



多用途贷款处理指令
Multi Purpose Loan Processing Instruction Form

致 To: 渣打银行(中国)有限公司 Standard Chartered Bank (China) Ltd ("SCB")

日期 Date _____

展期 借新还旧 到期/部分/提前还款
Rollover Drawdown Repay Repayment/Partial Repayment/Prepayment

请注意: 不同性质指令及不同笔贷款, 应当分别提交指令, 不得合并在一份指令中

Please Note: Request for different processing instruction or different deals shall be submitted separately and shall not be combined in one request form

1 原贷款详情 Original Loan Details										
客户名称 Borrower:			贷款编号 Deal Ref No.							
原贷款起息期日 Loan Value Date		原贷款到期日 Loan Maturity Date		币种 Currency		金额 Amount				
2 展期指令 Rollover Instruction 注: 展期总期限不得大于初始提款期限/Total rollover tenor shall not exceed original loan drawdown tenor										
展期贷款起息日 New Value Day			展期贷款到期日 New Maturity Day			展期期限 Loan Tenor		币种 Currency		金额 Amount
利率 Interest Rate		付息周期 Interest Payment Period		其他付息周期, 请说明, Please indicate other Interest payment Period						
注: 如为部分本金展期, 请填写以下部分还款指令. For partial principal rollover, please fill up below partial repayment section										
3 借新还旧 Drawdown Repay										
借新还旧起息日 Loan Value Day		借新还旧到期日 Loan Maturity Day		期限 Loan Tenor		币种 Currency		金额 Amount		
付息周期, 请说明 Please indicate interest Payment Period			利率 Interest Rate		借新还旧划款账号 Debit & Credit A/C No.					
4 到期/部分/提前还款指令 Repayment/Partial Repayment/Prepayment Instruction										
I 到期/部分还款 Partial Repayment/Repayment <input type="checkbox"/>										
到期/部分还款日期 Repayment/Partial Repayment Date			到期/部分还款币种 Partial Repayment Currency			到期/部分还款金额 Partial Repayment Amount				
相关到期利息处理 Due Interest Handling										
I 与本次对应部分还款本金一同支付 <input type="checkbox"/>					II 在本次还款时付清总本金对应的利息 <input type="checkbox"/>					
Settle with partial repayment principal					Settle with full principal Interest due on prepayment day					
*如为到期部分还款, 对剩余本金请一并填写展期指令. For partial repayment upon maturity, please fill up above rollover instruction for remaining amount										
II 提前还款指令 Prepayment Instruction <input type="checkbox"/>										
提前还款日期 Prepayment Date										
III 请从此帐户扣除应付金额 Please debit due amount from A/C opened with your bank										
本金 Principal		账户号码 A/C No. _____			币种 Currency _____		金额 Amount _____			
利息 Interest		账户号码 A/C No. _____			币种 Currency _____		金额 Amount _____			
断贷成本及其它罚金 Break funding cost and other penalty fee		账户号码 A/C No. _____			币种 Currency _____		金额 Amount _____			
IV 其他特殊的处理要求, 请具体说明 Other Special Handling Request, Please Specify In Details										
5 上笔贷款用途 Last Loan Usage										
<input type="checkbox"/> 买入原料或买入存货待销 purchase of raw material or inventory for sale <input type="checkbox"/> 水、电、煤、租金、税金、利息、保险费用等营运支出 Overhead expenditure in connection with rental, tax, interest, insurance and utilities (water, electricity, gas) etc <input type="checkbox"/> 员工工资 Salary <input type="checkbox"/> 其他[请具体说明] Others [please specify]										
授权签名及公司印章 Authorized Signature with Company Chop										
仅限银行内部使用 For Bank Use										
客户代码 Client Master No. _____					已做过展期/借新还旧的次数					
分行名称 Branch Name _____					No. of Rollover/Drawdown Repay Done Before _____					
分行代码 Branch Code _____					前笔贷款编号 Previous Deal Reference No. _____					
GL 代码 GL Code _____					断贷成本 Break Funding Cost _____					
流贷/固贷/项目融资/其他 _____					罚款成本 Penalty Cost _____					
WCL/FAL/PF/Other _____					其他备注 Other Remark _____					
*The SIF originator certifies that Borrower's written instructions has been obtained & held in file										

* 我们鼓励所有客人通过传真(与银行已签订传真授权协议)或快递的方式将贷款指令的原件及支持性文件直接递交到渣打银行贷款服务部。全国统一传真热线为: 400 6200 888。邮寄地址: 上海市浦东新区世纪大道 201 号渣打银行大厦 22 楼公司贷款服务部(LPU)收 邮编:200120 All the clients are highly encouraged to fax (subject to Fax Indemnity Letter signed off with the Bank) or courier your original loan drawdown instructions and supporting documents to our Loan Processing Unit in Shanghai. The mailing address is: LPU, Level 22 Standard Chartered Tower, 201 Century Avenue, Pudong Shanghai Postcode 200120.

致尊敬的企业和金融机构客户，

Dear valuable clients of Standard Chartered Bank (China) Limited,

为提高对贷款指令的处理效率、防范操作及道德风险，渣打银行（中国）有限公司（以下均称“渣打银行”或“银行”）在企业 and 金融机构客户提交贷款提款指令、提款支持性文件、循环贷款申请、还款指令、提前还款指令方面有如下变动及安排。该变动将于 2015 年 1 月 1 日起生效。To improve efficiency and to avoid ethic and operational risk, Standard Chartered Bank (China) Limited ("SCB") will make a few changes to current **loan drawdown, loan rollover, repayment and prepayment instruction ("Loan Instructions") submission** process. The new process takes effect from 1st January 2015.

自生效之日起，对于企业和金融机构客户而言，渣打银行将只接受通过以下几种方式提交贷款提款指令、提款支持性文件、循环贷款申请、还款指令及提前还款指令（以下一并称“贷款指令”）。SCB will only accept Loan Instructions submitted through the following way:

- 所有企业和金融机构客户均可通过快递（快递）的方式将以上相关指令的原件及支持性文件直接递交到渣打银行的贷款服务部。渣打银行贷款服务部的邮寄（快递）地址为：**上海市浦东新区世纪大道 201 号渣打银行大厦 22 楼公司贷款服务部（LPU）邮编：200120** All corporate and institutional clients may mail or courier your original Loan Instructions and supporting documents to our Loan Processing Unit ("LPU") in Shanghai. The mailing address is: **LPU Level 22 Standard Chartered Tower 201 Century Avenue, Pudong Shanghai Postcode 200120 Attention to LPU**
- 对于已经和渣打银行签订协议授权银行接受传真指令的企业及金融机构客户，银行将继续根据相关协议接受并受理客户通过传真方式发来的上述各类贷款指令。贷款指令接受的传真号码为：**400 6200 888** For corporate and institutional clients who have signed fax instruction indemnity agreement with SCB, you may continue to fax your loan instructions to our Loan Processing Unit on 400 6200 888.
- 未同银行签订传真授权协议并有紧急提交贷款指令要求的企业及金融机构客户，在联络贵公司在本行的客户经理阐明紧急需求后，可以将指令原件以及支持性文件当面递交至或者邮寄（快递）至最近的渣打银行办理公司业务的分支行柜台（上海地区除外），选择邮寄（快递）方式时，请在地址上注明收件人为**分支行营运部**。For corporate and institutional clients who have urgent drawdown requests, but are yet to sign fax instruction indemnity with SCB, they may submit the original loan instructions and supporting documents to SCB local branches (**except SCB Shanghai branches**) with WB service counter. Please mark the submission with attention to WB Operations
- 上海地区未签订传真授权协议并有紧急提交贷款指令要求的企业及金融机构客户，在联络贵公司在本行的客户经理阐明需求后可以通过以下两种方式递交：1. 可将紧急贷款指令直接快递（快递）至渣打银行贷款服务部（地址如上所述）；2. 可至**上海市浦东新区世纪大道 201 号**上海分行渣打银行大厦 22 楼贷款服务部当面提交贷款指令以及支持性文件，联络电话为：**021-38518168**。若无法联络到银行贷款服务部，可至上海分行运营部贸易柜台（渣打银行大厦 22 楼）请贸易柜台员工帮忙联络或收件。The corporate and institutional clients in Shanghai area may submit their urgent loan instructions through the following way after communicating with their relationship managers: 1. Loan instructions can be couriered to SCB Loan Processing Unit in Shanghai (address is as mentioned above); 2. Loan instructions can be submitted to SCB Loan Processing Unit by client in person. LPU contact points are: **021-38518168** Should clients have any difficulties in getting in touch with LPU, they may also approach **SCB Trade Counter** on Level 22 Standard Chartered Tower 201 Century Avenue Pudong Shanghai for assistance.

特别提示 (Remarks):

- 为避免延误，请务必不要通过贵公司在渣打银行的客户经理及其助理提交贷款指令以及支持性文件。银行的贷款服务部将拒绝受理通过渣打银行客户经理提交的任何贷款指令。To avoid delays, please DO NOT submit your loan instructions and supporting documents via your SCB relationship manager or their supports. SCB Loan Processing Unit will NOT accept any loan instructions submitted via SCB relationship managers.
- 本通知明确规定的各类贷款指令之外的其他贷款文件，例如银行融资函，贷款合同，保单，估值报告，抵押协议，担保协议等，仍可以通过贵公司在渣打银行的客户经理向银行提交，不适用本通知。请不要通过银行柜台或邮寄提交任何此类贷款文件到渣打银行贷款服务部。Please DO NOT submit other loan documents such as signed Business Facility Letter, Loan Agreement, Insurance Policy, valuable report, Pledge Agreement, Letter of Guarantee, Security Agreement etc. to SCB Loan Processing Unit in Shanghai as these documents are handled by departments of the bank. You may continue to submit the above mentioned documents via your SCB relationship manager.
- 委托贷款不适用于本通知 This process changes does not apply to Entrustment Loan
- 上述通知的中英文版本，如有不一致的，以中文版本为准。Where there is any inconsistency between both language versions of above notice, the Chinese version shall prevail