



FILLING GUIDELINES FOR GUARANTEE – Applicable To Commercial Card Customer Only
<ONLY ONE GUARANTEE DOCUMENT IS REQUIRED FOR APPLYING BOTH HKD COMMERCIAL CARD & RMB COMMERCIAL CARD>

Guarantee	Filling Guidelines
<p>This booklet relates to the Hang Seng Commercial Card Application Form completed by _____ [1] _____ as the applicant company. (Page 1)</p>	[1] Name of the Borrower (Company / Organization)
<p style="text-align: center;">Explanatory Note</p> <p>Signed by _____ [2] _____ In the Presence of _____ [4] _____ Name: [3] Name: [5] Document Type & Number [6] Document Type & Number [6] (Page 2)</p>	[2] Signature of the Guarantor [3] Name of the Guarantor (<i>should be the beneficiary owner(s) with aggregate 50% or more ownership for Limited Company</i>) [4] Signature of the Witness [5] Name of the Witness [6] Document type and Business Identification Number
<p style="text-align: center;">GUARANTEE BY INDIVIDUAL(S) – UNDER SEAL</p> <p>THIS GUARANTEE IS FOR * <input type="checkbox"/> LIMITED AMOUNT / <input type="checkbox"/> UNLIMITED AMOUNT [7]</p> <p>Please indicate your choice by ticking the appropriate item and signing here</p> <p><input checked="" type="checkbox"/> [8] <input checked="" type="checkbox"/> [9] (Page 3)</p>	[7] Indicate the Guarantee is Limited Amount OR Unlimited Amount with Signature; put [✓] at preferred option [8]-[9] Signature of the Guarantor (If the Guarantor is having a bank account with the bank, please sign according to the specimen maintained in Bank's record)
<p style="text-align: center;">GUARANTEE BY INDIVIDUAL(S) – UNDER SEAL</p> <p>35.2 This Guarantee has been entered into by the Guarantor as a deed on this _____ [10] _____ day of _____ [11] _____ (Page 9)</p>	[10] DD of Date of Guarantee [11] MMYYYY of Date of Guarantee
<p style="text-align: center;">First Schedule</p> <p>Name of Principal [1] Address [12] Document Type & Number [13] (Page 9)</p>	[12] Correspondence address of the Borrower (Company / Organization) [13] Business Identification Document Type & Number
<p style="text-align: center;">Second Schedule</p> <p>Name of Guarantor [3] Address [14] Document Type & Number [6] (Page 10)</p>	[14] Correspondence address of the Guarantor
<p style="text-align: center;">Third Schedule</p> <p>Specified Sum in respect of Maximum Liability [15] Signature of Guarantor [8]-[9] Signature of Witness [4] Name: [5] Document Type & Number: [6] (Page 10)</p>	[15] Please refer to the Recommended Highest Credit Limit on the application form (If Applicant applies for both HKD Commercial Card & RMB Commercial Card, amount should include both credit limit)

Note: This Guide is intended for reference only. It is not intended to provide professional advice and should not be relied upon in this regard.



擔保書填寫指南 - 只適用於商務卡客戶 <如客戶同時申請港幣商務卡及人民幣商務卡，只需填寫一份擔保書>

擔保書	填寫指南
<p>此小冊子與以 [1] 作為申請人的恒生商務卡申請表格相關。 (頁次 1)</p>	<p>[1] 被擔保人(公司/機構)名稱</p>
<p style="text-align: center;">說明書</p> <p>簽署 [2] 姓名: [3] 文件種類及號碼 [6]</p> <p>見證人 [4] 姓名: [5] 文件種類及號碼 [6]</p> <p style="text-align: right;">(頁次 2)</p>	<p>[2] 擔保人簽署 [3] 擔保人姓名 (有限公司需由擁有 50% 或以上之實益擁有權授予。) [4] 見證人簽署 [5] 見證人姓名 [6] 身分證明文件種類及號碼</p>
<p style="text-align: center;">個人出具擔保書－於L.S.上加貼圓形紅紙</p> <p>本擔保書為 * <input type="checkbox"/> 有限款額 / <input type="checkbox"/> 無限款額 [7]</p> <p>* 請在適當的地方加上剔號並簽署及確認</p> <p>X [8] X [9]</p> <p style="text-align: right;">(頁次 3)</p>	<p>[7] 選擇擔保為有限款額或無限款額並在方格內加 [✓]</p> <p>[8]-[9] 擔保人簽署 <u>如擔保人於本行有賬戶，請以該簽名式樣紀錄簽署。</u></p>
<p style="text-align: center;">個人出具擔保書－於L.S.上加貼圓形紅紙</p> <p>35.2 本擔保書由擔保人於 [10] (年月日) 以契約方式簽署並於 L.S. 上加貼圓形紅紙。 (頁次 8)</p>	<p>[10] 擔保書簽署日期</p>
<p style="text-align: center;">附表一</p> <p>被擔保人名稱 [1] 地址 [11] 文件種類及號碼 [12]</p> <p style="text-align: right;">(頁次 8)</p>	<p>[11] 被擔保人通訊地址 [12] 商業證明文件種類及號碼</p>
<p style="text-align: center;">附表二</p> <p>擔保人姓名 [3] 地址 [13] 文件種類及號碼 [6]</p> <p style="text-align: right;">(頁次 9)</p>	<p>[13] 個人擔保人通訊地址</p>
<p style="text-align: center;">附表三</p> <p>最高債務款額 [14] 擔保人簽署 [8]-[9] 見證人簽署 [4] 姓名: [5] 文件種類及號碼 [6]</p> <p style="text-align: right;">(頁次 9)</p>	<p>[14] 最高債務款額可參考申請表之建議給予之最高信用額 (如客戶同時申請港幣商務卡及人民幣商務卡，款額須包括兩張卡之信用額)</p>

註: 本指南只作參考用途，並不作為提供專業意見。