

Customer Information 客戶資料

Name of Applicant 申請人名稱 : _____ Application Number 貸款編號 : _____

Contact Tel. No. 聯絡電話號碼 : _____ Date of Application 申請日期 : _____

BR No. / Cert. of Incorporation No. (Company Account Only)

商業登記號碼 / 公司註冊證明書號碼 (只適用於公司名義之貸款戶口) _____

Please submit copies of the following documents for your mortgage loan application. All submitted documents and application form will not be returned. 請附上下列文件副本，以便盡快辦理閣下的貸款申請，所有文件連同申請表恕不退還。

- 1. Hong Kong Identification Card 香港居民身份證
- 2. Income Proof 入息證明
 - Bank book / statements showing the latest 3 months salary income 最近三個月薪金入帳紀錄之銀行存摺/月結單 (or latest 6 months for non-regular salaried employees) (如非固定受薪人仕需附上最近六個月之薪金入帳紀錄)
 - Latest tax demand note issued by Inland Revenue Department 最近由稅務局發出之繳費通知書
- 3. Employment Proof 工作證明
 - Latest 3 months salary payroll slip 最近三個月之糧單
 - Employer's Letter confirming job title and income details 僱主發出之證明書以確認其職位及收入細節,或
 - Employment Letter, or 僱傭合約,或
 - Name Card, or 咭片,或
 - Staff Card 職員證
- 4. Residential Address Proof 住址證明
 - Latest 3 months residential address proof 最近三個月發出的地址證明 (e.g.: Water / Gas / Electricity / Telephone Bill or Bank Statement, etc) (例如: 水、電、煤氣、電話費單或銀行月結單等)
- 5. For Self-employed Only 如屬自僱人士
 - Business Registration Certificate (BRC) 商業登記證
 - Certificate of Incorporation (CI), Memorandum & Articles of Association (for Limited Co. only) 公司註冊證、公司章程及簡介 (適用於有限公司)
 - Practicing Certificate (for professional only) 執業資格證書 (適用於專業人仕)
 - Latest 6 months bank book / statement showing average net cash-flow 最近六個月附現金流紀錄之銀行存摺/月結單
 - Latest demand note issued by the Inland Revenue Department 最近由稅務局發出之繳費通知書
 - Most recent audited Financial statement 最近已審核之核數報告
- 6. For Refinancing 如轉按
 - Latest 6 months loan repayment history 最近六個月之供款紀錄
 - Latest repayment schedule 最近之還款表

* Additional documents may be required for loan approval. 本公司可能需要閣下提供額外文件以作批核。

(i) Only individual or Shell Company are accepted for application. 只接受個人或空殼公司之申請

(ii) For Shell Company, the loan is secured by a personal Guarantee by all directors and shareholders of the Borrower / Mortgagor in respect of all the indebtedness owing under the Subject Mortgage. 空殼公司之申請，所有股東及董事必須提供私人擔保為予此按揭貸款。