

Document Checklist for "Enterprise Easy Fund" Loan Series

The Bank of East Asia, Limited

[Feb 2025]

	Document Checklist	Secured Loan	Card Merchant Loan [Applicants should be using any card merchant service with transaction record for two or more years.]	Trader Loan [Applicants should be the customer of Tradelink Electronic Commerce Limited ("Tradelink") with at least three-year Import/Export Trade Declarations Record.]	Unsecured Loan	Energy Efficiency Loan
1	Signed Enterprise Easy Fund Loan Application Form	√	√	√	√	√
2	Copy of the valid Business Registration Certificate	√	√	√	√	√
3	ID cop(ies) of director(s), shareholder(s) and guarantor(s)	√	√	√	√	√
4	Copy of the address proof of guarantor(s)	√	√	√	√	√
5	Copy of the latest 6 months bank statements of major bank(s)	√	√	√	√	√
6	Copy of the latest 6 months MPF contribution statements [with breakdown of wages supported by relevant MPF payment records]	√	√	√	√	√
7	Copy of the litigation settlement proof (if applicable)	√	√	√	√	√

8	Copy of the facility letter(s) and loan repayment record(s) [If the borrower has applied any credit facilities in BEA or other banks]	√				
9	Copy of the latest audited statement or management account	√				
10	Copy of other banks' card merchant statements or advices for recent 2 years [Applicable for customers with less than 2 years BEA card merchant relationship]		√			
11	Signed Collection and Provision of Import/ Export Declaration Customer Consent Form (Please click the link to download) – Limited Company OR Unlimited Company			√		
12	[For energy efficiency improvement project(s) identified in energy audit report of one of the two Hong Kong power companies] Energy Audit Report and project quotation within 6 months [For purchase and installation of solar power system(s)] Project proposal and quotation within 6 months					√
13	Copy of the networth proof of guarantor(s) (Optional)	√				
14	Copy of the latest tax demand note of the borrower (Optional)	√				

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

The Bank of East Asia, Limited reserves the final decision on application approval. Please refer to the Bank's "Enterprise Easy Fund" Loan Series Terms and Condition.

Submission of Application

Please send the above required documents to our "Enterprise Banking Department – EPBD OIC" via the following channel:

1) In-person submission / by post

Address: 38/F, BEA Tower, Millennium City 5, 418 Kwun Tong Road, Kowloon, Hong Kong

Or

2) By Email

Please scan all the required documents and send to SMEloan@HKBEA.com

「貸融易」貸款系列 - 申請文件清單

東亞銀行有限公司

[2025 年 2 月]

	所需文件清單	有抵押貸款	收款商戶貸款 [必須提供兩年或以 上的收款交易記錄]	貿易商貸款 [必須有三年或以上 的「貿易通」電子報 關數據]	無抵押貸款	節能貸
1	已簽署的東亞銀行「貸融易」貸款申請表	√	√	√	√	√
2	有效商業登記證副本	√	√	√	√	√
3	所有董事、股東及擔保人之身分證副本	√	√	√	√	√
4	擔保人的住址證明副本	√	√	√	√	√
5	最近 6 個月主要往來銀行月結單副本	√	√	√	√	√
6	最近 6 個月的強積金結單副本 [能顯示僱員薪金連同供款紀錄]	√	√	√	√	√
7	訴訟和解證明副本 (如適用)	√	√	√	√	√
8	授信函及償還貸款記錄副本 [如借款人曾於東亞銀行或其他銀行申請 任何信用額度]	√				
9	最新審計報告或財務報告副本	√				

10	[少於兩年東亞銀行收款商戶關係之客戶適用]最近兩年其他銀行之收款商戶月結單副本		√			
11	已簽署的收集與提供進出口報關單- 客戶同意書 (請點擊連結下載) (有限公司 或 無限公司)			√		
12	[適用於香港兩間電力公司之一的能源審核報告中建議的能源效益提升項目] 6 個月內的能源審核報告和項目報價 [適用於購買和安裝太陽能發電系統] 6 個月內的項目計劃書和報價					√
13	擔保人的資產證明副本 (如有)	√				
14	借款人最新評稅通知書副本 (如有)	√				

提示：「借定唔借？還得到先好借！」

東亞銀行有限公司保留審批申請之最終決定權。詳情請參閱參閱本行的「貸融易」貸款系列的條款及細則。

遞交申請辦法

請將文件清單上列明的文件透過以下方式提交予我們的「商務理財部 - EPBD OIC」：

1) 親身遞交/ 郵寄

地址: 香港九龍觀塘道 418 號創紀之城五期東亞銀行中心 38 樓

或

2) 透過電子郵件

請掃描文件清單上列明的文件並發送至此電郵: SMEloan@HKBEA.com