

Date: _____
 日期: _____
 A/C No.: _____
 帳戶號碼: _____

To: SHANGHAI COMMERCIAL BANK LTD., HONG KONG
致：上海商業銀行, 香港

In applying for commercial loans / credit facilities from your Bank, we are pleased to furnish you with the following information of our company for your consideration:
 茲附上下述資料供貴行審批敝公司商業貸款 / 融資額度申請之用:

COMPANY INFORMATION 公司資料

Company Name

公司名稱

Is the company address a residential address

公司地址是否住宅地址

Does the company own or rent the premises?

辦公室物業屬自置或租用?

Place of registration

註冊地

Current Owner since

目前擁有人於何時開始經營

Management experience

管理層經驗

Office/Factory Locations

辦公室 / 工廠地點

Any litigation pending

進行中之訴訟

If yes, please describe details:

如有, 請提供詳情:

Any company assets pledged

公司資產有否作抵押

If yes, please describe details:

如有, 請提供詳情:

(Please refer to the information sheet we have submitted to your Bank for opening account for more information.)

(貴行如欲知悉更多本公司之資料, 請參閱已提交之開戶資料。)

Company Name			
Is the company address a residential address			
Yes <input type="checkbox"/>	No <input type="checkbox"/>		
是	否		
Own <input type="checkbox"/>	Rent <input type="checkbox"/>		
自置	租用		
Place of registration		Years in current business:	
註冊地		現時生意經營年期:	
Current Owner since		Years	
目前擁有人於何時開始經營		年	
Management experience		Month	
管理層經驗		月	
Office/Factory Locations		Years	
辦公室 / 工廠地點		年	
Any litigation pending			
Yes <input type="checkbox"/>	No <input type="checkbox"/>		
有	沒有		
If yes, please describe details:			
如有, 請提供詳情:			
Any company assets pledged			
Yes <input type="checkbox"/>	No <input type="checkbox"/>		
有	沒有		
If yes, please describe details:			
如有, 請提供詳情:			

COMMON TRADE TERMS TO CUSTOMERS 與客戶貿易之條款

Letters of Credit (L/C)

信用證

Cash on Delivery (COD)

交貨付現

D/A and D/P

承兌交單, 付款交單

Open Account

記帳

Average Amount of Accounts Receivable:

平均應收帳款項

	% of total sales
	佔總銷售額之百分比
	% of total sales
	佔總銷售額之百分比
	% of total sales
	佔總銷售額之百分比
	% of total sales
	佔總銷售額之百分比
HK\$	

Usual Credit Term: Days
 一般放帳期限: 天

Top Ten(10) Customers In Term Of Annual Sales Turnover 以年銷售額計之十大客戶:

Names 名稱	Names 名稱

Does the company have credit insurance?

公司有否投保信貸保險?

If yes, please state the insurance institution

如有, 請列明保險機構名稱

Policy Amount:

投保金額:

Yes 有	<input type="checkbox"/>	No 沒有	<input type="checkbox"/>
ECIC	<input type="checkbox"/>	Other: 其他:	<input type="text"/>
HK\$	<input type="text"/>		

TRADE TERMS FROM SUPPLIERS 與供應商貿易之條款

Letters of Credit (L/C)

信用證

Cash on Delivery (COD)

交貨付現

D/A and D/P

承兌交單, 付款交單

Open Account

記帳

Average Amount of Accounts Payable:

平均應付帳金額:

<input type="text"/>	% of total purchases 佔總採購量之百分比
<input type="text"/>	% of total purchases 佔總採購量之百分比
<input type="text"/>	% of total purchases 佔總採購量之百分比
<input type="text"/>	% of total purchases 佔總採購量之百分比
HK\$ <input type="text"/>	

Usual Credit Term:

一般除帳期限:

<input type="text"/>	Days 天
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Top Five(5) Vendors 五大供應商:

Names 名稱	Type of Goods Purchased 購入貨品類別

FINANCIAL INFORMATION 公司財務資料

Sales of recent six months:

近六個月銷售金額:

Month 月份	Gross Sales 總銷售金額	Charge-backs 退貨/折扣	Net Sales 淨銷售金額

Last fiscal year sales figures

上一財政年度銷售數字

Year 年份	Gross Sales 總銷售金額	Charge-backs 退貨/折扣	Net Sales 淨銷售金額

Frequency of Preparation of In-house Financial

公司編制內部財務狀況報表之頻率:

Annually 每年一次	<input type="checkbox"/>	Semi-Annually 每半年一次	<input type="checkbox"/>	Quarterly 每季一次	<input type="checkbox"/>
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Availability of Audited Report

已審核之財務報告

Yes 有	<input type="checkbox"/>	No 沒有	<input type="checkbox"/>
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Name of Public Auditor

核數司名稱

<input type="text"/>			
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Latest Audited Report Date

最近期已審核之財務報告

Year 年	<input type="text"/>	Month 月	<input type="text"/>
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FINANCIAL OBLIGATIONS 債務情況

Number of obligations owed by the company to financial institutions

公司欠金融機構之債務項目

Total amount of outstanding obligations

總債務結欠金額

Monthly fixed obligations, including leases, instalment loans and hire purchases

每月固定償債金額（包括租賃、機器分期或其他分期貸款）

	Items 項
HK\$	
HK\$	

Name of Financial Institution 金融機構名稱	Type of Financing 債務類別	Revolving Balance 可循環使用之貸款	No. of Bal. Instalments 尚餘期數	Monthly Obligated Amt 每月還款金額	Delinquency over past six months 拖欠超過六個月之貸款
					YES 有 <input type="checkbox"/> No 沒有 <input type="checkbox"/>
					YES 有 <input type="checkbox"/> No 沒有 <input type="checkbox"/>
					YES 有 <input type="checkbox"/> No 沒有 <input type="checkbox"/>
					YES 有 <input type="checkbox"/> No 沒有 <input type="checkbox"/>
					YES 有 <input type="checkbox"/> No 沒有 <input type="checkbox"/>

BANKING INFORMATION 往來銀行資料

Number of bankers (including your Bank)

往來銀行(包括貴行)之總數

First Major Bank 第一主要往來銀行

Name of Bank

名稱

Type of Account

帳戶類別

Returned cheques in the past 6 months

過去六個月之退票情況

If yes, please provide no. of items & amount:

如有，請提供數目及金額:

Existing Banking Facilities

現時享有之融資服務

Type

類別

Amount

金額

Name of Bank					
Type of Account					
Yes <input type="checkbox"/>	No <input type="checkbox"/>				
Returned cheques in the past 6 months		Items	Amount		
If yes, please provide no. of items & amount:		張	HK\$		
Type	類別				
Amount	金額				

Second Major Bank 第二主要往來銀行

Name of Bank

名稱

Type of Account

帳戶類別

Returned cheques in the past 6 months

過去六個月之退票情況

If yes, please provide no. of items & amount:

如有，請提供數目及金額:

Existing Banking Facilities

現時享有之融資服務

Type

類別

Amount

金額

Name of Bank					
Type of Account					
Yes <input type="checkbox"/>	No <input type="checkbox"/>				
Returned cheques in the past 6 months		Items	Amount		
If yes, please provide no. of items & amount:		張	HK\$		
Type	類別				
Amount	金額				

Other Bank 其他往來銀行

Name of Bank

名稱

Type of Account

帳戶類別

Returned cheques in the past 6 months

過去六個月之退票情況

If yes, please provide no. of items & amount:

如有，請提供數目及金額:

Existing Banking Facilities

現時享有之融資服務

Type
類別

Amount
金額

Name of Bank					
Type of Account					
Yes 有	<input type="checkbox"/>	No 沒有	<input type="checkbox"/>		
		Items 張	HK\$		
Type 類別					
Amount 金額					

REQUIRED DOCUMENTS 所需文件

We are also submitting the following documents to your Bank with this application:

本人（等）隨此申請表提交以下文件予貴行參考：

1. Audited / In-house financial statements for the past three years
過去三年已審核之財務報告或內部財務報告
2. Aged accounts receivable reports for the last six months showing aged debt analysis for all debtors
過去六個月應收帳之帳齡分析
3. Sales ledger for top ten debtors for the last 12 months together with payment records & outstanding
過去十二個月十大貿易債務人之銷售分類帳、付款記錄及結欠
4. Deposit and loan accounts statements for the past 6 months covering all existing banking relationships
過去六個月所有銀行存款及貸款結單
5. Facilities letter for all existing credit lines with other financial institutions
現時於所有其他金融機構享用信貸額度之文件
6. Sample copies of invoices, delivery notes and contracts for each of the top ten debtors
與十大貿易債務人定下發票、送貨及合約之副本
7. Personal financial statements of the owner(s) / guarantor(s)
公司擁有人及担保人之個人財務申報表

Authorized Signature(s)