

Client Money Manager Application Form

Please complete in ink or by typing in the details required and tick the relevant boxes.

Please scan as a PDF document and email to your Sales Manager.

Customer Details

Customer Name

Trading Name

Principal Contact*

Registered office

Postcode

Telephone number for Registered office

Company Registration Number (if applicable)

Business regulator, Designated Professional Body or Supervisory Authority

Alternate address for additional offices (eg if Client Money Manager will be operated from a different office)

 Postcode

Email Address

* We will contact the principal contact to discuss issues specific to Client Money Manager.

Account set up details

Currencies required Sterling Euro US Dollar Other

GBP agreed interest margin subtracted from

BoE base rate

Currency agreed interest margin subtracted from 7 Day LIBID

Set up Fee

Interest paid Monthly Quarterly Half Yearly

Cheque Book Required Yes No

Paying in Book required Yes No

Expected average balance

Number of virtual accounts

Will you take CMM Interest Yes No

Office account for CMM Interest Sort Code -- Account

User registration form

The following should be completed by each individual that is going to use CMM. Please scan form(s) as a PDF document and email along with application form to your Sales Manager.

System Requirements

I confirm that the operating systems that will be used to access CMM meet the following criteria: Yes No

- Windows XP or above
- Display resolution of 1024 x 768
- Sun Java Virtual Machine 1.5 or above
- Internet Access
- Pentium II, 700mhz processor or faster
- Ability to run Java applets
- Minimum 256mb Ram able to download and store digital certificates

Username

Full name

Date of birth

Email address

Mother's first name

Father's first name

Mother's maiden name

Place/ Town of birth

Please tick what functions you will use within CMM:

- Enquiries Value Input Supervisor Entry
 Administration Value Authorisation

I hereby confirm that all information provided above is correct:

User signature:

Date

Enquiries: this allows you to make enquiries on data, produce reports, advice notes and statements.

Administration: this allows you to make enquiries and access, create and amend your clients virtual accounts and interest treatments.

Value Input: all of the above in addition to being able to update virtual accounts with transactions, but not the ability to release them.

Value Authorisation: all of the above in addition to being able to update virtual accounts with transactions. The user is not able to input or amend transactions.

Supervisor Entry: This is the top-level menu within CMM and allows access to all the functionality available on the system.

Data Protection

It is your responsibility and that of the beneficiary to the client account to comply with the Data Protection law.

Customer Declaration

I/we request you (HSBC UK Bank plc) to open a Client Money Manager account on our behalf. I/we agree that the account shall be subject to the additional conditions relating to Client Money Manager, overleaf. I/we confirm that the information given is accurate and true to the best of my/our knowledge. I/we are authorised to sign on behalf of the customer listed in this Client Money Manager Application Form.

In order to help us to comply with our regulatory obligations relating to money laundering, you agree to notify us promptly in writing whenever there is a change to the beneficial owners or principal controllers of the customer's business.

To be signed in accordance with the customer's mandate. Duly authorised for and on behalf of the Customer.

Full Name in BLOCK Letters

Job Title

Signature of Authorised Representative

Date

Full Name in BLOCK Letters

Job Title

Signature of Authorised Representative

Date

HSBC Details – For Bank Use Only

CIN

HSBC Sort Code

Branch address

Sales Manager

Authorisation: I confirm that:

- ◆ the agreement has been signed in accordance with the customers respective bank mandates
- ◆ all required KYC Checks have been completed
- ◆ the Account set up details have been approved/sanctioned and are to be placed on Client Money Manager.

Relationship Manager

Signature:

Date

Client Money Manager Account Additional Conditions

These Additional Conditions will apply in addition to your Business Banking Terms and Conditions. If there is any inconsistency between these Additional Conditions and the Business Banking Terms and Conditions, then these Additional Conditions will apply instead.

Information on the charges that apply to your account can be found in the Business Price List.

If you'd like these Additional Conditions in another format such as large print, Braille or audio, please contact us.

Client Money Manager																	
<p>What is CMM?</p> <p>"CMM" is the Client Money Manager service that helps you manage your designated accounts. Using CMM, you can:</p> <ul style="list-style-type: none"> ◆ set up and run these accounts; ◆ get information about balances and transactions and keep track of money going in and out; ◆ get statements; ◆ work out how much interest you've earned and add it to your designated account; and ◆ create account managers. <p>Accessing CMM</p> <table border="1"> <thead> <tr> <th>How?</th> <th>When?</th> <th>Access issues</th> </tr> </thead> <tbody> <tr> <td>Using the details we give you: Online using our website address or by calling us on one of our network numbers.</td> <td>CMM is usually available on working days from 7am to 7.15pm.</td> <td>You should contact the CMM administration team if you can't connect to CMM using the network numbers we've given you. We'll try to issue new network numbers to you as soon as possible. The CMM administration team are usually available on working days from 9am to 5pm.</td> </tr> </tbody> </table>			How?	When?	Access issues	Using the details we give you: Online using our website address or by calling us on one of our network numbers.	CMM is usually available on working days from 7am to 7.15pm.	You should contact the CMM administration team if you can't connect to CMM using the network numbers we've given you. We'll try to issue new network numbers to you as soon as possible. The CMM administration team are usually available on working days from 9am to 5pm.									
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If we don't accept your application, we'll tell you why (unless it's against the law for us to tell you).</td> </tr> <tr> <td>Currency</td> <td>Your undesignated account can be in any currency we agree with you in writing. We'll pay money into and out of your undesignated account in whatever currency it's in. You can still pay in other currencies or ask us to make payments in other currencies – but before we add them back or deduct them from your undesignated account we'll convert them to sterling (as described in our Business Banking Terms and Conditions).</td> <td>Your designated account can be in any currency we agree with you in writing (as long as you have an undesignated account in the same currency).</td> </tr> <tr> <td>Payments</td> <td>You may only make payments from an undesignated account using cleared funds. We'll allow you to draw against drafts from UK clearing banks and cheques from building societies and solicitors which have not yet cleared. However, if they come back unpaid, we'll deduct the amount paid out from your account and we won't pay any interest for the time we treated them as cleared. You can't make a payment into or out of your account using a debit card.</td> <td>You must, as soon as you reasonably can, allocate funds going to or from your undesignated account to one or more designated accounts in the same currency. The account balance of your undesignated account in each available currency should equal all your designated account balances in that currency.</td> </tr> <tr> <td>Overdrafts</td> <td>You must not let your undesignated account go overdrawn (unless we have agreed an overdraft limit on a designated account). If you do, we'll treat this as an informal overdraft which you must repay immediately. We may also charge interest on any informal overdraft as set out in the Business Banking Terms and Conditions. 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If we don't accept your application, we'll tell you why (unless it's against the law for us to tell you).	Currency	Your undesignated account can be in any currency we agree with you in writing. We'll pay money into and out of your undesignated account in whatever currency it's in. You can still pay in other currencies or ask us to make payments in other currencies – but before we add them back or deduct them from your undesignated account we'll convert them to sterling (as described in our Business Banking Terms and Conditions).	Your designated account can be in any currency we agree with you in writing (as long as you have an undesignated account in the same currency).	Payments	You may only make payments from an undesignated account using cleared funds. We'll allow you to draw against drafts from UK clearing banks and cheques from building societies and solicitors which have not yet cleared. However, if they come back unpaid, we'll deduct the amount paid out from your account and we won't pay any interest for the time we treated them as cleared. You can't make a payment into or out of your account using a debit card.	You must, as soon as you reasonably can, allocate funds going to or from your undesignated account to one or more designated accounts in the same currency. The account balance of your undesignated account in each available currency should equal all your designated account balances in that currency.	Overdrafts	You must not let your undesignated account go overdrawn (unless we have agreed an overdraft limit on a designated account). If you do, we'll treat this as an informal overdraft which you must repay immediately. We may also charge interest on any informal overdraft as set out in the Business Banking Terms and Conditions. We will take any interest from your undesignated account.	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Charges

You must pay the charges on your undesignated accounts as well as any applicable interest. We'll agree our charges for setting up CMM for you beforehand.

We may send you an invoice from time to time, for any charges up to and including the invoice date. You need to settle any invoice within 28 days of the date on it.

Interest Rate

We'll provide details of your interest rate at account opening and you can contact us to find out your current rate.

We'll calculate interest daily on your undesignated account. We'll also calculate interest (at the rate you choose through CMM) on each of your designated accounts.

When paid?

We'll agree with you in writing when interest will be paid.

How paid?

Into your undesignated account; or if you ask us, we'll deduct the interest earned on your designated accounts and pay that separately into an office account you hold with us in your name.

If the amount of interest you've earned on your undesignated account is less than the total amount of interest calculated on each of your designated accounts in the same currency over the same period, we'll tell you that there is a difference through CMM on the next working day.

Changes to your interest rates

Sterling accounts:

- ◆ if the Bank of England base rate changes, we'll change your undesignated account's interest rate within one working day after the published rate changes. It's publicly available, so you can find it out at any time.

Other currency accounts:

- ◆ we'll make the change immediately without telling you in advance. If you'd like to know what the current reference rate is, please get in touch. You'll be able to find your new reference rate on CMM.

Other changes

The table below sets out how much notice we'll give you if we make certain changes:

Type of change we may make	Notice we'll give you
CMM charges	30 days' notice
CMM internet addresses and network numbers	30 days' notice

Closing your account

If we're no longer able to offer an account in a particular currency:

- ◆ we may need you to close it. We'll give you two months' notice if we need you to do this. (In exceptional circumstances we may need you to close it immediately).

If we want to or need to close your accounts:

- ◆ we'll close all your undesignated and designated accounts following the process set out in our Business Banking Terms and Conditions;
- ◆ you can no longer use CMM;
- ◆ you must immediately delete or remove any CMM related software and documents you have. We may also ask you to return or destroy any hard copies you have and ask you to prove that you've done this;
- ◆ you must immediately pay any charges already invoiced but not yet paid.

If you want to close a designated account:

- ◆ you can do this by following the steps in the user guide available on CMM. You can only close a designated account where the balance is zero.

If you want to terminate CMM:

- ◆ you can do this by giving us 30 days' notice.

Your responsibility

If you hold a designated or undesignated account with us, you must:

Responsibility	What does this involve?
Complete any required paperwork	<ul style="list-style-type: none">◆ if we ask you, you must complete a mandate for each undesignated account;◆ Obtain and keep a copy of any consents we may require to process information about you or your clients on CMM.
Comply with any relevant laws and our user guide	<ul style="list-style-type: none">◆ Only use CMM and your accounts in line with legal requirements and our user guide;◆ Only credit client money to undesignated accounts;◆ Select the interest rate that should apply to your designated accounts;◆ Carry out any due diligence on your clients, to make sure you comply with all relevant laws and regulations.
Tell us if you're concerned about security	<ul style="list-style-type: none">◆ Let us know right away if you believe CMM or any of your accounts have been accessed by an unauthorised person or if your security details have been compromised.
Provide accurate data	<ul style="list-style-type: none">◆ Make sure any data you enter about your business and clients is accurate. We won't be liable for any losses you suffer because the data you entered is wrong (unless caused by fraud on our part).
Indemnify us	<ul style="list-style-type: none">◆ Fully indemnify us against any costs, losses or expenses we incur as result of you using or misusing CMM or your accounts (unless they're down to our own negligence or wilful default, either directly or indirectly). This includes any legal action that a client takes against us or any of our directors, employees or agents and any loss we suffer by accepting an application or request to open an account which appears to be correct and complete.

hsbc.co.uk

Issued by **HSBC UK Bank plc**

Customer Information: PO Box 6201, Coventry CV9 3HW