



# Commercial tariffs

For Hong Kong commercial customers.  
Effective August 2016.

**HSBC**   
**Commercial Banking**

# An easy guide to commercial tariffs

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For Hong Kong commercial customers

August 2016

The charges in this booklet are for reference only and remain subject to change. The charges are applicable only to accounts maintained in the Hong Kong Special Administrative Region (SAR) with The Hongkong and Shanghai Banking Corporation Limited, which reserves the right to introduce charges from time to time that may not be included in this booklet.

In addition, please note the following:

1. Foreign currency account charges listed in Hong Kong dollars are payable in the appropriate foreign currency at the equivalent amount.
2. Payment of foreign currency notes is subject to availability.
3. The charges for remittances do not include any charges that may be imposed by banks overseas.
4. The charges in this booklet are not exhaustive, and may be changed by HSBC without any notice.
5. Changes or revisions on the charge from the last issue of booklet, if any, are being highlighted with a red mark\*.
6. For charges which are not mentioned in this guide, please contact our branches or your Relationship Manager for details.

Transactions processed electronically often incur significantly lower charges than those processed manually on paper.

Please note that a 100% additional charge will be levied on non-HSBC customers on all banking services unless otherwise specified in this guide.

To save money, time and effort,  
please log on to Business Internet Banking at

**[www.hsbc.com.hk](http://www.hsbc.com.hk)**

for internet banking services.

# Nine tips to save you money

## 1. Interbank RTGS transfer

More than 70% off the standard branch rate for interbank transfers through RealTime Gross Settlement (RTGS) transfers via Business Internet Banking or HSBCnet.

## 2. Outward telegraphic transfer

More than 45% off the branch rate for outward telegraphic transfers via Business Internet Banking or HSBCnet. If you remit funds to mainland China via Business Internet Banking or HSBCnet, you will get a discount of HK\$30 for payment to accounts in HSBC.

## 3. Trade Services

You will receive a commission discount of HK \$50 on each import documentary credit (DC) application/ amendment or export DC transfer arranged via Business Internet Banking or HSBCnet.

## 4. Cheque charges

Ensure your current account has enough funds before issuing a cheque to avoid an insufficient funds charge or apply for overdraft protection as a Business Integrated Account customer.

Using our Business Internet Banking or Phonebanking services allows you to conveniently view your account balances and promptly make the necessary account transfers to avoid insufficient fund charges.

## 5. Monthly fee

You can avoid the HK\$50 monthly fee on your Hong Kong dollar savings account by keeping your account balance at or above HK\$25,000.

Alternatively, you will be exempt from this fee if you use any one of the following services from HSBC: Business Integrated Account, unit trusts, time deposits, overdrafts, loans and general banking facilities.

## 6. Automatic bill payment

You can avoid late payment charges from your utility providers by using Business Internet Banking, which allows you to conveniently settle your bills instantly or even preset dates for automatic payment. Alternatively, autoPay is also a solution for bill settlement, where direct debit authorisation could be set up online in Business Internet Banking for a number of major billers.

## 7. Business Card

HSBC Business Card provides you a flexible solution to manage business expenditure that also offers marvellous privileges and benefits. When you use your Business Card, you can enjoy special discount and endless remarkable offers at designated merchants. You can also enjoy a 0.4% cash rebate on all purchase or earn RewardCash to redeem a range of gifts and merchant vouchers.

## 8. autoPay

Remove the risks of late payment and costs of writing and mailing cheques to settle regular payments such as salary, dividends, regular supplier invoices, etc, by using our autoPay out services via Business Internet Banking or HSBCnet.

Reduce your collection cost by using our autoPay in services for settling regular bill payments from your customers.

## 9. Paper Statement Fee \*

If you hold a HSBC Business Direct account, BusinessVantage account, BusinessVantage Plus account, Hong Kong Dollar Current account, Foreign Currency Current account, Hong Kong Dollar Statement Savings account or CombiNations Statement Savings account, you can avoid the HK\$20 paper statement fee applying to each paper statement issued if you choose to use our eStatement service (free of charge).

Join us now to create a greener world.

Note: Changes or revisions on the charge from the last issue of booklet are being highlighted with a red mark\*.

# Three tips to save you time and effort

## 1. Become a Business Integrated Account customer

Business Integrated Account offers an overdraft protection limit of up to HK\$10,000, plus an optional standby credit line that can be adjusted according to your daily asset value to support overdrafts, documentary credits and bank guarantee issuance.

It also allows you to manage your business accounts through one consolidated statement account and enjoy round-the-clock automated Business Internet Banking, phonebanking and ATM services.

## 2. Consolidate your accounts

By consolidating your banking relationships into one financial institution, you'll find it easier and more efficient to manage your financial affairs with a clearer view of your overall financial position.

Also, by consolidating your banking relationships, you will develop a closer relationship with your primary bank and benefit from preferential interest rates on deposits and loans given to valued customers.

## 3. Use secure self-service banking channels

HSBC has a number of automated self-service channels that allow you to perform routine banking transactions at your convenience and comfort.

	Business Internet Banking	HSBCnet	HSBC Mobile Banking	Business Phonebanking	ATM	Self-service machines <sup>1</sup>
Autopay	✓	✓				
View account balance	✓	✓	✓	✓	✓	
View transaction history	✓	✓	✓	✓		
View status of paper cheque issued	✓			✓		
Paper cheque-book request	✓			✓	✓	
Deposit paper cheque					✓	✓
View status of e-Cheque issued	✓					
View status of e-Cheque deposited	✓	✓				
Issue e-Cheque	✓					
Deposit e-Cheque	✓	✓				
Deposit cash					✓	✓
View investment portfolio	✓		✓			
Trade local stocks	✓		✓			
Pay bills	✓		✓		✓	
Remittance transaction	✓	✓		✓		
Incoming fund notification	✓			✓		
Passbook update						✓
Prepare, view and submit MPF remittance statements	✓					
Set up direct debit authorisation	✓					
Place/renew time deposit	✓	✓				
Transfer and payment	✓	✓	✓	✓	✓	
Trade services: transactions and enquiries	✓	✓				
Withdraw cash					✓	
Global account reporting		✓				
Non-HSBC account reporting		✓				
Obtain real time foreign exchange rate for payments	✓	✓	✓			
Payment beneficiary advising	✓	✓				
Apply cashier's order and demand draft	✓	✓				

<sup>1</sup> Self-service machines include cheque deposit machines, cash deposit machines and passbook update machines.

- To enjoy free 24-hour automated Business Phonebanking, simply visit our web site at [www.hsbc.com.hk](http://www.hsbc.com.hk) and click 'Form Download Centre' to download the 'Phonebanking Service Enrolment Form'.
- Business Internet Banking provides a wide range of services and features to help you securely manage your business finances more conveniently and cost effectively. To find out more about this service, please visit our web site at [www.hsbc.com.hk](http://www.hsbc.com.hk) or call HSBC's 24-hour hotline on 2748 8288 for details.

# Contents

Item	Page
<b>A. General Services – All Accounts</b>	<b>8</b>
Account address confirmation	
Account history report	
Bank confirmation of information for audit purposes	
Bank reference letter	
Banker's endorsement on non-HSBC group documents	
Bulk cash deposit – Hong Kong dollar/Renminbi notes	
Bulk paper cheque deposit transaction	
Counter transaction	
Business Internet Banking	
Cashier's order	
Certificate of balance	
Coins pay-in	
Company search	
Paper Statement	
Copies of statement/voucher/paid cheque/historical consolidated statement/duplicate advice slip	
Dividend tick-up account	
Duplicate statement/transaction summary/interim statement	
Facsimile	
Email	
Follow-up telex/message to correspondent banks or HSBC's overseas offices	
Foreign currency notes deposits/withdrawals in one single day (per account)	
Renminbi notes handling in one single day	
Foreign currency notes exchange	
Handling fee for accounts of companies struck off or deregistered by the Hong Kong Companies Registry	
Machine-readable bulk paper cheque deposit	
Handling fee for account opening via video conference	
Overseas banking services	
Overseas/Special company account opening	
Request for HSBC's banker's opinion report	
Request for other banker's opinion report	
Request for special account number	
Special clearing arrangement	
Special payment requests	
Standing instructions	
Telex (any country)	
Transaction charges	
<b>B. Business Integrated Accounts</b>	<b>13</b>
BusinessVantage Plus	
BusinessVantage	
HSBC Business Direct	
Inactive account charge	

Item	Page
<b>C. Deposit Account/Services</b>	<b>14</b>
Monthly fee	
Account closure	
Paper cheque-book delivery (per cheque book)	
Inactive account charges (per currency for every six months)	
Returned cheque	
Stop payment order	
Unauthorised overdraft	
Overdraft	
Passbook replacement	
Counter transaction fee (for Easy Savings only)	
<b>D. autoPay Services</b>	<b>16</b>
autoPay transaction fee	
autoPay payment code charges	
Document delivery charge	
<b>E. Payment Services</b>	<b>17</b>
<b>E1. Inward payments</b>	<b>17</b>
Payments of demand draft drawn on HSBC in Hong Kong	
Payment of foreign currency remittance receipt/inward demand draft drawn on other local banks	
Telegraphic transfer	
Purchase of clean bills (demand drafts/cheques) drawn on overseas bank credit to an HSBC account	
Payment of clean bills (demand drafts/cheques) drawn on overseas banks sent for collection	
Clean bills (demand drafts/cheques) returned unpaid for any reason	
Encashment of a foreign currency clean bill (demand draft/cheque) postal order	
<b>E2. Outward payments</b>	<b>18</b>
Telegraphic transfer debited from an account with HSBC	
Telex confirmation to beneficiary banks	
Demand drafts debited from an account with HSBC	
Standing instruction for mail transfer to UK	
<b>E3. Interbank funds transfers</b>	<b>19</b>
Payment through RealTime Gross Settlement (RTGS)	
Payment through Electronic Clearing (ECG)	
Payment advising service	
<b>F. Guarantees</b>	<b>20</b>
Standard utility guarantees	
Bond and performance guarantees	
Payment guarantees covering financial obligations	
Advising guarantee	
Amendment request	
Cancellation of Guarantee	
Cable charges	
Presentation of claim handling fee	

# Contents

Item	Page
<b>G. Commercial Cards</b>	<b>22</b>
<b>G1. Credit cards/Charge cards</b>	<b>22</b>
Annual fee (per cardholder)	
Card facility set-up fee	
Card replacement fee	
Joining fee	
Transaction fee	
Cash advance fee	
Minimum payment due	
Duplicate statement	
Finance charge	
Annualised Percentage Rate (APR)	
Late charge	
Overlimit handling fee	
Foreign cheque clearing fee	
Returned cheque/rejected direct debit	
Sales slip retrieval	
Card reference letter	
Over-the-counter credit card payment handling fee	
Management reports subscription fee	
<b>G2. ATM cards/Business debit cards/Other account cards</b>	<b>26</b>
Annual fee	
Overseas ATM cash withdrawal	
Local ATM cash withdrawal	
Card replacement fee	
Investigation of ATM transactions incorrectly made by customer	
<b>H. Securities Services (for Local Securities Services, Overseas Securities Services, Bond Trading Services, and Unit Trusts Services)</b>	<b>28</b>
Buying and selling	
Receipt and delivery	
Custody services	
Nominee services	
HSBC IPO Nominees services	
Ancillary services	
<b>I. Import/Export</b>	<b>36</b>
<b>I1. Import</b>	<b>36</b>
DC opening commission	
DC amendment commission	
Shipping guarantee/airway bill release/delivery order	
Import bills	
Other charges	

Item	Page
<b>I2. Export</b>	<b>36</b>
Export DC advising (on all DCs/amendments)	
Confirmation of DCs	
Non-financed export bills	
Financed export bills	
Transfer of DC	
Amendment of transferred DC	
Other charges	
<b>I3. Miscellaneous charges – applicable to both import and export</b>	<b>37</b>
Postage	
Cable charges	
Request for report/statement	
<b>I4. Default interest rates</b>	<b>38</b>
Past due import and export loans	
<b>J. Receivables Finance</b>	<b>38</b>
Application fee for buyer credit protection limit	
Processing fee for indirect payment	
Processing fee for payment of non-factored invoice	
<b>K. Time Deposits</b>	<b>38</b>
Withdrawal before maturity	
<b>L. Document Courier and Cash Pick Up Services</b>	<b>38</b>
Xpress Collect service	
Xpress Collect (paper cheques) service	
<b>M. Default Interest Rates</b>	<b>39</b>
Unauthorised overdraft	
Past due term loans	
Past due import and export bills	
Unpaid amounts under guarantees given to the Bank (Rate for "Default Interest")	
<b>N. General</b>	<b>39</b>
Government stamp duty	

## A. General Services – All Accounts

Item	Charge
<b>Account address confirmation</b>	HK\$100
<b>Account history report</b>	
Any account within one calendar year <sup>1</sup>	HK\$250
Any account within two calendar years	HK\$750
Any account within three calendar years	HK\$1,000
Each additional calendar year over three calendar years (Up to seven calendar years)	HK\$1,000
<b>Account reactivation fee</b>	HK\$1,000
<b>Bank confirmation of information for audit purposes</b>	
Each confirmation by HSBC for month-end report as at the last calendar day of the month	HK\$300 per account (minimum HK\$600)
Other reports issued on request	Additional handling charge of HK\$300
<b>Bank reference letter</b>	
Each bank reference letter	HK\$300
Each supplementary copy	HK\$100
Urgent request	The Bank reserves the right to levy additional charges
<b>Banker's endorsement on non-HSBC group documents</b>	
Each endorsement	HK\$150
Each supplementary copy	HK\$20
<b>Bulk cash deposit – Hong Kong dollar/Renminbi notes (per customer per day)</b>	
Up to 200 pieces of notes	Waived
Over 200 pieces of notes	0.25% of the full amount <sup>2</sup> (minimum HK\$50)
<b>Bulk paper cheque deposit (per customer per day)*</b>	
Up to 30 cheques	Waived
Over 30 cheques	HK\$1 per additional cheque <sup>3</sup>
<b>Counter transaction<sup>4</sup> (per customer per month)</b>	
0 – 50	Waived <sup>5</sup>
Over 50	HK\$10 per transaction from the 51 <sup>st</sup> counter transaction onwards
<b>Business Internet Banking</b>	
Inactive service charge	HK\$250 <sup>6</sup>
Security Device issuance/replacement	HK\$100 per token

Note: Changes or revisions on the charge from the last issue of booklet are being highlighted with a red mark\*.

Item	Charge
<b>Cashier's order</b>	
Issue/repurchase a cashier's order via HSBC branches, or issue via Business Internet Banking opt for branch pick up	HK\$50
Issue via HSBCnet or Business Internet Banking opt for delivery to applicant or beneficiary	HK\$40 plus a delivery charge <sup>7</sup>
Additional fee for handling instructions not using Bank's standard form	HK\$150
Loss of a cashier's order (charges collected on behalf of Hong Kong Inter-Bank Clearing Limited on circulars issued)	HK\$60 plus HK\$306 collected on behalf of Hong Kong Inter-Bank Clearing Limited on circulars issued
<b>Certificate of balance</b>	
To certify the balance of each account	HK\$200 per account
To certify the deposit interest earned on each account	HK\$150 per account (minimum HK\$250)
<b>Coins pay-in (per customer per day)</b>	
Below 500 coins	Waived
500 coins or more	2% of the full amount (minimum HK\$50)
<b>Company amendment</b>	
Change of directors/partners/committee members/authorised signatories	HK\$100
<b>Company search</b>	
For conducting a search at the Business Registration Office/Companies Registry on behalf of customers	HK\$150 for each company
<b>Account application fee</b>	HK\$1,200 for each application

- Calendar year is a period that starts on 1 January and ends on 31 December.
- Waived if the notes are deposited through cash deposit machines.
- Waived if the paper cheques are deposited through cheque deposit machines or other non branch counter channels.\*
- The following transactions conducted over branch counters with the assistance of an HSBC branch staff are considered as counter transactions: cash deposit (including bulk cash deposit); cash withdrawal; paper cheque deposit (including bulk paper cheque deposit and house paper cheque deposit); paper cheque withdrawal; mixed deposit; and transfer withdrawal (transfer between two HSBC accounts in Hong Kong).
  - These counter transactions could be initiated by your company or a third party.
  - Total number of counter transactions is calculated based on the total number of counter transactions conducted in respect of all accounts maintained with HSBC in Hong Kong by your company with the same business registration number.
- Waiver does not apply to HSBC Business Direct customers. HSBC Business Direct customers should follow the counter transactions fee as stated in HSBC Business direct section.
- Applicable to those Business Internet Banking profiles without any logon for a designated period as determined by the Bank from time to time. This fee is due and payable in June and December every year.
- HK\$10 for domestic and HK\$16 for overseas deliveries per item.

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Item	Charge
<b>Paper Statement*</b>	
To receive paper statement	HK\$20 per paper statement
<b>Copies of statement/voucher/paid cheque/historical consolidated statement/duplicate advice slip</b>	
Each copy (not page)	HK\$50
Large volume request	Negotiable
<b>Dividend tick-up account</b>	
For establishing tick-up facilities	HK\$1.50 per item
<b>Duplicate statement/transaction summary/interim statement</b>	
To produce duplicate statement monthly/quarterly/half-yearly/annually	HK\$200 p.a.
To produce duplicate statement at other intervals	Negotiable (minimum HK\$200 p.a.)
Request for account transaction summary/interim statement	HK\$50 per copy
Bank statement sent by SWIFT	US\$100 per month
<b>E-mail<sup>8</sup></b>	
Request for payment/account transfer advices	HK\$60 per e-mail advice
<b>Facsimile</b>	
Up to five pages within Hong Kong	HK\$60
Up to two pages outside Hong Kong	HK\$120
Each additional page (any country)	HK\$60
<b>Follow-up telex/message to correspondent banks or HSBC's overseas offices</b>	
Each follow-up telex/message sent at the Customer's request	HK\$200 plus any other overseas charges

8. E-mail advice will only be sent to customer's email addresses registered with the Bank.

\* HSBC has the discretion to apply a standard charge to each paper statement issued for HSBC Business Direct accounts, BusinessVantage accounts, BusinessVantage Plus accounts, Hong Kong Dollar Current accounts, Foreign Currency Current accounts, Hong Kong Dollar Statement Savings account and CombiNations Statement Savings account. For HSBC Business Direct accounts, BusinessVantage accounts and BusinessVantage Plus accounts, the standard charge will be debited from your Hong Kong Dollar Savings account. For CombiNations Statement Savings account, the standard charge will be debited from the foreign currency account with the highest account balance. If you no longer wish to receive the aforesaid paper statements, you can sign up for the eStatement service (free of charge) via Business Internet Banking or submit an instruction at a HSBC branch. \*

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Item	Charge
<b>Foreign currency notes deposits/withdrawals in one single day (per account)*</b>	
No fees up to:	If the single-day total deposit/withdrawal exceeds these amounts, normal charges will apply as follows:
AUD3,000 JPY300,000	Notes deposits: 0.25% of the total amount that day
CAD3,000 NZD4,000	Notes withdrawals: 0.25% of the total amount that day
CHF1,000 SGD1,000	Other currencies (regardless of amount): commission charge based on prevailing market rates
EUR2,000 THB20,000	The Bank reserves the right to levy an extra charge for deposit of bulk currency notes.
GBP2,000 USD7,500	
<b>Renminbi notes deposits<sup>^</sup>/withdrawals in one single day</b>	
Renminbi notes deposits	Waived
Renminbi notes withdrawals	Waived
<b>Foreign currency notes exchange</b>	
Each sale or purchase of Renminbi/foreign currency notes by customers customers without a bank account with HSBC in Hong Kong	
Renminbi notes	HK\$50
Foreign currency notes	HK\$100
<b>Handling fee for accounts of companies struck off or deregistered by the Hong Kong Companies Registry</b>	HK\$300 per account
<b>Machine-readable bulk paper cheque deposit</b>	
For paper cheques deposited in bulk, with the customer either encoding amount in magnetic ink on each paper cheque/supplying magnetic diskette containing individual paper cheque numbers and amounts	HK\$0.50 per cheque
<b>Handling fee for account application via video conference</b>	HK\$2,000
<b>Overseas banking services</b>	
To assist in opening overseas HSBC account	HK\$1,000
<b>Overseas Company Account Opening*</b>	HK\$10,000
<b>Special Company Account Opening</b>	HK\$10,000
<ul style="list-style-type: none"> <li>• Company with 3 or more layers in its structure</li> <li>• Limited company in receivership/liquidation</li> <li>• Trust account</li> </ul>	

<sup>^</sup> Up to 200 pieces of notes per customer per day.

\* Definition of "Overseas Company" includes 1) Company not registered in Hong Kong under Part 16 of the Companies Ordinance (applicable to limited companies only) and the Business Registration Ordinance, or 2) Hong Kong incorporated companies with corporate shareholder(s) and/or corporate director(s) that are incorporated overseas.

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Item	Charge
<b>Request for HSBC's banker's opinion report<sup>9</sup></b>	
Each report provided to local banks by mail/facsimile	HK\$300
Each report provided to overseas banks by facsimile/telex	US\$50
<b>Request for other banker's opinion report</b>	
Reports from other local banks	HK\$100 per banker's opinion report plus other banks' charges
Reports from overseas banks	HK\$200 per banker's opinion report plus other banks' charges
<b>Request for special account number</b>	
	HK\$800 per request
<b>Special clearing arrangement</b>	
To issue a special clearing memo to general customers for delivery to the paper cheque's/draft's issuing bank charges	HK\$60 plus other bank
Direct delivery of a paper cheque, draft, etc to the Minimum drawee bank for clearing other bank charges	HK\$200 plus
<b>Special payment requests</b>	
To any account with HSBC not using Bank's standard form	HK\$150 per transaction
To any account with HSBC using Bank's standard form not submitted at branch	HK\$150 per transaction
<b>Standing instructions</b>	
To set up, amend or suppress payment(s)	HK\$70 per instruction
Each non-computerised payment/each special payment request to an account with HSBC (other than the customer's own)	HK\$150
Each standing instruction returned as a result of insufficient funds	HK\$150
<b>Telex (any country)</b>	
One page	HK\$100
Up to three pages	HK\$200
Up to five pages	HK\$300
Large volume request	Negotiable
<b>Transaction charges</b>	
	The Bank reserves the right to levy charges on transactions conducted.

9. 100% surcharge for non-HSBC customers does not apply to bank-to-bank request.