

# Business Banking Price List



The information in this leaflet is correct as at **1 March 2012**

## Introduction

This Business Banking Price List sets out the prices we charge business customers for our most frequently used account services and other business services in the UK, Channel Islands and the Isle of Man unless prices have been individually agreed with you.

The prices in this Business Banking Price List have been divided into the following sections according to the customer type and the service to which they relate:

**Standard account services** – which are standard services relating to the day to day running of your account;

**Additional payment services** – which are common payment services that are not already included within the standard account services;

**Other business services** – which are our other most frequently used business services;

**Cards**; and

**Borrowing from us.**

We also publish an International Business Price List, which contains the prices we charge for international transactions and trade services.

If you would like a current copy of this Business Banking Price List or our International Business Price List or details of our prices for any other services, contact us by visiting your branch, or by calling **08457 60 60 60\*** (textphone **1800 108457 125 563**) or visiting [www.hsbc.co.uk/business](http://www.hsbc.co.uk/business).

We are happy to offer you help and guidance on any aspect of your banking relationship with us. Often, we will not charge a fee. But, if we spend a significant amount of time on a specific area, we will charge a fee based on the time spent. We will tell you what this fee is and agree it with you before deducting it from your account. We will add VAT at the applicable rate when it is payable.

Unless otherwise agreed with you, we will not increase any price unless it is at least 12 months since that price was last increased. This applies to all prices in this Business Banking Price List.

We will tell you the current price for any other services we provide to you or any new services we introduce before we provide them to you. We may change such prices at any time.

\*To help us to continually improve our service and in the interests of security we may monitor and/or record your communications with us. Lines are open 8am to 10pm every day.

**If you have any queries about the prices you are paying, see our Business Banking Terms and Conditions or contact your branch.**

Comparative information on bank charges can be found on the British Bankers Association website ([www.bba.org.uk](http://www.bba.org.uk)).

## Keeping you informed

If you receive a summary of your account charges, we will tell you (at least 14 days before they are deducted from your account at the end of each charging period) the amount of our charges for the provision of our standard account services to you together with the amount of any additional payment charges and other business charges that have not already been paid for and the amount of any debit interest. The 14 days start from the date the charges and debit interest are calculated.

## Interest rates and interest rate changes

You will receive credit interest, if any is payable, and pay debit interest, at the rate(s) applicable to your account on cleared balances.

Details of the interest rate which will apply to your account are provided before you open your account. Such interest rates include:

- rates individually agreed with you which we will not change without discussion with you;
- fixed rates agreed at the outset for a specific period which will not change;
- rates calculated by applying an agreed or specified margin to a reference rate published by us (eg HSBC Bank Base Rate) or by a third party (such as Bank of England Base Rate or LIBOR);
- variable rates which can change from day to day (eg, to reflect movements in the money markets); and
- our standard rates which we vary from time to time if we consider that it is appropriate to do so (such as our Business Standard Debit Interest Rate).

The current debit and credit interest rates for our most common accounts are available on our website [www.hsbc.co.uk/business](http://www.hsbc.co.uk/business) and in our branches. The current interest rates on all accounts are available by calling 08457 60 60 60\*.

Details of how we may change our interest rates and how we give you notice of those changes are set out in our Business Banking Terms and Conditions.

## Customers with disabilities

This Business Banking Price List is also available in large print and on audio cassette. Please ask any of our branches for a copy.

We offer a number of other services for customers who have disabilities. These include Braille and large print statements, templates for cheque books and sign language interpretation.

A textphone is available for customers with hearing and/or speech impairments. If you use your own textphone and would like further details of services offered to customers with disabilities, call 1800 108457 125 563\*.

\*To help us to continually improve our service and in the interests of security we may monitor and/or record your communications with us. Lines are open 8am to 10pm every day.

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## Standard account services

Our standard account services are our basic services for the day-to-day running of your account including account maintenance and processing certain payments into your account, internal transfers, cash withdrawals and payments from your account by cheque, Business Debit Card, Direct Debit, Standing Order and Bill Payments.

Our standard account services do not include our additional payment services or other business services (see the relevant section of this Business Banking Price List).

## Standard account charges

Our standard account charges are the prices we charge for our standard account services.

The following sections set out our charges for the provision of our standard account services for:

**Business Banking customers** – business and not for profit customers with turnovers up to £2m without the need for specialist services.

**Commercial Banking customers** – business and not for profit customers who generally have an annual turnover of £2m and over and have a Relationship Manager. Other types of business customers can qualify for a Relationship Manager, these include for example, those that trade internationally, have large transaction volumes or have other specific needs.

**Corporate and Structured Banking customers** – business customers with turnovers in excess of £25m who have complex banking requirements.

## Our standard account charges

We may change our standard account charges in the price list applying to your account (which includes the introduction of a new standard account charge into the price list applying to your account) by giving you at least two months' notice of the change by post, statement message, email or secure e-message before we make it.

If you do not accept the change, you should tell us before it comes into effect. Telling us that you do not accept the change will be deemed to be your request to close your account immediately.

If we do not hear from you before the change comes into effect, then you will be deemed to have accepted it and it will take effect on that date.

## Business Banking customers – standard account charges

We offer our Business Banking customers a suite of current accounts, offering a range of standard account charges for our standard account services, as outlined as follows. Standard account charges are payable monthly on all Business Banking current accounts.

Business Banking current accounts are non-interest bearing when in credit.

### **Business Banking start up and switcher customers – free business banking**

#### **Business Banking start up customers**

Business Banking start ups with a projected turnover below £2m are eligible for 18 months free business banking when they take our Business Current Account – Small Business Tariff or Business Direct to commence at the end of their free business banking period. The applicable account tariff comes into effect when your free business banking period ends.

#### **Business Banking switcher customers**

Business Banking switcher customers with a turnover below £500,000 are eligible for 6 months free business banking.

Switchers with a turnover of £500,000 to £2m will benefit from a business banking package to meet their business needs. This is agreed with their Local Business Manager and might include a free business banking period.

In order to take advantage of any free business banking that may apply, all we require is that you choose our Business Current Account – Small Business Tariff or Business Direct. The applicable account tariff comes into effect when your free business banking period (if any) ends.

#### **Your free business banking period**

During your free business banking period (if any), we will not charge you for the provision of our standard account services.

#### **Business Current Account – Small Business Tariff**

Our current account designed for businesses with a preference to use cash and cheques when banking. It is available to Business Banking customers with turnovers up to £2m (between £100,000 and £2m for clubs, societies and charities).

We provide bulk cash and cheque processing services to Small Business Tariff customers. A separate agreement for this service is required and prices are set according to individual requirements.

**Business Direct**

Our current account designed for businesses with a preference to use the internet and telephone when banking. It is available to Business Banking customers with turnovers up to £500,000 (between £100,000 and £500,000 for clubs, societies and charities).

**Community Account**

A current account offering free banking to Business Banking customers that are clubs, societies and charities with annual turnovers below £100,000. It is also available to churches, executors, administrators or trustees (irrespective of the turnovers).

Free banking means that we will not charge you for the provision of our standard account services.

**Schools and Colleges Account**

A current account offering free banking to Business Banking customers that are Schools and Colleges.

Free banking means that we will not charge you for the provision of our standard account services.

**Summary of charges**

For details of the services and charges covered by our free banking, Small Business Tariff, Business Direct, Community Account and Schools and Colleges Account, see page 5.

If you are a Business Banking customer and we have agreed individual prices with you for our standard account services these prices will continue to apply for our standard account services unless and until we have agreed one of our standard tariffs with you.

## Business Banking standard account services

Service	Description	Free banking* <sup>1</sup>	Small Business Tariff	Business Direct
<b>Account maintenance fee</b>	A monthly charge for the provision of a business current account	FREE	£5.00 per month	FREE
<b>Automated credits</b>	An electronic credit paid into your account	FREE	19p per credit	FREE
<b>Bill Payment</b>	A Bill Payment which is debited to your account via our telephone banking service and credited to a recipient. Does not include Bill Payments debited to your account via a branch or a postal instruction	FREE	37p per payment	FREE
<b>Branch credits</b>	Credits paid in over branch counter (containing cash and/or cheques)	FREE	80p per credit	FREE
<b>Branch cash in</b>	Additional charge for cash paid in at branch	FREE	0.60% of the value deposited	2.5% of value deposited* <sup>2</sup>
<b>Branch cheques collected</b>	Additional charge for cheques paid in at branch	FREE	30p per cheque	5 per month free then £1 per cheque
<b>Branch counter withdrawal</b>	Cash withdrawal over branch counter (ie, when cashing a cheque)	FREE	68p per withdrawal	FREE
<b>Branch cash out</b>	Additional charge for cash withdrawal over branch counter	FREE	0.75% of the value withdrawn	2.5% of value withdrawn* <sup>2</sup>
<b>Cash machine withdrawal</b>	Charge for debit associated with a cash withdrawal from self-service machine (ie, one debit per withdrawal)	FREE* <sup>3</sup>	25p per withdrawal* <sup>3</sup>	FREE* <sup>3</sup>
<b>Cash machine cash out</b>	Additional charge for cash amount withdrawn from self-service machine	FREE* <sup>3</sup>	0.45% of the value withdrawn* <sup>3</sup>	Up to £250 per month free then 2.5% of value withdrawn* <sup>3</sup>
<b>Cheques paid</b>	Cheques written	FREE	68p per cheque	5 per month free then £1.35 per cheque
<b>Debit Card</b>	A debit to your account following a Business Debit Card payment	FREE	25p per debit	FREE
<b>Direct Debit paid/unpaid</b>	A Direct Debit payment made from or returned to your account	FREE	35p per debit/credit	FREE
<b>Internal transfer</b>	A sterling transfer from one of your accounts to another of your accounts in the same name	FREE	FREE	FREE
<b>Internet bill payment</b>	A Bill Payment made through Business Internet Banking	FREE	23p per payment	FREE
<b>Business Internet Banking BACS Payment</b>	Charge for each BACS Payment credited to a beneficiary made through Business Internet Banking	FREE	23p per payment	FREE
<b>Other debits</b>	Other types of debit applied to your account (excluding Faster Payments, Electronic Fund Transfers, Priority Payments and Worldpay payments)	FREE	35p per debit	FREE
<b>Standing Order</b>	A Standing Order payment made from your account	FREE	58p per debit	FREE

\*<sup>1</sup> Applicable to Business Banking start up and switcher customers during your free business banking period (if any) and to Community Accounts and Schools and Colleges Accounts.

\*<sup>2</sup> Paying in and withdrawing cash at branches will be charged at 2.5% because it is not part of our standard Business Direct service.

\*<sup>3</sup> This is for UK transactions only. Some self-service machine operators may charge a levy.

## Commercial Banking customers – standard account charges

### **Commercial Banking start up and switcher customers – free business banking**

Any free business banking period for Commercial Banking start up and switcher customers is agreed with their Relationship Manager. During the free business banking period, we will not charge you for the provision of our standard account services.

Commercial Banking current accounts are non-interest bearing when in credit.

### **Current Account with individual prices agreed with you for our standard account services**

Our pricing for the provision of our standard account services is tailored to your specific business activities. Your Relationship Manager will agree with you individual prices for each type of payment that you can make and receive (eg for cheques issued, cash paid in and Direct Debits) and for the maintenance of the account. If you are a Commercial Banking customer currently on Small Business Tariff or Business Direct, these prices will continue to apply for our standard account services unless and until we have agreed individual prices for our standard account services with you.

You can choose to pay charges monthly or quarterly. For a monthly arrangement, they will be calculated on the same date of each month. For a quarterly arrangement they will be calculated on the same date each quarter or the first Friday in March, June, September and December.

### **Community Account for churches, executors administrators and trustees**

We offer Commercial Banking customers that are churches, executors, administrators or trustees our Community Account.

This account offers free banking which means that we will not charge you for the provision of our standard account services.

Community Accounts are non-interest bearing when in credit.

### **Schools and Colleges Account**

We offer Commercial Banking customers that are Schools or Colleges our Schools and Colleges Account.

This account offers free banking which means that we will not charge you for the provision of our standard account services.

Schools and Colleges Accounts are non-interest bearing when in credit.

## Corporate and Structured Banking customers – standard account charges

### **Current Account with individual prices agreed with you for our standard account services**

Our pricing for the provision of our standard account services is tailored to your specific business activities. Your Relationship Manager will agree with you individual prices for these items. If you are a Corporate and Structured Banking customer currently on Small Business Tariff or Business Direct, these prices will continue to apply for our standard account services unless and until we have agreed individual prices for our standard account services with you.

You choose to pay charges monthly or quarterly. For a monthly arrangement, they will be calculated on the same date of each month. For a quarterly arrangement they will be calculated on the same date each quarter or the first Friday in March, June, September and December.

Corporate and Structured Banking current accounts are non-interest bearing when in credit (unless we have individually agreed a rate with you).

### **Community Account for churches, executors, administrators and trustees**

We offer Corporate and Structured Banking customers that are churches, executors, administrators or trustees our Community Account.

This account offers free banking which means that we will not charge you for the provision of our standard account services.

Community Accounts are non-interest bearing when in credit.

### **Schools and Colleges Account**

We offer Corporate and Structured Banking customers that are Schools or Colleges our Schools and Colleges Account.

This account offers free banking which means that we will not charge you for the provision of our standard account services.

Schools and Colleges Accounts are non-interest bearing when in credit.

## Additional payment services

Our additional payment services are our most frequently used payment services which are not already included within our standard account services.

### Our additional payment charges

Our additional payment charges are our standard charges for the provision of additional payment services.

We may change our additional payment charges (which includes the introduction of a new additional payment charge) by giving you at least two months' notice of the change by post, statement message, e-mail or secure e-message before we make it.

If you do not accept the change, you should tell us before it comes into effect. Telling us that you do not accept the change will be deemed to be your request to close your account immediately.

If we do not hear from you before the change comes into effect, then you will be deemed to have accepted it and it will take effect on that date.

## Automatic transfers between UK sterling accounts

An automated service which maintains a predetermined balance on any one of your accounts specified by you by transferring funds to and from another of your accounts.

Daily search	£20 per month
Weekly search	£8 per month
Monthly search	FREE

### Business Pay In

A free service that reduces the time it takes businesses to pay cash and cheques into their accounts. Payments are placed in self-sealing packets that can be deposited in to a Business Pay In machine or handed over at branch counters to be verified later. Depending on the prices which apply to you, charges may be payable for some or all of the cash and/or cheque payments into your account.

### Cash paid out by post

Cash paid out and delivered at your risk to you by post	£10 including postage
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### Change supplied at our counters

To our customers: 1.5% of amount changed. FREE if under £100, or if a club, society or charity customer.

## Electronic Fund Transfer out

Sterling transfers within the UK via Business Internet Banking	£17 per transfer
	£12 from a Clients Deposit Account
Sterling transfers within the UK where transfer instructions received other than by post	£20 per transfer between two of our branches
	£30 per transfer from us to another bank
Transfers where instructions received by post	£40 per transfer

## Bill Payments Requested in branch or by Post

Service	Free banking* <sup>1</sup>	Small Business Tariff	Business Direct	Individual pricing** <sup>2</sup>
Bill Payment requested in branch	FREE	£10 per payment	£10 per payment	£10 per payment
Bill Payment requested by post	FREE	£15 per payment	£15 per payment	£15 per payment

## Faster Bill Payments

Service	Free banking* <sup>1</sup>	Small Business Tariff	Business Direct	Individual pricing** <sup>2</sup>
Faster Bill Payment via a Telephone Banking Service	FREE	37p per payment	FREE	As agreed with you
Faster Bill Payment through Business Internet Banking	FREE	23p per payment	FREE	As agreed with you
Faster Bill Payment requested in branch	FREE	£10 per payment	£10 per payment	£10 per payment
Faster Bill Payment requested by post	FREE	£15 per payment	£15 per payment	£15 per payment

\*<sup>1</sup>Applicable to Business Start Ups and Switchers during your free business banking period and to Community Accounts and Schools and Colleges Accounts.

\*2 If we have individually agreed pricing with you, these charges will be agreed with you at your next review.

### **Night safes**

This allows you to deposit cheques and cash outside normal banking hours.

Wallet rental	£7.50 per quarter or part thereof
Wallet usage	£2 per deposit

### **Returns outward**

Returning debit items such as sterling cheques, Business Debit Card payments, Bill Payments and Faster Payments or recalling Direct Debit and Standing Order payments.

Item value:

£25 or under	FREE
Over £25	£25

## Other business services

Our other business services are our other most frequently used business services.

### Our standard business charges

Our standard business charges are our charges for the provision of our other business services.

We may change our standard business charges at any time. We will tell you the current price for providing any of our standard business services before we provide them to you.

### Auditor's certificate of balance

A letter written by us to your accountant certifying details of your account balance as at a certain date	£25 plus VAT
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### Auditor's request for bank report

A more detailed enquiry than a certificate of balance. The amount charged will reflect the time taken due to the depth and complexity of the questions asked.

Variable – minimum £25 plus VAT.

### Business Text Message Banking

You can choose to be sent to your mobile phone any combination of up to five alert and/or mini statement text messages (an example of an alert message would be an alert to tell you that the credit or debit balance on your account is below or equal to an amount specified by you).

Weekly or monthly mini statement on one account	FREE
Additional mini statement(s) or one or more alert message(s)*	£2.50 (per month or part of month)

\*If you have registered to receive one or more alert message(s) our service fee will be payable whether or not the alert or alerts you have registered for have been triggered during the month to which the fee relates.

Our service fee remains payable even if you have for any reason suspended the service. If you want to find out more about the service please refer to our Customer User Guide available on [www.hsbc.co.uk/textmessagebanking](http://www.hsbc.co.uk/textmessagebanking)

### Certificate of interest paid

Certification of the amount of debit interest paid by you	FREE
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### Credit history

A statement of your recent credit history to another UK bank requested by you.

Up to 2 requests in any 12-month period	FREE
Any additional requests in the same 12 month period	£25 plus VAT

## Euro denominated cheques payable in the UK

Euro cheques paid into a sterling account

Up to EUR10	FREE
Over EUR10	£1

### Drafts – sterling/euro drafts issued (inland)

A sterling/euro payment, in the form of a cheque, written for you by us, issued by us at your request. £20 for each draft.

### Interbank charges

Where you pay into your account over another bank's counter, the other bank will charge us for this service. Unless otherwise agreed, these charges will be deducted from your account on a quarterly basis. For further information, please contact your branch.

### Returned cheques inward

Sterling/euro cheques you have paid in which are returned to us unpaid by the issuer's bank, £4 for each cheque returned.

Additional notification charges:

Fax advice	£1 per cheque
Telephone advice	£2.50 per cheque

### Safe keeping

If you deposit items into safe keeping during a charging year (currently 1 April - 31 March), you will normally be charged for the current year at the time of the deposit and then yearly in advance as at 1 April. The fees specified are in respect of a year or part of a year.

Envelopes, parcels and packets	1 item	£15.32 plus VAT
	2 or more items	£25.54 plus VAT
Deed boxes	Small	£25.54 plus VAT
	Medium	£34.05 plus VAT
	Large	£46.81 plus VAT
Access fee	£8.50 plus VAT	

### Special presentations (sterling/euro cheques payable in the UK)

If you want specific confirmation of whether a cheque has been paid, you can ask us to specially present the cheque to the bank of the person or business who issued it. We will post the cheque to that bank and ask them to confirm whether or not the cheque has been paid. You will not, however, receive earlier value for the cheque for interest calculation purposes. £15 for each cheque.

## Statements

Issued monthly or less frequently	FREE
Issued daily	£21 per month
Issued weekly	£3 per month
Issued bi-weekly	£1 per month
Issued every 3 or 4 weeks	£1 per month

### Duplicate statements at your request

FREE for the previous twelve months period (one set of copies only) then variable, depending upon the amount of work involved up to a maximum of £10. Charges will be agreed with you in advance.

### Statements sent to a branch for collection at your request

Variable, depending upon the amount of work involved. Charges per statement will be agreed with you.

### Statements issued with cheques/vouchers

Issued daily	£110 per month
Issued weekly	£22 per month
Issued bi-weekly	£11 per month
Issued monthly	£3 per month
Dividend vouchers only	FREE

### Status enquiries

For UK customers or parties in the UK, we charge £7.24 plus VAT for enquiries made on our customers. Other banks may charge a different amount. These enquiries are made direct to the replying bank by you.

For UK customers or parties overseas, we charge £15 plus VAT. Transmission and correspondent bank charges may also apply. These enquiries are made by us on your behalf.

### Stopped cheques

This is where you instruct us not to pay a cheque you have issued.

Stop requests	£10 per cheque
Stop requests as a result of theft or loss of a cheque book (or part thereof)	FREE

### Tax certificates

Certification of the amount of credit interest paid by us to you, including any amounts of tax deducted at source	FREE
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## Cards

### Business Card\*

A business charge card linked to the MasterCard payments system.

Item charge for purchases	FREE
Annual fee for each card issued	£32
Cash handling fee	2.99% of the amount of the transaction (minimum £3.00)

\*This product is no longer available for new customers.

### Business Card foreign currency transactions

Any foreign transactions are converted to sterling on the day we receive details of the transaction. Our exchange rates are wholesale market rates. These transactions are subject to our foreign exchange charge of 2.99%. For example, if the MasterCard exchange rate were US\$1.60 to the £, our rate would be US\$1.55.

### Business Card late payment charge

Calculated at the lesser of the Business Card Interest Rate (currently 1% per month) or the APR (where applicable) on the balance outstanding until repayment in full.

### Business Debit Cards and Self Service Cards

These cards are issued FREE.

There may be a small charge for each cash withdrawal, depending on how we calculate your charges for standard account services and any cash handling fee we have agreed with you. For example, those customers who pay our Small Business Tariff will pay 25p for each withdrawal, and 0.45% of the value withdrawn.

We do not charge for the use of our self-service machines, but some self-service machine operators may charge you for withdrawing cash from their machines. Details of the charge will be shown on the self-service machine screen before you complete the cash withdrawal with the option to cancel if you wish.

Overseas cash machine withdrawals made using the Business Debit Card are subject to a 1.5% (min £1.75) charge. This charge is shown separately on your account statement.

All overseas Business Debit Card transactions are converted to sterling at the exchange rates described in the Cardholder Terms inclusive of a foreign exchange charge of 2.75% to cover HSBC handling costs and any card processing fees.

### Commercial Card

A Commercial Card is a credit card designed for businesses. This credit card is linked to the Visa payments system.

#### Annual card fee

For each card issued £32.

#### APR for purchases

Effective rate	Simple rate
15.9% variable	17.76% variable

The APR shown does not include annual card fees which are not charged in the first year.

**Monthly interest rate** – 1.48% variable

**Monthly repayment** – Greater of £5 or 3% of account balance. You must pay the minimum or full balance within seven days of the statement date.

#### Cash handling fee

2.99% of the transaction amount (minimum £3.00).

#### Commercial Card foreign currency transactions

Any foreign transactions are converted to sterling on the day we receive details of the transaction. Our exchange rates are wholesale market rates. These transactions are subject to our foreign exchange charge of 2.99%. For example if the VISA exchange rate were US\$1.60 to the £ our rate would be US\$1.55.

#### Default charges

Late payment charge	£12
Over credit limit charge	£12
Return payment	£5
Stopped/returned credit card cheque	£12

## Borrowing from us

This section contains details of our standard loans, standard overdraft charges, debit interest rates, management fees, security fees and expenses and our charges for guarantees we issue. Any specific terms and conditions relating to loans and overdrafts will normally be set out in a facility letter.

### Loans

#### Commercial Mortgage

Commercial Mortgage provides finance for the purchasing or development of new or existing commercial premises for your own business use.

##### Loan size

There is a minimum loan size of £25,001.

##### Loan term

Minimum term is 24 months and maximum term is 30 years.

##### Interest Rate

Agreed with your manager, dependent upon individual circumstances. Choice of fixed or base rate linked interest rates. LIBOR (London Interbank Offer Rate) linked rates available for loans of more than £100,000 and treasury hedging facilities available for loans of more than £1,000,000.

##### Interest Application

Monthly or quarterly application of interest.

##### Arrangement fee

Normally between 0.5% and 1.5%, plus security fees and expenses (if any).

##### Prepayment fee base rate linked loans

Minimum 1% of sum repaid.

##### Fixed rate loans\*

Minimum 1% of sum repaid, plus variable additional charge sufficient to reimburse us for any resulting interest funding losses.

##### Commitment fee\*

A fee payable on the amount of the loan for the time being which has not been drawn down, typically 0.5%.

##### Non-drawdown fee\*

A fee sufficient to reimburse us for any resulting fixed rate interest funding losses.

\*Please ask your branch for details.

#### Enterprise Finance Guarantee

A government guarantee that secures bank loans granted to viable businesses with a sound borrowing proposal, where there is a lack of conventional security.

The Department for Business, Innovation and Skills (BIS) charge a Guarantee premium. These fees are in addition to any normal borrowing costs that the bank charges you.

#### Loan size

The minimum loan size is £10,000 for Limited Companies or £25,001 for Sole Traders and Partnerships and the maximum is £1,000,000.

#### Loan term

Minimum term is 3 months and maximum term is 10 years.

#### Interest rate

Agreed with your manager, dependent upon individual circumstances. Choice of fixed or base rate linked interest rates.

#### Interest application

Monthly or quarterly application of interest.

#### Arrangement fee

Agreed with your manager, normally between 1.5% and a maximum 2.0%, plus security fees and expenses (if any).

#### BIS Guarantee Premium

BIS charges a 2% annual fee, payable quarterly in advance and based on the loan balance outstanding.

#### Prepayment fee base rate linked loans

Minimum 1% of sum repaid.

#### Fixed rate loans\*<sup>1</sup>

Minimum 1% of sum repaid, plus variable additional charge, sufficient to reimburse us for any resulting interest funding losses.

#### Non-drawdown fee\*<sup>1</sup>

A fee sufficient to reimburse us for any resulting fixed rate interest funding losses.

\*<sup>1</sup>Please ask your branch for details.

#### Export Enterprise Finance Guarantee

The Export Enterprise Finance Guarantee Scheme (ExEFG) has been created to help SME Exporters (up to £25m group turnover) which are viable and require an export finance facility but have insufficient security available.

The Department for Business, Innovation and Skills (BIS) charge a Guarantee premium. This fee is in addition to any normal trade facility costs that the bank charges you.

#### Facility size

ExEFG covers export facilities from £25,001 to £1,000,000.

Each customer, or group of companies, can have a maximum exposure of £1,000,000 under ExEFG facility limits at any one time.

#### Facility term

Minimum 3 months and maximum under 2 years, available in quarterly increments (Maximum term is 1 year and 364 days) and subject to earlier repayment on demand.

#### Interest rate

As applicable to the type of export facility offered, refer to the International Business Price List.

### Interest application

As applicable to the type of export facility offered, refer to the International Business Price List.

### Arrangement fee

Costs applicable to the type of export facility provided are payable, refer to the International Business Price List.

### BIS Guarantee Premium

BIS charge a premium: 3% per annum based upon the limit of the facility provided and payable up front. This is pro-rated based upon the facility length as shown in the table below:

Facility Term	Premium Amount Payable
3 months	0.75% of facility limit
6 months	1.5% of facility limit
9 months	2.25% of facility limit
12 months	3% of facility limit
15 months	3.75% of facility limit
18 months	4.5% of facility limit
21 months	5.25% of facility limit
24 months	6% of facility limit

### Flexible Business Loan

Flexible Business Loan provides business finance for a variety of purposes.

#### Loan size

The minimum loan size is £10,000 for Limited Companies or £25,001 for Sole Traders and Partnerships.

#### Loan term

Minimum term is 12 months and maximum term is 20 years.

#### Interest Rate

Agreed with your manager. Choice of fixed or base rate linked interest rates. LIBOR (London Interbank Offer Rate) linked rates available for loans of more than £100,000 and treasury hedging facilities available for loans of more than £1,000,000.

#### Interest application

Monthly or quarterly application of interest.

#### Arrangement fee

Normally 1.75% for loans up to and including £30,000, or 1.25% for loans over £30,000 plus security fees and expenses (if any).

### Prepayment fee base rate linked loans

Minimum 1% of sum repaid.

#### Fixed rate loans\*<sup>2</sup>

Minimum 1% of sum repaid, plus variable additional charge sufficient to reimburse us for any resulting interest funding losses.

#### Commitment fee\*<sup>2</sup>

A fee payable on the amount of the loan for the time being which has not been drawn down, typically 0.5%.

#### Non-drawdown fee\*<sup>2</sup>

A fee sufficient to reimburse us for any resulting fixed rate interest funding losses.

\*<sup>2</sup>Please ask your branch for details.

### Small Business Loan

Small Business Loan is a fixed rate, fixed term loan, which provides finance for a variety of business purposes.

#### Loan size

The minimum loan size is £1,000 and the maximum is £25,000.

#### Loan term

Minimum term is 12 months and maximum term is 10 years.

#### Interest rate

Rates are fixed for the term of the loan and agreed at the outset.

Current rates are available from our branches, or please call 08457 60 60 60\* (textphone 1800 108457 125 563).

#### Arrangement fee

£100.

#### Early repayment charge

If you repay your loan early, you may be entitled to a rebate. This rebate calculation has been made with regard to the Consumer Credit (Early Settlement) Regulations 2004.

\*To help us continually improve our service and in the interest of security, we may monitor and/or record your communications with us. Lines are open 8am to 10pm every day.

## Overdrafts

You can request an overdraft, or an increase to an existing overdraft, on your current account in one of two ways, either:

- by way of a formal request, that is, you ask us for and we agree to provide you with an overdraft or an increase to an existing overdraft limit before you authorise any payments or withdrawals from your account that, if made by us, would cause your account to go overdrawn or over an existing overdraft limit; or
- by way of an informal request, that is, where you authorise a payment or withdrawal to be made from your account which, if made by us, would cause your account to go overdrawn or over an existing overdraft limit without having agreed with us in advance an overdraft or an increase in an existing overdraft limit on your account to cover such payment

### Our standard overdraft charges

Our standard overdraft charges are our standard prices for the provision of overdrafts, which will apply unless we have agreed individual overdraft charges with you in writing.

We may change our standard overdraft charges by giving you at least 30 days notice of the change by post, statement message, e-mail or secure e-message before we make it.

### Overdrafts agreed following a formal request

Arrangement fee	Normally 1.75% of the agreed limit for limits up to and including £30,000 (minimum £100) or 1.25% for limits over £30,000, plus security fees and expenses (if any) as set out on page 12.
Renewal fee	Normally 1.25% of the agreed limit for limits up to and including £30,000 (minimum £50) or 0.75% for limits over £30,000, plus security fees and expenses (if any) as set out on page 12.
Temporary Overdraft Fees. A short term (normally a maximum 31 days) new or increased overdraft limit formally agreed with you in advance.	1% of the new or additional limit (minimum £20).

### Overdrafts agreed following an informal request

Debit balance is over existing formally arranged overdraft limit	£4 per working day
Account is overdrawn with no formally arranged overdraft limit in place	£8 per working day

## Debit interest

### Interest rates charged for overdrafts on your business sterling current accounts

Debit balance up to your existing formally arranged overdraft limit	The interest rate agreed with you.
Debit balance over your formally arranged overdraft limit	Business Standard Debit Interest Rate on the cleared debit balance over your formally arranged overdraft limit. We will continue to charge you this rate until we have written to you agreeing a new formal overdraft limit or the cleared balance on your account is back within your existing overdraft limit or any other conditions are agreed with you.
Account is overdrawn with no formally arranged overdraft limit in place	Business Standard Debit Interest Rate on the cleared debit balance. We will continue to charge you this rate until we have written to you agreeing a formal overdraft or there is a cleared credit balance on your account or any other conditions are agreed with you.

Different arrangements apply if your Foreign Currency Account, including euro, goes overdrawn without a formally arranged overdraft limit, or you go over a formal limit.

Please ask at your branch or refer to our International Business Price List.

## Business Standard Debit Interest Rate

This is charged for overdraft borrowing, as outlined above. We may vary our Business Standard Debit Interest Rate at any time, by giving notice of any change as described in the terms and conditions for your account. The current rate is displayed in our branches and is available on our website at [www.hsbc.co.uk/business](http://www.hsbc.co.uk/business) or by telephoning 08457 60 60 60\* (textphone 18001 08457 125 563). Any changes to this rate will be displayed in your local branch.

\*To help us to continually improve our service and in the interests of security we may monitor and/or record your communications with us. Lines are open 8am to 10pm every day.

## Pre-notification and application of debit interest and overdraft charges

Debit interest (calculated daily on the cleared debit balance) and overdraft charges (including charges for overdrafts agreed following an informal request) will be pre-notified and applied

- (i) monthly for business accounts on the Small Business Tariff or
- (ii) monthly, quarterly or half-yearly (as agreed with you) for all other business accounts.

## Management fees

We may also charge you management fees, either instead of or in addition to our overdraft charges, and will tell you the amount of these management fees before we deduct them from your account.

## Securities fees and expenses

Security may be required to secure overdrafts, loans or liabilities relating to other banking facilities, products and services which we may provide to you. The following examples illustrate typical fees for some of the more frequently taken types of security and include the charge for their eventual release.

## A guarantee from other parties

Arranging the guarantee to secure your borrowing	£80 for each person giving the guarantee
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## Life assurance policy

Arranging a legal mortgage over the policy	£85
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## Security over a property such as a house or business premises

Arranging a first legal mortgage	£210
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## Debenture taken from a limited company

Arranging a charge	£180
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These security fees are illustrative of routine cases only. In more complex cases you may also be charged for any additional work carried out, for example amendments to documents, according to the amount of work involved.

You will also be required to pay expenses and fees which we may incur, such as:

- solicitors' fees or other legal fees, or expenses in connection with enquiries we may have to make about the security;
- fees payable to register the security, where applicable; and
- property valuation fees, where applicable.

The taking of security can be a complex operation and we will be pleased to provide an estimate of the fees and expenses which may be payable in any given situation.

## Guarantees

A bank guarantee provides the beneficiary with access to a sum of money if the principal (applicant) fails to fulfil contractual or other obligations in respect of an underlying transaction, contract or order.

The principal charges we collect when we issue a guarantee on behalf of a customer are shown below. Charges are normally applied quarterly in advance.

Issuing fee*	2.2% p.a. (0.55% per quarter), calculated on the amount at risk, minimum £75.00 per quarter
Amendment fee	£40.00, plus additional commission charges if the amendment involves an increase in the value of the guarantee
Reduction fee	£50.00, where documents are checked to prompt a reduction in the guarantee value
Cancellation fee	£40.00 for cancellations prior to expiry date, plus transmission costs
Execution/payment of a claim	£50.00, one-off fee
Passing forward another bank's guarantee/amendment direct to the beneficiary	£50.00, unless charges are stated to be for the account of the beneficiary, in which case the fee is £75.00
Claim documents despatched to issuing bank on behalf of beneficiary	£50.00, one-off beneficiary fee
Additional charges	<ul style="list-style-type: none"> <li>• Communication charges (eg, SWIFT, telex, fax, mail and courier)</li> <li>• Ancillary expenses, charges and interest incurred by HSBC when undertaking this work on your behalf</li> <li>• Management time (if charged), for additional work involved</li> <li>• Any charges levied by other banks or other offices of HSBC Bank outside the UK</li> </ul>
Guarantees issued in replacement of existing items	If a new guarantee replaces an existing one, future commission will be charged on the replacement item only, once the former guarantee is cancelled

\*Guarantees will attract a commission charge for a minimum period of one full quarter, payable in advance from the date of issuance. Commission will cease following cancellation of HSBC's guarantee (or its counter-guarantee to another bank). Pro-rata refunds are not made.

**[www.hsbc.co.uk/business](http://www.hsbc.co.uk/business)**

Issued by HSBC Bank plc

Customer Information, PO Box 757, Hemel Hempstead, Hertfordshire HP2 4SS