

HSBC
Commercial Tariffs
For Hong Kong Commercial Customers

Effective May 2023



An easy guide to commercial tariffs

For Hong Kong commercial customers

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. 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 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 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 Real Time Gross Settlement (RTGS) transfers via Business Internet Banking or HSBCnet.

2. Outward telegraphic transfer

More than 52% 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\$15 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 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, 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.

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 | Self-service banking ¹ |
|---|---------------------------|---------|---------------------|-----------------------|-----------------------------------|
| 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 | | ✓ | | | |

¹ Self-service machines include ATM, 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 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 or call HSBC's 24-hour hotline on 2748 8288 for details.

Contents

| Item | Page |
|---|-----------|
| A. General Services – All Accounts | |
| A1. Request of Report/ Document Copies | 8 |
| Account address confirmation | |
| Account history report | |
| Bank confirmation for audit purposes | |
| Bank reference letter | |
| Certificate of balance | |
| Company search | |
| Copies of statement/voucher/paid cheque/historical consolidated statement/duplicate advice slip | |
| Duplicate statement/ transaction summary/ interim statement | |
| Paper Statement | |
| Request for payment/account transfer advices (email) | |
| A2 Transaction / Bulk Deposit fee | 8 |
| Bulk cash deposit – HKD/ RMB | |
| Bulk paper cheque deposit transaction | |
| Bulk paper cheque deposit (Machine-readable) | |
| Coins pay-in | |
| Counter transaction | |
| Foreign currency notes deposits/withdrawals in one single day (per account) | |
| Foreign currency notes exchange | |
| RMB handling in one single day | |
| Special clearing arrangement | |
| Special payment requests | |
| Transaction charges | |
| A3 Account Opening/ Reactivation/ Business Internet Banking | 9 |
| Account application fee | |
| Account reactivation fee | |
| Account Opening facilitated by an overseas HSBC branch | |
| Overseas/Special company account opening | |
| Business Internet Banking | |
| A4 Document Courier and Pick Up Services (Xpress Collect Service) | 10 |
| A5 Others | 10 |
| Cashier's order | |
| Company amendment | |
| Custody of title deeds, after the Bank has notified the customer of Bank's decision to discharge the related mortgage | |
| Dividend tick-up account | |
| Follow-up telex/message to correspondent banks or HSBC's overseas offices | |
| Government stamp duty | |
| Handling fee for accounts of companies struck off or deregistered by the Hong Kong Companies Registry | |
| Standing instructions | |
| Telex (any country) | |
| B. Business Integrated Accounts | 11 |
| BusinessVantage HSBC | |
| Business Direct HSBC Sprint | |
| Account | |
| Inactive account charge (every June and December) Account closure fee | |

| Item | Page |
|--|-----------|
| C. Deposit Account/Services | 12 |
| Monthly fee | |
| Inactive account charges (per currency for every six months) | |
| Account closure | |
| Passbook replacement | |
| Counter transaction fee (for Easy Savings only) | |
| Cheque book issuance (Per cheque book) | |
| Cheque-book delivery (per cheque book) | |
| Returned cheque | |
| Stop payment order | |
| Unauthorised overdraft | |
| Overdraft | |
| D. Time Deposits | 12 |
| Withdrawal before maturity | |
| E. Payment Services | |
| E1. Inward payments | 14 |
| 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 | |
| E2. Outward payments | 14 |
| Telegraphic transfer debited from an account with HSBC Telex confirmation to beneficiary banks | |
| Demand drafts debited from an account with HSBC | |
| E3. Interbank funds transfers | 15 |
| Payment through Faster Payment System (FPS) | |
| Payment through Real Time Gross Settlement (RTGS) | |
| Payment through Electronic Clearing (ECG) | |
| E4. Payment advising service | 16 |
| E5. Autopay Services | 16 |
| autoPay transaction fee | |
| autoPay payment code charges | |
| Document delivery charge | |
| Direct Debit Authorisation (DDA) setup and amendment fee | |
| Each autoPay instruction returned as a result of insufficient funds | |
| F. Guarantees | 17 |
| Standard utility guarantees | |
| Bond and performance guarantees | |
| Payment guarantees covering financial obligations | |
| Paper instruction fee | |
| Advising guarantee | |
| Postage | |
| Amendment request | |
| Cable charges | |
| Outward payment fee related to claim payments/ sending reissuing commission/ fees and/or charges | |
| Handling fee of inward claim | |

Contents

| Item | Page |
|---|-----------|
| G. Import/Export | |
| G1. Import | 17 |
| DC opening commission | |
| DC overdrawn commission | |
| DC expired commission | |
| DC amendment commission | |
| Shipping guarantee/airway bill release/delivery order | |
| Import bills | |
| Other charges | |
| Paper instruction fee | |
| G2. Export | 18 |
| Export DC advising (on all DCs/amendments/ cancellations) | |
| Confirmation of DCs | |
| Non-financed export bills | |
| Financed export bills | |
| Transfer of DC | |
| Amendment of transferred DC | |
| Other charges | |
| Paper instruction fee | |
| G3. Miscellaneous charges – applicable to both import and export | 19 |
| Outward payment fee | |
| Postage | |
| Cable charges (will be charged when cable is sent) | |
| Request for report/statement | |
| Mail DC Opening Handling Charges | |
| Contour Charge | |
| Paper instruction fee | |
| G4. Default interest rates | 19 |
| Past due import and export loans | |
| Past due import and export bills | |
| H. Receivables Finance | 19 |
| Application fee for buyer credit protection limit | |
| Processing fee for indirect payment | |
| Processing fee for payment of non-factored invoice | |
| Audit Fee | |
| I. Commercial Cards | 20 |
| I1. Credit cards/Charge cards | |
| 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 | |

| Item | Page |
|---|-----------|
| I2. ATM cards/Business debit cards/Other account cards | 22 |
| Annual fee | |
| Overseas ATM cash withdrawal | |
| Local ATM cash withdrawal | |
| Card replacement fee | |
| Investigation of ATM transactions incorrectly made by customer | |
| J. Securities Services | |
| J1. Local Securities Services (including equity linked instruments) | 24 |
| Buying and selling | |
| Receipt and delivery | |
| Custody services | |
| Nominee services | |
| HSBC IPO Nominees services | |
| Ancillary services | |
| J2. Overseas Securities Services | 25 |
| Buying and selling | |
| Receipt and delivery | |
| Custody services | |
| J3. Bond Trading Services | 26 |
| Receipt and delivery | |
| Custody services | |
| J4. Unit Trusts Services | 26 |
| Buying and selling | |
| Receipt and delivery | |
| Custody services | |
| J5. US Securities Services (effective 1Jan2023) | 26 |
| Buying and Selling | |
| Brokage Fee | |
| Fees charged and payable to third parties | |
| Custody services | |
| Nominee Services | |
| Scrip handling and settlement-related services | |
| Online information services | |
| K. Default Interest Rates | 29 |
| Unauthorised overdraft | |
| Past due loans / banking facilities / hire purchase / leasing agreement | |
| Unpaid amounts under guarantees given to the Bank (Rate for “Default Interest”) | |

A. General Services – All Accounts

A1. Request of Report/ Document Copies

| Item | Charge |
|--|--|
| Account address confirmation | HK\$100 |
| Account history report | |
| Any account within 1/ 2/ 3 calendar year(s) | HK\$250/750/1,000 |
| Each additional calendar year over three calendar years (Up to 7 calendar years) | HK\$1,000 |
| Bank confirmation¹ for audit purposes | |
| | Paper-form submission Electronic submission |
| Each confirmation by HSBC for month-end report as at the last calendar day of the month | HK\$380 per account (min HK\$760) HK\$280 per account (min HK\$560) |
| Request for report date other than month-end | Additional handling charge of HK\$300 per report |
| Document delivery charge if sent by courier | HK\$25 for local courier HK\$60 for overseas courier |
| Bank reference letter | HK\$300 each copy |
| Each supplementary copy | HK\$100 |
| Urgent request | The Bank reserves the right to levy additional charges |
| Certificate of balance | |
| To certify the balance of each account | HK\$200 per account |
| To certify the deposit interest earned on each account | HK\$150 per account (min HK\$250) |
| Company search at the Business Registration Office/Companies Registry | HK\$150 for each company |
| Copies of statement/voucher/paid cheque/historical consolidated statement/duplicate advice slip | HK\$50 each copy (not page) |
| Duplicate statement/ transaction summary/ interim statement | |
| Duplicate statement monthly/quarterly/half-yearly/ annually/(other intervals) | HK\$200 p.a. /(Negotiable) |
| Request for account transaction summary/interim statement | HK\$50 per copy |
| Bank statement sent by SWIFT | US\$100 per month |
| Paper Statement² | HK\$20 per paper statement |
| Request for payment/account transfer advices (email³) | HK\$60 per e-mail advice |

- "Confirmation" is a global provider of online audit confirmations and a trusted service provider to HSBC. Extra cost may be incurred for using "Confirmation" services.
- HSBC has the discretion to apply a standard charge to each paper statement issued for HSBC Business Direct accounts, BusinessVantage 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 and BusinessVantage 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.
- E mail advice will only be sent to customer's email addresses registered with the Bank.

A2 Transaction/ Bulk Deposit fee

| Item | Charge |
|---|-----------------------------------|
| Bulk cash deposit at counter – HKD/RMB notes (per customer per day) | |
| Up to 200 pieces of notes | Waived |
| Over 200 pieces of notes | 0.25% of full amount (min HK\$50) |
| Bulk paper cheque deposit at counter (per customer per day) | |
| Up to 30 cheques | Waived |
| Over 30 cheques | HK\$1 per additional cheque |
| Bulk paper cheque deposit (Machine-readable) | |
| 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 |
| Coins pay-in (per customer per day) | |
| Below 500 coins | Waived |
| 500 coins or more | 2% of full amount (min HK\$50) |

| Item | Charge |
|---|--|
| Counter transaction⁴ (per customer per month) | |
| 0 – 50 | Waived (Not applicable for HSBC Business Direct and HSBC Sprint Account Customers) |
| Over 51 | HK\$10 per additional transaction |
| Foreign currency notes⁵ deposits/withdrawals in one day (per account) | |
| If the single-day total deposit/ withdrawal exceeds these amounts, normal charges will apply as follows: AUD3,000 JPY300,000 CAD3,000 NZD4,000 CHF1,000 SGD1,000 THB20,000 EUR2,000 GBP2,000 USD7,500 | Notes deposits/ withdrawals: 0.25% of the total amount that day. Other currencies (regardless of amount): commission charge based on prevailing market rates |
| Foreign currency notes exchange (non-HSBC customers) | |
| | RMB notes Foreign currency notes |
| | HK\$50 HK\$100 |
| RMB notes deposits in one day | Waived up to 200 notes |
| RMB notes withdrawals in one day | Waived |
| Special clearing arrangement | |
| To issue a special clearing memo to general customers for delivery to the paper cheque's/draft's issuing bank | HK\$60 plus other bank charges |
| Direct delivery of a paper cheque, draft, etc to the Minimum drawee bank for clearing | HK\$200 plus other bank charges |
| Special payment requests | |
| 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 |
| Transaction charges | The Bank reserves the right to levy charges on transactions conducted. |

- 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.
- The Bank reserves the right to levy an extra charge for deposit of bulk currency notes.

A3 Account Opening/ Reactivation/ Business Internet Banking

| Item | Charge |
|---|--------------------------------|
| Account application fee* | |
| via online Account Application Centre | HK\$1,300 for each application |
| Account reactivation fee | HK\$1,000 |
| Account Opening facilitated by an overseas HSBC branch[^] | HK\$2,250 |
| Overseas Company Account Opening⁶ | HK\$11,000 |
| Special Company Account Opening (Company with 3 or more layers in its structure, Limited company in receivership/liquidation or Trust account) | HK\$11,000 |
| Business Internet Banking | |
| Inactive service charge | HK\$250 ⁷ |
| Security Device issuance/replacement | HK\$200 per token ⁸ |

- * An additional fee of HK\$300 will be charged for each application submitted in paper form or via other channels
[^] Subject to service availability
6. 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
7. 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.
8. Alternatively, companies can activate HSBC Mobile Security Key via HSBC HK Business Express to access Business Internet Banking (free of charge).

A4 Document Courier and Pick Up Services

| Item | Charge |
|---|---|
| Xpress Collect service | |
| Local paper cheques only (1 pick-up per day) | HK\$1,100 per month |
| Multiple documents (1 pick-up per day) | HK\$1,700 per month |
| For out-of-area service or 2 pick-ups per day | Pricing varies according to customer requirements |
| Xpress Collect (Paper Cheques) service[^] | |
| For designated districts (per location) | |
| Flexible Ad-hoc Service Plan A (4 pick-ups per month) | HK\$350 per month |
| Flexible Ad-hoc Service Plan B (8 pick-ups per month) | HK\$600 per month |
| Flexible Ad-hoc Service Plan C (12 pick-ups per month) | HK\$800 per month |
| Monthly Plan (1 pick-up per day) | HK\$1,100 per month |
| Same day Ad-hoc Service | HK\$170 per use |
| For out-of-area service | Pricing varies according to customer requirements |

[^] Returned cheques will be sent by mail in the same way as counter-deposited cheques.

A5 Others

| Item | Charge | |
|--|--|---|
| Cashier's order | | |
| Issue/repurchase a cashier's order via HSBC branches | HK\$75 | |
| Issue via HSBCnet opt for delivery to applicant or beneficiary | HK\$50 plus a delivery charge ⁹ | |
| Additional fee for instructions not using Bank's standard form (where accepted by the Bank) | HK\$150 | |
| Loss of a cashier's order (including charges collected on behalf of Hong Kong Inter-Bank Clearing Limited on circulars issued) | HK\$60 plus HK\$331 collected on behalf of Hong Kong Inter-Bank Clearing Limited on circulars issued | |
| Company amendment | | |
| Change of directors/partners/committee members/authorized signatories | Paper-form submission | Electronic submission via Business Internet Banking |
| | HK\$250 | HK\$200 |
| Custody of title deeds, after the Bank has notified the customer of the Bank's decision to discharge the related mortgage⁹ | HK\$4,000 per year | |
| Dividend tick-up account (For establishing tick-up facilities) | HK\$1.50 per item | |
| Follow-up telex/message to correspondent banks or HSBC's overseas offices (each per customer's request) | HK\$200 plus any other overseas charges | |
| Government stamp duty | Payable at rates set by the government of the Hong Kong SAR in addition to the charges shown in this guide | |
| Handling fee for accounts of companies struck off or deregistered by the Hong Kong Companies Registry | HK\$300 per account | |
| Standing instructions | | |
| 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 | |
| Telex (any country)(1 page/ 3 pages/ 5 pages/ large volume request) | HK\$100/ \$200/ \$300/ Negotiable | |

9. HK\$10 for domestic and HK\$16 for overseas deliveries per item.

10. The Bank will start levying this fee 3 months after the date of the relevant notification.