

中長期資金運用作業須知

Operational Guidelines for the Utilization of Long-Term Funding

83年10月11日中長期資金運用工作小組會議通過
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88年11月5日中長期資金運用策劃及推動小組會議通過修訂
Revised by the Long-Term Funding Committee on Nov. 5, 1999
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Revised by the Long-Term Funding Committee on July. 29, 2009

- 一、本須知依據中長期資金運用策劃及推動要點（以下簡稱推動要點）第六點第五款規定訂定之。

These Guidelines are set down in accordance with Paragraph 5, Item 6 of the Directions for Planning and Promoting the Utilization of Long-Term Funding (hereinafter referred to as “the Directions”).

- 二、推動要點第四點所稱政府重大建設及民間投資計畫之範圍如下：

The scope of important government infrastructure projects and private investment schemes referred to in Item 4 of the Directions includes the following:

- (一) 總投資金額在新臺幣十億元以上之公共建設及公營事業投資計畫。

Public infrastructure or public enterprise investment schemes of at least NT\$1 billion;

- (二) 總投資金額在新臺幣一億元以上之民間投資計畫。

Private investment schemes of at least NT\$100 million;

- (三) 其他配合政府政策，經中長期資金運用策劃及推動小組（以下簡稱本小組）審議通過之投資計畫。

Other investment schemes approved by the Committee for Planning and Promoting the Utilization of Long-Term Funding (hereinafter referred to as “the LTF Committee”) as conforming with government policy.

三、資金供應單位應於每年一月十日前編製該年度及次年度可供運用資金來源估計表送本小組，由本小組衡酌資金需求情形，議定資金供應單位應提供之額度。

The funding agencies shall prepare and submit to the LTF Committee an “Estimation of Available Funds” for both the current and following financial years by January 10 of every year. The LTF Committee will then consider the needs for funding, and determine the amounts which shall be provided by the funding agencies.

四、政府重大建設計畫(含公營事業投資計畫)之申請及處理依下列程序辦理之(詳圖一)：

The application procedure for important government infrastructure projects (including public enterprise schemes) is as follows(see Diagram 1):

(一)計畫執行單位應研提計畫摘要表(附件一)及申請書(附件二)各六份，送陳主管機關二份及本小組四份，主管機關加註審核意見並抽存一份後，核轉本小組審議。

The executive agency for the project shall prepare six copies of the project proposal summary (Attachment 1) and application form (Attachment 2), of which two copies of each should be submitted to the competent authority and the other four copies to the LTF Committee. After appending comments and retaining one copy for reference, the competent authority shall forward the comments to the LTF Committee for screening.

(二)申請案由本小組先洽特定金融機構(以下簡稱承辦銀行)依其授信規範審查後，承辦銀行填列審查意見(附件三)函轉本小組審議；其核貸金額應依申請計畫單位之法定預算所定舉債額度內為之。

A Specified bank (hereinafter referred to as “designated lending institution,”) shall be designated by the LTF Committee to handle the issuance of long-term funding loans. The designated lending institution shall process the application in accordance with its usual loan

procedures, and forward its appended comments (Attachment 3) to the LTF Committee for screening. The amount of the loan shall be set within the debt limit prescribed in the applicant agency's legal budget.

- (三) 申請計畫經本小組審議通過推薦者，由本小組函請主管機關轉知計畫執行單位與承辦銀行辦理簽訂融資合約，並副知資金供應單位及承辦銀行；未通過者由本小組函復主管機關轉知計畫執行單位。

If the application is approved and recommended, the LTF Committee will notify the competent authority, which shall in turn direct the executive agency to sign the loan contract with the designated lending institution. At the same time, the LTF Committee will also notify both the funding agency and the designated lending institution. If the application is disapproved, the LTF Committee will notify the competent authority, which shall in turn notify the executive agency.

- (四) 融資合約簽約時請主管機關擔任計畫監督人，而於合約書中簽署。承辦銀行依據融資合約額度與資金供應單位確定資金額度後簽訂撥款合約。該二項合約簽妥後，分由資金供應單位及承辦銀行函送本小組合約副本一份備查，融資合約並由承辦銀行函送主管機關備查。

After the amount of loan has been determined, the designated lending institution shall execute an appropriation contract with the funding agency. At this stage, the competent authority shall be invited to assume responsibility as project supervisor and to countersign the loan contract. Copies of the signed appropriation and loan contracts shall be submitted by the funding agency and the designated lending institution respectively to the LTF Committee for reference. A copy of the signed loan contract shall also be submitted to the competent authority for reference.

五、民間投資計畫之申請及處理依下列程序辦理之：

The application procedure for private investment schemes is as follows:

(一)民間投資計畫個別申請案(詳圖二):

Private investment schemes for which an individual application is submitted by a private enterprise (see Diagram 2):

- 1、民間投資計畫個別申請案由申請單位研提計畫摘要表(附件一)及申請書(附件二)各六份，送陳目的事業主管機關二份及本小組四份，目的事業主管機關加註審核意見並抽存一份，核轉本小組審議。

The applicant shall prepare six copies of the project proposal summary (Attachment 1) and application form (Attachment 2) Two copies of each should be submitted to the authority in charge of the target enterprise and the other four copies to the LTF Committee. After appending comments and retaining one copy for reference, the authority in charge of the target enterprise shall forward the comments to the LTF Committee for screening.

- 2、申請案由本小組先洽承辦銀行依其授信規範審查後，承辦銀行填列審查意見(附件三)函轉本小組審議。

The LTF Committee shall submit one copy to the designated lending institution, which shall process the application in accordance with its usual loan procedures and forward its appended comments (Attachment 3) to the LTF Committee for screening.

- 3、申請計畫經本小組審議通過推薦者，由本小組函請目的事業主管機關轉知申請單位與承辦銀行依據議定之額度簽訂融資合約，並副知資金供應單位及承辦銀行；未通過者由本小組函復目的事業主管機關轉知申請單位。

If the application is approved and recommended, the LTF Committee will notify the authority in charge of the target enterprise, which shall in turn direct the executive agency to sign the loan contract with the designated lending institution. The amount of the loan shall not exceed the amount approved by the LTF Committee. At the same

time, the LTF Committee will also notify both the funding agency and the designated lending institution. If the application is disapproved, the LTF Committee will notify the authority in charge of the target enterprise, which shall in turn notify the executive agency.

- 4、承辦銀行依據融資合約額度與資金供應單位簽訂撥款合約，該撥款合約及融資合約簽妥分由資金供應單位及承辦銀行函送本小組合約副本一份備查；另由承辦銀行將融資合約函送目的事業主管機關備查。

The designated lending institution shall execute an appropriation contract for the contracted amount of the loan with the funding agency. Copies of the signed appropriation and loan contracts shall be submitted by the funding agency and the designated lending institution respectively to the LTF Committee for reference. A copy of the signed loan contract shall also be submitted to the authority in charge of the target enterprise for reference.

- 5、承辦銀行融貸計畫之執行，應由目的事業主管機關切實督導。

The authority in charge of the target enterprise shall supervise closely the implementation of a project financed by a designated lending institution.

(二)民間投資計畫透過目的事業主管機關或金融機構提出之申請案(詳圖三)：

Private investment schemes for which an application is submitted by the authority in charge of the target enterprise or a financial institution (see Diagram 3):

- 1、目的事業主管機關或金融機構基於配合政府經濟及社會發展政策需要，認為對於某類行業或業者有輔導或支援之必要者，得研提計畫摘要表(附件一)、申請書(附件二)及貸款要點(草案)各六份，函送本小組；貸款要點(草案)應明定貸款對象，用途、金額、利率、期限(含寬限期)、辦理

程序及使用監督等相關事項。但由金融機構提出者，應同時送陳目的事業主管機關加具意見後，核轉本小組。

Based on meeting the needs of national economic and social development policies, when the authority in charge of the target enterprise or a financial institution considers it is necessary to aid or support a certain industry or enterprise, it may submit six copies of the project proposal summary (Attachment 1) and application form (Attachment 2) as well as loan initiation criteria to the LTF Committee. The criteria shall stipulate objectives, purposes, amounts, interest rates, periods (including grace periods), procedures, supervision, and other matters related to the loan. If the application is submitted by a financial institution, two copies of the application documents should at the same time be submitted to the authority in charge of the target enterprise, which should append comments on and then forward the documents to the LTF Committee.

- 2、申請計畫及貸款要點(草案)經本小組審議通過者，由本小組函復目的事業主管機關，並通知資金供應單位及承辦銀行；未通過者由本小組函請目的事業主管機關轉知該申請金融機構。

If the application (including the loan initiation criteria) is approved, the LTF Committee will notify the authority in charge of the target enterprise, and also notify the funding agency and the designated lending institution. If the application is disapproved, the LTF Committee will notify the authority in charge of the target enterprise.

- 3、承辦銀行依據本小組議定之額度與資金供應單位簽訂撥款合約，撥款合約於簽妥後，由資金供應單位函送本小組合約副本一份備查。

The designated lending institution shall execute an appropriation contract for the approved amount of the loan with the funding agency. A copy of the signed appropriation contract shall be submitted by the funding agency to the LTF Committee for reference.

- 4、承辦銀行公開受理申貸，並依其授信規範及貸款

要點核貸，其核貸總金額不得超過撥款合約之額度。

The designated lending institution shall then proceed to openly accept loan applications in accordance with the usual loan procedure and the loan criteria. The total approved amount should not exceed the credit line of the appropriation contract.

5、承辦銀行融貸計畫之執行，應由目的事業主管機關切實督導。

The authority in charge of the target enterprise shall supervise closely the implementation of a project financed by a designated lending institution.

六、資金供應單位依推動要點第十七點規定，應於每月十五日前編製該年度截至上月底止實際資金來源及運用報告送本小組備查。

In accordance with Item 17 of the Directions, the funding agencies are required on or before the fifteenth day of each calendar month to prepare and submit to the LTF Committee for reference and follow-up an Actual Statement of Sources and Utilization of Funds updated to the end of the preceding calendar month.

七、承辦銀行及計畫執行單位應就本小組議定之融資額度切實有效執行，並依推動要點第十八點第一款規定於每年一月、四月、七月及十月之二十五日前編製執行績效季報表送主管機關（或目的事業主管機關）及本小組。

The designated lending institutions and the executive agencies shall strictly and effectively administer the implementation of loans approved by the LTF Committee, and, in accordance with Paragraph 1, Item 18 of the Directions, prepare a Quarterly Statement on Performance Status and submit the same to the competent authority (or the authority in charge of the target enterprise) and the LTF Committee by the twenty-fifth day of January, April, July, and October each year.

八、本小組依推動要點第十八點第三款規定得會同主管

機關或目的事業主管機關查核各項計畫執行績效，承辦銀行及計畫執行單位應善盡協助之責，如發現執行績效不佳，經通知限期改善而未能改善或改善情形不理想者，本小組得斟酌實際情況通知資金供應單位或承辦銀行調整已議定融資額度。

In accordance with Paragraph 3, Item 18 of the Directions, the LTF Committee, acting in conjunction with the competent authority or the authority in charge of the target enterprise, shall examine the state of progress in the implementation of projects. The designated lending institutions and the executive agencies shall provide all possible assistance to the LTF Committee in its performance of this duty. If it finds that the progress of a project is unsatisfactory, and that within a stipulated period no sufficient improvement is made, the LTF Committee may direct the funding agency or the designated lending institution to adjust the approved credit line.

九、本小組對於中長期資金運用之申請，除銀行作業時間外其處理期間訂定為三個月，若未能於所訂期間內處理終結者，得於原處理期間之限度內延長之，但以一次為限。

前項情形，應於原處理期間屆滿前，將延長之事由通知申請人。

The LTF Committee shall process applications for long-term funding within three months, excluding the bank processing time. If it is unable to complete the processing within that time, it may grant an extension within the limits of the original processing period, but is restricted to granting only such extension.

In the aforementioned situation, it should inform the applicant of the time extension prior to the expiration of the original processing period.