

**Account Closure Form**

**IMPORTANT –** Before completing this instruction please be aware that:

Your accounts cannot be closed with a debit balance outstanding, you may need to consider charges and interest that have not yet debited when clearing the balance.

If you hold a commercial card, you should clear any outstanding balance before instructing us to close your accounts and ensure that no future transactions are presented on these cards after the balance has been cleared.

Please fill in all of the details below, print the form and sign it. By not completing all sections, the closure of your account(s) may be delayed. If easier, please print the form and fill it in.

**Section 1 - Business Details**

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| Business Name |  |  |
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Provide a sort code and account number for the business:

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**Section 2 - Full relationship closure**

**IMPORTANT –** If you are closing your full business relationship, you may have accounts or products that will incur financial and/or other consequences from early closure. This will include products such as loans and fixed term savings products, it is essential that you are aware of the terms and conditions before deciding to close these accounts.

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|  | Do you want to close all accounts, products and services, and no longer have a | | |  | |  | |  |
|  | relationship with HSBC in this business name? If yes, please tick this box: | | |  | |  | |  |
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**If you have selected yes, please move to Section 4**

**Section 3 – Closure of individual accounts**

For the closure of **specific accounts** only, please provide the details of the account(s) to be closed:

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If you want to close more accounts, please provide these details in section 9.

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**SECTION 4 – Transfer of Balances**

**IMPORTANT** – As referenced above please ensure all debit balances are cleared before instructing closure. We can arrange repayment of borrowing, from another HSBC account in the name of the business on this form, but if repayment needs to come from another source this must be completed before submission of this form. Please note that interest and charges being applied to the account may not have been applied at the time of closure. You remain liable for these charges.

Please tell us which HSBC account to clear any outstanding balances from, ensuring this instruction has been signed in accordance with signing rules (business mandate where applicable), for the account:

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**Standing Orders and Direct Debits**

Please tell us what you want to do with any Standing Orders and Direct Debits. If you want to cancel and/or transfer certain standing orders and Direct Debits to another HSBC account provide these details in section 10:

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|  | Cancel all (tick box) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | Transfer all standing orders and Direct Debits to another HSBC account: | | | | | |  |  |  |  |  |  |  |  |  |  |  |
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**Transfer of balances**

If you have money in your accounts, where would you like us to send it?

Please be aware that some of the payment methods we use will have a charge, further details can be obtained from our Business Price List which can be found online at business.hsbc.uk/legal. Any payment charges will be deducted from yourremaining account balance.

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|  | | | **Transfer to another account:** | | | | | | | | | | | | | | | | | | | | | | |  |  | | |  | | |  | | | | |  | | |  | | | | |  | |  | | | |  | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | |
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|  | | | Beneficiary Name | | | | | | | | | |  | | | | | | | | | | | | | |  | | |  | | |  | | | | |  | | |  | | | | |  | |  | | | |  | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | |
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|  | | | **Give to charity** | | | | | | | | | |  | | | | |  |  | |  | |  | | |  |  | | |  | | |  | | | | |  | | |  | | | | |  | |  | | | |  | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | |
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|  | | | **Transfer to an international account:** | | | | | | | | | | | | | | | | | | | | | | | | Denomination of currency: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | |  | | | |  | | | |  |
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|  | | **Send me a cheque** | | | | | | | | | | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |  | | | | |  | | | | | | | | | | | | | | | | | | |
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**SECTION 5 - Reasons for closure**

Please tick all that apply:

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|  | Ceasing business | | | | | | |  |  | | | | | | | |  |  |
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|  | Opened in error | | | | | | |  |  | | | | | | | |  |  |
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|  | Change in circumstances | | | | | | |  | (please add details below) | | | | | | | |  |  |
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|  | Other |  | | | | | |  | (please add details below) | | | | |  | | |  |  |
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**SECTION 6 - Transaction History**

Please complete this section if you’re closing a **current account.**

**IMPORTANT -** When we close your current account, we’ll send you a closing statement. We'll also send you up to 5 years’ worth of paper statements, for every current account you are closing – **unless you tell us you don’t need them**. We have to do this because of banking regulations. If you don’t want them, or would like less than 5 years’ worth of statements, just let us know by answering the questions below.

Would you like paper statements sent to you?

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|  | No |  | Yes |  |  | If yes, how many months would you like? (1-60) | | |  | |  |
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Any accounts attached to an Online Banking platform will be closed and you’ll lose the ability to view your statements online.

**SECTION 7 - Authorisation**

Please close the accounts detailed above.

1) I/We confirm that all the above details are correct.

2) I/We understand that any account with a debit balance will not be closed until the balance has been cleared.

3) I/We authorise that the accounts may be closed and balances transferred as instructed.

4) I/We understand if this instruction has not been signed in accordance with the signing rules (business mandate where applicable), for these accounts, this will result in a delay to the closure.

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| Authorised Signatory 1 | | | |  | | | Authorised Signatory 2 | | |  | |
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**SECTION 8 - Further Contact**

We may need to contact you about your instruction. Please let us know which authorised signatory from the above list you’d like us to contact:

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|  | **Contact 1** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | Email address |  | | | | | | | | | | | | | | | | |  |  | | | | | | | | | |  | | | |  | |
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|  | **Contact 2** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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Please return the completed form to:

**HSBC Business Direct**

**PO Box 1888**

**CV3 9WN**



**Account Closure Continuation Form**

**SECTION 9 – Additional Accounts**

For the closure of **specific accounts** only, please provide the details of the account(s) to be closed:

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**Account Closure Continuation Form**

**SECTION 10 – Standing orders and Direct Debits**

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| Beneficiary Name | |  | | | | | | | | | | | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | Cancel Transfer |  |
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