

## 贷款提款指令 Utilization Request

致To: 渣打银行(中国)有限公司

分行Standard Chartered Bank (China) Ltd

Branch

日期Date

本提款通知书关于贵行及我方作为借款人之间签署的日期为[ ]的银行融资函, 包括任何与之相关的更新、修改及补充("融资函")  
除非本提款通知书另有规定, 融资函中所定义的术语在本提款通知书中使用具有相同的含义。就流动资金贷款, 我方特此确认已经阅读并同意接受渣打银行(中国)有限公司《流动资金贷款一般条款》及贵行另行要求的与流动资金贷款相关的其他条件, 条款及更新。 无论是否经由我方结算账户支付, 我方同意承担与对外支付贷款资金相关的汇款手续费及其他相关费用。该等费用可在付款时从我方账户扣收。我们拟按照下述主要条件提用贷款。

This is a utilization request referred to in the Banking Facility Letter, including any updates, amendments, and supplementation in connection with ("BFL") dated[ ] between, inter alia, the bank and ourselves as borrower. Unless otherwise defined in this Utilisation Request, terms defined in BFL shall have the same meaning when used in this Utilisation Request. In respect of working capital loans, we hereby confirm to have read and to accept the Standard Chartered Bank (China) Limited's General Terms for Working Capital Loans and other terms, conditions and any updates otherwise required by the Bank in relation to working capital loans. We agree the remittance fees and other charges in relation to the outward payment with loan proceeds shall be borne by us whether or not the payment is made through our account. Such fees can be collected to the debit of our accounts when the payment is made. We wish to make the following utilization on the principal terms set out below.

说明: 不同贷款用途或者不同贷款支付方式的提款要求应当分别提交提款通知, 不得合并在一份提款通知中。

Note: Requests for different loan purposes or with different payment methods shall be submitted separately and shall not be combined in one request form.

Principal Terms					
	客户名称 Borrower				
	贷款起息日 Value Date	贷款到期日 Maturity Date	贷款利率 Interest Rate		
	币种 Currency	金额 Amount			
	付款方式 Payment Method	<input type="checkbox"/> 自主支付 Self Payment <input type="checkbox"/> 受托支付 Consignment			
1	付息周期 Interest Frequency	<input type="checkbox"/> 每月 Monthly <input type="checkbox"/> 每三个月 Quarterly <input type="checkbox"/> 每六个月 Semi-Annually <input type="checkbox"/> 到期支付 Pay on Loan Maturity Date <input type="checkbox"/> 其他 (请具体说明) Others (please specify)			
	贷款用途 Loan Purpose	<input type="checkbox"/> 流动资金贷款 Working Capital Loan <input type="checkbox"/> 固定资产贷款 Fixed Asset Loan <input type="checkbox"/> 其他 Others			
	具体贷款用途 Detailed Loan Usage	<input type="checkbox"/> 购买原材料或存货待销 Purchase of raw material or inventory for sale <input type="checkbox"/> 水、电、煤、租金、税金、利息等营运支出 Overhead expenses incl. rental, tax, interest, utilities and etc. <input type="checkbox"/> 员工工资 Salary payment <input type="checkbox"/> 再融资 Refinance <input type="checkbox"/> 其他 (请具体说明) Others (please specify)			
Payment Credit Instruction & Information					
	<b>自主支付</b> 请填写资金入账账户 For <b>Self Payment</b> , please provide the account number to credit loan funding 账号 Account Number: _____				
2	<b>受托支付</b> 请填写以下信息 For <b>Consignment</b> , please fill up the blank below <ol style="list-style-type: none"> <li>过账账户优先选择贷款户, 若没有贷款户, 则默认为一般户, 如有特殊处理要求, 请填写帐号                              Loan account will be used as posting account in priority, if no loan account is available, general account will be used instead, please specify account number if any special request                              账号 Account Number: _____</li> <li>转入如下第三方收益人账户 Credit loan funding to the following third party beneficiary account                              收款人账号 Beneficiary Account Number: _____                              收款人名称 Beneficiary Name: _____                              收款人银行名称 Beneficiary Bank Name: _____                              汇款附言 (如有) Remittance Information (if any): _____</li> </ol> *如有多个收益人请另附付款清单说明, 付款清单模板详见附件 Please separately attach a payment list if there are multiple beneficiaries, payment list template please refer to appendix				
	如为外币请提交境内/外汇款申请书复印件以作参考 For foreign currency draw down, please provide application for fund transfer (domestic/overseas) for reference 其他特殊的处理要求, 请具体说明 Please specify if any other request				
授权签名及公司印章 Authorized Signature with Company Chop					
3					

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 1<sup>st</sup> 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邮递（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（GLS）邮编：200120** All corporate and institutional clients may mail or courier your original Loan Instructions and supporting documents to our Loan Processing Unit (“GLS”) in Shanghai. The mailing address is: **Level 22 Standard Chartered Tower 201 Century Avenue, Pudong Shanghai Postcode 200120 Attention to GLS**
- 对于已经和渣打银行签订协议授权银行接受邮件指令的企业及金融机构客户，银行将根据相关协议接受并受理客户通过电子邮件方式发来的上述各类贷款指令。贷款指令接收的邮箱为：[CN.LOAN@sc.com](mailto:CN.LOAN@sc.com) 或 [CN.LOANBACKUP@sc.com](mailto:CN.LOANBACKUP@sc.com) For corporate and institutional clients who have signed Email instruction indemnity agreement with SCB, you may email your loan instructions to our loan service team [CN.LOAN@sc.com](mailto:CN.LOAN@sc.com) or [CN.LOANBACKUP@sc.com](mailto:CN.LOANBACKUP@sc.com).
- 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。贷款指令接收的传真号码为：**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 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）至就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邮递（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. GLS contact points are: **021-38518168** Should clients have any difficulties in getting in touch with GLS, 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

