

B. General Services – All Accounts

B1. Request of Report/ Document Copies

Item	Charge
Account address confirmation	HK\$100
Bank reference letter	HK\$300 each copy
Each supplementary copy	HK\$100
Urgent request	The Bank reserves the right to levy additional charges
Document delivery charge if sent by courier	HK\$25 for local courier HK\$60 for overseas courier
Certificate of deposit interest earned on account	
To certify the deposit interest earned on each account	HK\$150 per account (min HK\$250)
Document delivery charge if sent by courier	HK\$25 for local courier HK\$60 for overseas courier
Company search at the Business Registration Office/Companies Registry	HK\$150 for each company
Copies of voucher/ paid cheque/ duplicate advice slip	HK\$50 each copy (not page)
Document delivery charge if sent by courier	HK\$25 for local courier HK\$60 for overseas courier
Request for payment/account transfer advices (email')	HK\$60 per e-mail advice

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

B2. 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	0.5% of full amount (min HK\$50)
Paper cheque deposit at counter	HK\$5 per deposit (regardless of number of cheques)
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)
Counter transaction² (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
Counter transaction fee (for Easy Savings³ only)	
Teller-assisted transfer/ cash withdrawal (per transaction)	
Statement Savings Account – HKD	HK\$20
Passbook Savings Account – HKD	HK\$20
Foreign currency notes⁴ deposits/withdrawals in one day (per account)	
If the single-day total deposit/ withdrawal exceeds these amounts, normal charges will apply as follows:	Notes deposits/ withdrawals: 0.25% of the total amount that day. Other currencies (regardless of amount): commission charge based on prevailing market rates
AUD3,000 JPY300,000 CAD3,000 NZD4,000 CHF1,000	
SGD1,000 THB20,000 EUR2,000 GBP2,000 USD7,500	
Foreign currency notes exchange (non-HSBC customers)	
	RMB notes Foreign currency notes
	HK\$50 HK\$100

Item	Charge
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 Hong Kong not using Bank's standard form	HK\$150 per transaction
To any account with HSBC Hong Kong using Bank's standard form not submitted at branch	HK\$150 per transaction
To any account with HSBC Hong Kong - via HSBCnet/Business Internet Banking - via Bank's standard form submitted at branch	Waived
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.
- Existing Hong Kong dollar passbook savings account registered for Easy Savings service will not be subjected to the minimum balance requirement and account monthly fee.
- The Bank reserves the right to levy an extra charge for deposit of bulk currency notes.

B3. Cheque book / Overdraft

Item	Hong Kong dollar		Renminbi		US dollar		Other foreign currencies		CombiNations Statement Savings Account
	Current	Savings	Current	Savings	Current	Savings	Current	Savings	
Cheque book issuance (per cheque book) (from 1 Mar 2023)	HK\$50	N/A	HK\$50	N/A	HK\$50	N/A	N/A	N/A	N/A
Cheque book delivery (per cheque book)									
By registered mail (Waived by ordinary mail)	HK\$30	N/A	HK\$30	N/A	HK\$30	N/A	N/A	N/A	N/A
Returned cheque									
Each cheque returned due to insufficient funds	HK\$165	N/A	RMB220	N/A	HK\$165	N/A	N/A	N/A	N/A
Each cheque returned for other reasons	HK\$75	N/A	RMB75	N/A	HK\$75	N/A	N/A	N/A	N/A
Stop payment order									
To stop payment on each/a series of cheque(s), dividend warrant(s) in sequential order by the account holder	HK\$165	N/A	HK\$165	N/A	HK\$165	N/A	N/A	N/A	N/A
e-Cheque (each stop via Internet Banking)	Waived	N/A	Waived	N/A	Waived	N/A	N/A	N/A	N/A
To cancel each stop order (not available to e-Cheque)	HK\$165	N/A	HK\$165	N/A	HK\$165	N/A	N/A	N/A	N/A
Unauthorised overdraft									
Each occurrence when an account has no overdraft facility/an overdraft exceeds its authorised limit of the account	HK\$120 plus prevailing interest charges calculated on a daily basis and applied monthly			N/A	HK\$120 plus prevailing interest charges calculated on a daily basis and applied monthly		N/A	N/A	N/A
Overdraft Interest	Negotiable	N/A	Negotiable	N/A	N/A	N/A	N/A	N/A	N/A

B4. 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) service⁵	
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

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

B5. Digital Banking Channels/ Customer Reactivation

Item	Charge
Business Internet Banking	
Inactive service charge	HK\$250 ⁶
Security Device issuance/replacement	HK\$200 per token ⁷
Bank statement sent by SWIFT	US\$100 per month
Customer reactivation fee	HK1,000

6. 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.

7. Alternatively, companies can activate HSBC Mobile Security Key via HSBC HK Business Express to access Business Internet Banking (free of charge).