

Documents required and notes

Customer Category	The Latest Tax Bill	Income proof of recent month	HKID	Residential address proof in HK
Eligible Staff ¹	✓	Please provide the staff card		

Remarks:

1. BOCHK Eligible staff's application and approval of tax loan will be subject to Section 83 and 85 (See note) of the Banking Ordinance and the requested loan amount is subject to final approval of BOCHK.

Note: According to Section 85 of the Banking Ordinance, an authorized institution shall not provide designated facilities to employees in excess of one year's salary for the employee, unless a written consent from the Monetary Authority is given generally or in any particular case or class of case, to any one of its employees. In light of this, BOCHK requires the total unsecured loan amount (include this application) of a BOCHK employee (including employee of an overseas affiliate or branch of BOCHK) must not exceed 10 times of own monthly salary.). The designated facilities include:

- (a) the granting, or permitting to be outstanding, of unsecured advances, unsecured loans or unsecured credit facilities including unsecured letters of credit;
- (b) the giving of unsecured financial guarantees; and
- (c) the incurring of any other unsecured liability

Notes:

1. BOCHK reserves the right to request further documents from the applicant or verify documents in person for the purpose of evaluation if necessary.

2 Requirements of uploading documents

- File format: JPG & TIF
- File size: maximum 6 MB per file
- Maximum 10 files per upload
- File name should not exceed 20 characters