

**Document Checklist for Dedicated 100% Loan Guarantee Scheme (“100% DLGS”)**
**The Bank of East Asia, Limited**
**[ Sep, 2023 ]**

<b>For all Applications</b>	
1	HKMCI 100% DLGS Application Form [DLGS102(B)]  <span style="color: red;">[Note: One Application Form is applicable to one Borrower and up to ten (10) passenger transport vehicles, or in the case of cross-boundary ferry, one (1) ship per Application Form under the same product code, or in the case of e-taxi, one (1) taxi per Application Form]</span>
2	BEA 100% DLGS Application Form  <span style="color: red;">[Note: One Application Form is applicable to one Borrower under different category]</span>
3	Copy of Business Registration Certificate
4	Copy of Certificate of Incorporation [For Company Borrower]
5	Copy of HKID cards of all directors/shareholders/guarantors/ vehicle owner
6	Address proof of all guarantors
<b>For Licensed Travel Agents (LTA100)</b>	
7	Copy of valid Travel Agent License issued by the Travel Industry Authority
8	(If the borrower has applied for and received subsidy under the second round of Anti-epidemic Fund (AEF 2.0)) (i) Provide the number of employees eligible for AEF 2.0 subsidies as at 31 March 2020
9	(If the borrower has neither applied for nor received any subsidies under the Anti-epidemic Fund (AEF 2.0)) (i) Provide the number of employees for any two consecutive months <u>between 31 March, 2020 and 29 April 2023</u> ; and (ii) Relevant 2-month MPF remittance statements and MPF payment records; and (iii) Relevant 2-month payroll records supported by bank statements
<b>For Local Tour Coach Owners (A01) (LTC100)</b>	
10	The following copies of documents issued by the Transport Department of HKSAR should be valid between 30 April 2019 and 29 April 2023 (both dates inclusive), <u>please provide the latest version</u> : (i) Vehicle Registration Document; and (ii) (a) The latest Passenger Service Licence Certificate(PSLC) with “A01 Tour Service” endorsement or (b) Approval-in-principle letter ( “AIP” ) for replacement of the local tour coach dated on or before 29 April 2023.  <span style="color: red;">[Note: If the Borrower holds both A01 and A05 endorsements for the relevant PSLC, the Borrower should submit an Application Form under Product Code CBC100 instead of Product Code LTC100]</span>

<b>For Cross-Boundary Coach Owners (A05) (CBC100)</b>	
11	<p>The following copies of documents issued by the Transport Department of HKSAR should be valid between 30 April 2019 and 29 April 2023 (both dates inclusive), <u>please provide the latest version</u>:</p> <ul style="list-style-type: none"> <li>(i) Vehicle Registration Document; and</li> <li>(ii) (a) Passenger Service Licence Certificate (PSLC) with “A05 International Passenger Service” endorsement and Closed Road Permit (CRP); or (b) Approval-in-principle letter ( “AIP” ) for replacement of the cross- boundary coach dated on or before 29 April 2023.</li> </ul> <p><b>[Note: If the Borrower holds both A01 and A05 endorsements for the relevant PSLC, the Borrower should submit an Application Form under Product Code CBC100 instead of Product Code LTC100]</b></p>
<b>For Cross-Boundary Hire Car Owners (CHC100)</b>	
12	<p>The following copies of documents issued by the Transport Department of HKSAR should be valid between 30 April 2019 and 29 April 2023 (both dates inclusive), <u>please provide the latest version</u>:</p> <ul style="list-style-type: none"> <li>(i) Vehicle Registration Document; and</li> <li>(ii) Hire Car Permit for the provision of cross-boundary hire car (CBHC) service” ; and</li> <li>(iii) (a) Closed Road Permit” (CRP); or (b) Approval-in-principle letter ( “AIP” ) for replacement of the CHBC dated on or before 29 April 2023.</li> </ul>
<b>For Cross-Boundary Ferry Owners/Operators (CBF100)</b>	
13	<p>The following copies of documents issued should be valid between 30 April 2019 and 29 April 2023 (both dates inclusive), <u>please provide the latest version</u>:</p> <ul style="list-style-type: none"> <li>(i) Certificate of Registry or Certificate of Ship’s Nationality; and</li> <li>(ii) Permit to Operate High Speed Craft</li> </ul>
<b>For Taxi Owners (ETX100)</b>	
14	Copy of the latest Vehicle Registration Document(VRD) of the existing non-electric taxi
15	Copy of the purchase order of the e-taxi
16	<p>(If the Borrower has applied for subsidy under the “New Energy Transport Fund”(NET Fund) implemented by the Environment and Ecology Bureau (EEB) and EEB has given their approval for the relevant application)</p> <ul style="list-style-type: none"> <li>(i) Copy of the approval letter issued by EEB for the approved subsidy under the NET Fund</li> </ul>

Reminder: "To borrow or not to borrow? Borrow only if you can repay!"

Bank of East Asia reserves the final decision on application approval. Please refer to the terms and conditions of the HKMCI 100% DLGS102(B) Application Form and BEA 100% DLGS Application Form.

## Submission of Application

You can submit the completed application forms, and necessary supporting documents by the following means:

### **Submit in person / By post to**

Enterprise Banking Department- EPBD OIC  
Address: 38/F, BEA Tower, Millennium City 5, 418 Kwun Tong Road, Kowloon, Hong Kong