



**HSBC UK**

For Bank Use Only:  
XCBFRE / XCBPRC

# Business Account Closure Form

## For business accounts and Commercial Cards

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

- Your accounts can't be closed with a debit balance outstanding. You may need to consider charges and interest that haven't yet debited when clearing any balance.
- If you're closing your Business Current Account, any Commercial Card facilities that you hold must be paid off in full and closed.
- If you're only closing your Commercial Card Account, you should make sure any outstanding balance is cleared or that the outstanding balance is available in your Business Current Account before instructing us to close your Commercial Card accounts. You also need to make sure no future transactions or recurring payments are scheduled on these cards after the balance has been cleared.
- If you have any cards with us, make sure any recurring debits are cancelled directly with the beneficiary before instructing a full relationship closure.
- Should there be an outstanding balance on your Commercial Card at the time of closure, we'll debit this balance from your Business Current Account as per the mandate completed at account opening.
- If you only want to close a loan early, please don't use this form. You should contact your Relationship Manager or Business Telephone Banking to discuss early repayment options.
- If you're closing your Business Current Account, you're under no obligation to close any loan products you may have, unless we advise you otherwise. You'll need to make sure any repayments continue to be made.
- If you're closing any foreign currency accounts, unless instructed otherwise, we'll convert the balance into Sterling using the HSBC Exchange Rate and move these into the account you've detailed in this form. If you're closing more than one International Bank Account, and want the funds to remain in the currencies of those accounts, you'll need to complete a separate closure form for each account.

Please complete all of the details below, then **print, sign** and **return** the form to **Customer Service Centre, BX8 2HB**.

If you're sending from outside the UK or by courier, please send to **HSBC, Abbey View, Penfold Drive, Wymondham, Norfolk, NR18 0WZ**. By not completing all sections, the closure of your account(s) may be delayed. If you prefer, you can print the form first and fill it in by hand.

## Section 1 – Business details

Business Name

Sort code and account number for the business:

Sort Code

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Account Number

--	--	--	--	--	--	--	--

## Section 2 – Full relationship closure

**IMPORTANT** – If you're 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's essential you're aware of the terms and conditions before deciding to close these accounts. You should also be aware that all sub-products e.g. Commercial Cards must be settled in full. Any outstanding balances will be debited from your Business Current Account in line with the mandate completed at account opening.

**Please note:** When closing your full business relationship, all accounts, services and linked products held under your business name will be closed. If you want to close specific accounts, please input these details in **Section 3**.

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:

**If you've ticked the box to confirm you want to close all accounts, products and services, 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, **including any Commercial Card(s)**:

Sort Code    -    -     
 Account Number

Sort Code    -    -     
 Account Number

Sort Code    -    -     
 Account Number

Sort Code    -    -     
 Account Number

Card Number

Card Number

Card Number

Card Number

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

## Section 4 – Transfer of balances

**IMPORTANT – As referenced above, please make sure all debit balances are cleared before instructing closure.**

You can arrange re-payment 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. Interest and charges being applied to the account may not have been applied at the time of closure. You remain liable for these charges.

Let us know which HSBC account to use to clear any outstanding balances. Please make sure this instruction has been signed in accordance with signing rules (business mandate where applicable) for the account:

Sort Code

			–				–			
--	--	--	---	--	--	--	---	--	--	--

Account Number

--	--	--	--	--	--	--	--	--	--	--

### Standing Orders and Direct Debits

What do you want to do with any Standing Orders and Direct Debits?

**Please note:** If you cancel any direct debits or standing orders, you'll need to inform the beneficiary that the mandate has been cancelled.

You can only transfer standing orders and direct debits to another HSBC account. If you want these to be set up on an account with another bank, you'll need to arrange this with them.

Cancel all (tick box)

or

Transfer all standing orders and Direct Debits to another HSBC account:

Sort Code

			–				–			
--	--	--	---	--	--	--	---	--	--	--

Account Number

--	--	--	--	--	--	--	--	--	--	--

If you want to cancel some Standing Orders and Direct Debits, and/or transfer some to another HSBC account, you can provide these details in **Section 10**.

### Transfer of balances

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

**Please note:** We can transfer your balance to another account by electronic bank transfer. The account doesn't need to have the same business name, and this is the quickest and easiest way for any money to be moved.

If you're closing any foreign currency accounts, unless instructed otherwise, we'll convert the balance into Sterling using the HSBC Exchange Rate and move these into the account you've detailed in this form.

You'll need to check that the bank you want us to send the funds to accepts your chosen method of payment, as some banks do not.

Please be aware some payment methods will have a charge, further details can be obtained from our Business Price List which can be found online at [business.hsbc.uk/legal](https://business.hsbc.uk/legal). Any payment charges will be deducted from your remaining account balance.

### Transfer to another account:

Beneficiary Name

Sort Code

			–				–			
--	--	--	---	--	--	--	---	--	--	--

Account Number

--	--	--	--	--	--	--	--	--	--	--

or

### Give to charity

**Please note:** You can choose to donate your remaining balance to charities supported by HSBC. You'll find further information on our Community page at our website: [about.hsbc.co.uk/hsbc-uk/community](https://about.hsbc.co.uk/hsbc-uk/community)

or

**Transfer to an international account (or a foreign currency account based in the UK):**

Denomination of currency

Beneficiary Name

SWIFT BIC

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IBAN

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Branch Name

Address

or

**Send me a cheque**

Payee name

**Please note:** If you don't provide a payee name, we'll make it payable to your business name. The cheque will be posted to the address we hold on file, so please make sure this is correct.

## Section 5 – Reasons for closure

Tick all that apply:

Service

Pricing

No longer using

Ceasing business

Opened in error

Change in circumstances (please add details below)

Other (please add details below)

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## Section 6 – Transaction history

Only 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're also required to send you up to 5 years of your transaction history, which we'll provide as copies of your statements, for every current account you're closing, unless you tell us that you don't need your transaction history. If you don't need your transaction history or would like to receive less than 5 years of transaction history, just let us know by answering the questions below.

### Would you like to opt out of receiving your transaction history?

Yes      If you've ticked 'Yes' to opt out of receiving your transaction history, please move to section 7 - Authorisation.

**Please note:** Once you've closed your account, the online statement history will no longer be available.

If you don't need your transaction history now, you can still request your transaction history for up to 5 years from the date of account closure. For example, if you requested your transaction history 3 years after account closure, you would only be entitled to the last 2 years of transaction history.

There's no charge for opting in to receiving your transaction history, regardless of when you let us know you want it. However, if you ask us for further copies, either by post or electronically, there's a charge. The charge per sheet is £1, up to a maximum of £10.

If you want less than 5 years, please let us know the date from which you'd like your transaction history?

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

### How would you like to receive your transaction history?

**Please note:** If you receive your transaction history by post, this may mean we need to send you multiple envelopes depending on the amount of pages.

Please tick one box only.

Electronically      By Post

**If you'd like to receive your transaction history electronically, please provide your email address and UK mobile number below**

**Please note:** Electronic statements will be provided using a secure portal. You will be sent an email from HSBC Document Box with instructions to access your statements.

If we can't send your statements electronically we will send them by post.

Email address

UK Mobile No

## Section 7 – Authorisation

**IMPORTANT** – When you set up your accounts with HSBC, you would have provided details of who the authorised signatories were. You also would have advised how many signatories are required to sign instructions.

For example: Mandates that have 'any' or 'either' as the signing rule, can be signed by a sole authorised signatory. Mandates that have 'several', 'joint', 'both' or 'all' as the signing rule, will need to be signed by two or more authorised signatories.

If a partnership (other than a Limited Liability Partnership) is dissolved, all parties must sign this form. For Limited Company/Limited Liability Partnership/Other accounts, authority to close an account must be signed in accordance with the existing mandate.

Please provide us with details of who is required to authorise this application.

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

2) I/We authorise that Commercial Card Account balances, where applicable, can be debited from the Business Current Account prior to closure.

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

4) I/We authorise the accounts to be closed and balances transferred as instructed.

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

Authorised Signatory 1

Authorised Signatory 2

Name

Date 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Name

Date 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Authorised Signatory 3

Authorised Signatory 4

Name

Date 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Name

Date 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

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## Section 8 – Further contact

We may need to contact you about your instruction, so let us know which authorised signatory from the above list you'd like us to contact:

### Contact 1

Name

Phone Number

Email Address

### Contact 2

Name

Phone Number

Email Address

[illegible]

Base ten blocks representing the equation  $20 - 10 = 10$ . The top row shows two tens rods minus one ten rod, leaving one ten rod. The bottom row shows ten ones units.

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The diagram illustrates the subtraction  $32 - 12 = 20$  using base ten blocks. The top row represents the minuend, 32, with three tens rods and two ones units. The bottom row represents the difference, 20, with two tens rods and zero ones units. The remaining ones units from the top row are crossed out, showing that 10 ones units were borrowed from the tens rods to complete the subtraction.

The diagram illustrates the subtraction  $20 - 10 = 10$  using base ten blocks. The top row shows two tens rods (each composed of ten ones units) minus one ten rod, leaving one ten rod. The bottom row shows ten ones units, representing the result of the subtraction.



## Accessibility

If you need any of this information in a different format, please let us know. **This includes large print, braille, or audio.** You can speak with us using the live chat service on our website, by visiting one of our branches or by giving us a call.

There are also lots of other options available to help you communicate with us. Some of these are provided by third parties who are responsible for the service. These include a Text Relay Service and a British Sign Language (BSL) Video Relay Service. To find out more, please get in touch. You can also visit: [business.hsbc.uk/accessibility](https://business.hsbc.uk/accessibility) or [business.hsbc.uk/contact-us](https://business.hsbc.uk/contact-us).

**business.hsbc.uk**

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