

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. **i**
- 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.

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, 51 Saffron Road, Wigston, Leicester, LE18 4AG**.

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

 - -

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. **i**

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? **i**

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? **i**

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. 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 **i**

or

Transfer to an international account: Denomination of currency:

Beneficiary Name

SWIFT BIC

IBAN

Branch Name

Address

or

Send me a cheque

Payee name **i**

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)

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' worth of paper statements for every current account you're closing – unless you tell us you don't need them. We have to do this within 10 working days of closing a current account, 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.

If you say no, don't worry, you can still get your transaction history going back 5 years from the date of account closure. So if you change your mind, we'll send you what we have. There's no charge for opting into receiving the 5-year transaction history, regardless of when you let us know you want them. We'll charge you for additional requests of statements though; the charge per sheet is £1 with a maximum charge of £10, regardless if they are sent by post or electronically.

Would you like to opt out of receiving your statements?

Yes

If you would like to receive your statements, how many months would you like? (1-60)

How would you like to receive your statements? **i**

Electronically By Post

Any accounts attached to an Online Banking platform will be closed and you'll lose the ability to view your statements online.

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

Email address

UK Mobile No

Section 7 – Authorisation

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

Please close the accounts detailed within this instruction.

- 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

Name

Date

Authorised Signatory 3

Name

Date

Authorised Signatory 2

Name

Date

Authorised Signatory 4

Name

Date

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

Section 10 – Standing Orders and Direct Debits

Beneficiary Name or Reference number

Cancel (tick box)

or **Transfer to:**

HSBC Sort Code - -

Account Number

Beneficiary Name or Reference number

Cancel (tick box)

or **Transfer to:**

HSBC Sort Code - -

Account Number

Beneficiary Name or Reference number

Cancel (tick box)

or **Transfer to:**

HSBC Sort Code - -

Account Number

Beneficiary Name or Reference number

Cancel (tick box)

or **Transfer to:**

HSBC Sort Code - -

Account Number

Beneficiary Name or Reference number

Cancel (tick box)

or **Transfer to:**

HSBC Sort Code - -

Account Number

Beneficiary Name or Reference number

Cancel (tick box)

or **Transfer to:**

HSBC Sort Code - -

Account Number

Beneficiary Name or Reference number

Cancel (tick box)

or **Transfer to:**

HSBC Sort Code - -

Account Number

Beneficiary Name or Reference number

Cancel (tick box)

or **Transfer to:**

HSBC Sort Code - -

Account Number

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 or business.hsbc.uk/contact-us.

business.hsbc.uk

HSBC UK Bank plc. Registered in England and Wales (company number: 9928412). Registered Office: 1 Centenary Square, Birmingham, B1 1HQ. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register number: 765112).

CMBLIT59-07 ©HSBC Group 2022. All Rights Reserved.