



**Business Instalment Loan (including Top Up) / Corporate Tax Loan / Business Mortgage / Business Overdraft
Board Minutes Extract**

To: Standard Chartered Bank (Hong Kong) Limited ("the Bank")

I/We, being the company director(s) of _____ ("the Company"),
hereby certify that the following is a true extract of the minutes of meeting of the board of directors of the Company held on _____

1. IT WAS NOTED that, due notice of the meeting having been given to all the directors and a quorum being present, the meeting could proceed.

IT WAS NOTED that the Company had proposed to apply to the Bank to make available certain facilities to the Company on the terms set out in an application form for the following selected product(s):

- ☐ Business Instalment Loan (including Top Up) / Corporate Tax Loan
☐ Business Mortgage
☐ Business Overdraft

("Application Form") and the terms and conditions applicable to the aforementioned product ("Terms and Conditions"), a copy of which were tabled.

2. IT WAS NOTED that the Company agreed to accept any banking facilities as may be approved by the Bank ("the Facilities") pursuant to the Application Form and the Terms and Conditions (even though such banking facilities may be more or less than those applied for by the Company) and agreed to execute such security document(s) ("the Security Documents") which had to be executed by the Company and delivered to the Bank before the Facilities would become available.

- #4. The directors declared their interests (if any) in the transactions contemplated by the Application Form, the Terms and Conditions and the Security Document(s) and it is noted that, pursuant to the articles of association of the Company, (i) none of the directors was hereby prohibited from voting at the meeting; or (ii) certain of the directors were prohibited from counting towards the quorum or voting at the meeting but, notwithstanding this, the meeting was still quorate.

5. Discussion then took place on the terms and conditions of the Application Form, the Terms and Conditions and the Facilities and the Security Document(s).

3. IT WAS NOTED that from time to time the Company may wish to vary the Facilities and that it would be appropriate for certain variations to be authorised in advance at this meeting.

#7 IT WAS RESOLVED that:

- (a) it was in the interests of the Company, to its benefit and in furtherance of its objects, that the Company accept and utilise the Facilities;
- (b) any one director of the Company (a "director") or other person from time to time authorised to operate the Company's current account with the Bank (an "authorised signatory") acting solely, be and is hereby authorised to sign on behalf of the Company the Application Form and such other documents as such director or authorised signatory may deem necessary and proper in connection therewith;
- (c) in accordance with the articles of association of the Company, the seal of the Company be affixed to each Security Document which has to be executed under seal and that each such Security Document be signed by one director or authorized signatory;
- (d) any one director or authorised signatory acting solely be and is hereby authorised to sign on behalf of the Company each Security Document which is to be executed under hand; and
- (e) any one director or authorised signatory acting solely be and is hereby authorised from time to time on behalf of the Company to approve any temporary excess borrowing or other accommodation or other temporary variation of the Facilities or of the terms and conditions of the Application Form or the Terms and Conditions.

8. IT WAS FURTHER RESOLVED that:

- (a) any one director or authorised signatory acting solely be and is hereby authorised from time to time on behalf of the Company to agree with the Bank to (i) increase or otherwise vary the limits or accommodation available under the Facilities, (ii) vary the terms on which the Facilities are to be made available or continued (whether as to security or otherwise) and (iii) for this purpose, execute any amendment or supplement to the terms and conditions of the facilities and such other documents and do such other things as such director may deem necessary and proper in connection therewith; and
- (b) any one director or authorised signatory acting solely be and is hereby authorised to sign on behalf of the Company any further security document which is to be executed under hand and which is required to be executed in connection with any variation of the Facilities approved by a director pursuant to resolution 8(a) above.

9. IT WAS FURTHER RESOLVED that any one director or authorised signatory acting solely be and is hereby authorised on behalf of the Company to execute such other documents and do such other things relating to any of the matters aforesaid as such director or authorised signatory may deem necessary and proper in connection therewith.

10. IT WAS FURTHER RESOLVED that a copy of the full or extracted minutes (certified as a true copy by a director or the secretary) shall as between the Bank and the Company be conclusive evidence of the passing of the resolutions in the meeting as referred above if so certified, and that the resolutions referred above shall remain in force, and the Bank shall be entitled to rely thereon, until a certified copy of an amending resolution duly passed by the board of directors of the Company shall have been delivered to the Bank.

Director(s)

The directors should satisfy themselves as to the accuracy of these Paragraphs

** Certified a true copy of the original or extract of the original

(Signature of *Director/Secretary)

* Please delete as appropriate

** To be completed on the copy of this document submitted to the Bank

The Chinese version of the Broad Minutes Extract is a translation of the English version and for reference only. In case of any inconsistency between the Chinese and English versions, the English version should prevail for all purposes unless otherwise specify.



拓展易中小企業分期貸款(包括續借)/ 企業稅務貸款/ 樓宇按揭/ 透支易中小企業透支戶口 董事會會議紀錄撮要

致:渣打銀行(香港)有限公司(「銀行」)

我 / 我們作為 _____ (「本公司」)的董事特此證明以下為本公司董事局

在 _____ 舉行的董事局會議之紀要撮要。

1. 本會議記錄所有董事經已收到本會議之通知及上述出席董事構成法定人數及可進行本會議。

本會議記錄本公司打算根據銀行以下選擇產品之申請表

- ☐ 拓展易中小企業分期貸款(包括續借)/ 企業稅務貸款
☐ 樓宇按揭
☐ 透支易中小企業透支戶口

(「申請表」)與以上所選產品之條款及細則(「條款及細則」)所載之條款向銀行申請若干銀行授信(申請表與條款及細則之副本於本會議上提交省覽)。

2. 本會議記錄本公司同意接受銀行將會根據申請表與條款及細則而批核之任何銀行授信(雖然該銀行授信可能大於或少於本公司所申請的銀行授信)(「銀行授信」)及同意簽立及交付予銀行任何獲得銀行授信之前需要本公司簽立之抵押文件(「抵押文件」)。

- #4. 各董事聲明其各人對申請表、條款及細則及抵押文件所預期之交易之利害關係(如有)及根據本公司之章程(i)沒有董事被禁止於本會議投票或(ii)即使若干董事被禁止構成法定人數或於本會議投票但是本會議仍具有足夠法定人數。

5. 本會議接著進行討論申請表、條款及細則及銀行授信及抵押文件之條款。

3. 本會議記錄本公司有可能不時希望更改銀行授信及本會議適合對某些更改預先予以授權。

#7. 本會議通過:

- (a) 為了公司的利害關係及利益及促進本公司之目的本公司接受及運用該銀行授信;
- (b) 在此授權任何一名董事(「董事」)或不時獲授權操作本公司於銀行之往來戶口的任何其他人(「授權人」)代表本公司簽署申請表及一切該董事或授權人認為需要及恰當之其他有關文件;
- (c) 根據本公司之章程就任何需要本公司蓋上印章之抵押文件於抵押文件上蓋上本公司之印章及需由一位董事或授權簽署人簽署;
- (d) 在此授權任何一名董事或獨自執行的授權人代表本公司簽署任何需要本公司簽署之抵押文件; 及
- (e) 在此授權任何一名董事或獨自執行的授權人不時代表本公司批核任何暫時額外借款或其他貸款或其他暫時性更改銀行授信或申請表或條款及細則之條款。

8. 本會議更通過:

- (a) 在此授權任何一名董事或獨自執行的授權人不時代表本公司與銀行同意(i)增加或更改銀行授信之額度或貸款(ii)更改銀行提

供或繼續提供銀行授信之條款(不論有關抵押或其他方面)及 (iii) 為此簽立任何銀行授信條款的更改文件或補充文件及董事認為需要及恰當之其他相關文件及辦理該董事認為需要及恰當之其他相關事情; 及

- (b) 在此授權任何一名董事或獨自執行的授權人代表本公司簽署任何本公司因根據以上第 8(a)項會議決議經董事批核更改銀行授信而需要簽署之其他抵押文件。

9. 本會議更通過授權任何一名董事或獨自執行的授權人代表本公司簽立任何其認為需要及恰當之其他相關文件及辦理任何其認為需要及恰當之其他相關事情。

4. 本會議更通過交付予銀行完整或節錄的本公司會議記錄副本(由董事或秘書核證為真實副本)為通過此決議之有效證據及直至銀行收到一份本公司董事會通過之更改決議之核證副本,本會議通過之決議將維持有效及銀行有權依賴本會議決議。

董事

董事須確信各段文意之真實

** 核實為正本或正本節錄的真實副本

(董事 / 秘書簽名)

* 請將不適用刪去

** 在交付予該銀行之文件之副本上填寫

本會議紀錄的中文版本是英文本的譯本,只供參考之用。若中、英文版本有任何歧異,就所有目的而言概以英文版本為準。