information, e.g. NM1, NSC1, ND2A and ND2B, if any (excluding any financial statements)	Mandatory  (Applicable to limited companies borrowers which are not listed on any exchange) The documents to be submitted shall contain clearly the information of the shareholder(s) and director(s) including the full name, number of the identity card or the relevant identification document (where applicable) as well as the Personal Guarantor's equity interest(s) held (whether directly or indirectly) in the Borrower
4.	Copy of identity card or other identity documents bearing a unique number (e.g. identity card of Hong Kong, Macau or PRC residents) of each sole proprietor, partner, or each director and shareholder (as the case may be)  For any partner who is not Personal Guarantor of the Facility, if a copy of the identity card or identity	Mandatory

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No.	Description	Condition
	<p>document is not available, the Borrower should be asked to declare the number of the identity card or the relevant identity document of each such partner on the Application Form (SFGS Form No. SFGS102).</p> <p>(Applicable to limited companies borrowers which are not listed on any exchange) For any shareholder who is not Personal Guarantor of the Facility, if a copy of the identity card or identity document is not available, the Borrower should be asked to declare the number of the identity card or the relevant identity document of each such shareholder on the Application Form (SFGS Form No. SFGS102).</p>	
5.	Copy of identity card or other identity documents bearing a unique number (e.g. identity card of Hong Kong, Macau or PRC residents) of each Personal Guarantor	<p>Mandatory</p> <p>Applicable to borrowers which has any of its shares listed on The Stock Exchange of Hong Kong Limited</p>
6.	Copy of the Certificate of Incorporation Limited	<p>Mandatory</p> <p>Applicable to limited companies borrowers which are not listed on any exchange or borrower which has any of its shares listed on The Stock Exchange of Hong Kong Limited</p>
7.	Copy of the Form 1(a) or Form 1(c) of the Business Registration Office or the Business Registration Search Report	<p>Mandatory</p> <p>Applicable to sole proprietorship or partnership borrowers only</p>

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No.	Description	Condition
8.	Copy of information of the overseas company, e.g. Certificate of Incumbency or Register of Members, containing at least the information of the shareholder(s) including the full name and the equity interest	Mandatory Applicable to limited companies borrowers which are not listed on any exchange
9.	Copy of information of the overseas company, e.g. Certificate of Incumbency or Register of Members containing at least the information of the Personal Guarantor including the full name and the equity interest	Mandatory Applicable if the Personal Guarantor holds equity interest in the borrower via an overseas company
10.	Copy of the Facility Letter duly signed by the Lender specifying all the terms and conditions, including interest rate, all fees and charges	Mandatory
11.	Other information and documents as required by HKMC Insurance Limited (HKMCI) in relation to the application	Upon request of HKMCI

### Note

This List of Application Documents is for participating lenders' reference. The List is applicable to 80% and 90% Guarantee Products only.

The English version of this document shall prevail over the Chinese version (which is provided for information purposes only).

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### **Remarks**

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For general enquiries, please contact:

1. the participating lenders; or
2. the HKMCI

Scheme Hotline: 2536 0392

Scheme Enquiry: [sfgs\\_enquiry@hkmci.hk](mailto:sfgs_enquiry@hkmci.hk)