

## Special 100% Loan Guarantee (100% SFGS) Required Documents Checklist

(Version: Nov 2024)

Application for the Change of Loan Terms (including 2024-Principal Moratorium ("2024-PM"), Partial Principal Repayment ("PPR") , Change of Guarantor, Change of Repayment Period, Early Repayment)		
Required Documents:		
1.	BEA 100% SFGS Application Form	<input type="checkbox"/>
2.	Valid Business Registration Certificate Copy	<input type="checkbox"/>
3.	ID cop(ies) and address proof(s) of new guarantor(s) (if applicable)	<input type="checkbox"/>
(For bank use) Document received by: Branch/Centre Code:_____ Staff Name:_____ Document received date:_____ Original documents send to : <u>LOD/ EPBD/ CMBD/ CPBD</u> (Please circle the correct department)		

### Submission of Application

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

#### Submit in person

- Enterprise Banking Department  
Address: 38/F, BEA Tower, Millennium City 5, 418 Kwun Tong Road, Kowloon, Hong Kong
- Main Branch Business Centre  
Address: 14/F, 10 Des Voeux Road Central, Central
- Mongkok Business Centre  
Address: 2/F, 638-640 Nathan Road, Mongkok
- Cheung Sha Wan Business Centre  
Address: Shop 125A & 125BC, 1/F, Cheung Sha Wan Plaza, 833 Cheung Sha Wan Road, Cheung Sha Wan
- Sheung Shui Landmark North Business Centre  
Address: Office No. 916-918, Level 9, Landmark North, 39 Lung Sum Avenue, Sheung Shui

#### By post to

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

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

**Bank of East Asia reserves the final decision on application approval.**

## 百分百擔保特惠貸款（100% SFGS）申請文件清單 (Version: Nov 2024)

申請更改貸款條款 (如申請 2024-還息不還本 ("2024- PM") /部分本金還款選項("PPR")、 新增/更改擔保人、更改還款期及提早還款等)		
所需文件:		
1.	東亞銀行「百分百擔保特惠貸款」申請表格	<input type="checkbox"/>
2.	有效商業登記證副本	<input type="checkbox"/>
3.	新擔保人的身份證明副本及地址證明（如適用）	<input type="checkbox"/>
<b>(銀行專用)</b> Document received by: Branch/Centre Code:_____ Staff Name:_____ Document received date:_____ Original documents send to : <u>LOD/ EPBD/ CMBD/ CPBD</u> (Please circle the correct department)		

### 遞交申請辦法

你可以把填妥的申請文件清單, 申請表格和其他申請文件透過以下途徑遞交：

#### 親身遞交:

- 商務理財部  
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- EPBD OIC
- 總行商務理財中心  
地址:中環德輔道中 10 號 14 樓
- 旺角商務理財中心  
地址:旺角彌敦道 638-640 號 2 樓
- 長沙灣廣場商務理財中心  
地址:長沙灣長沙灣道 833 號長沙灣廣場 1 樓 125A 及 125BC 號舖
- 上水廣場商務理財中心  
地址:上水龍琛路 39 號上水廣場 9 樓 916-918 室

#### 郵寄至:

- 香港九龍觀塘道 418 號創紀之城五期東亞銀行中心 38 樓  
商務理財部 EPBD OIC 收

**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。**