

Business Account Closure Form

Closing your account

On behalf of HSBC UK, we would like to thank you for banking with us and hope that we can help you with your finances again in the future. We've made the process straightforward and hassle-free, so once you've made the decision to close your account(s) and services, we'll handle your request quickly and without delay.

Requirements and guidance

We need you to provide us with certain information in order for us to close your account. These questions are marked with an asterisk on the closure form. As long as you provide all the information we need and the conditions of closure are met, your account will be closed within **five working days** of us receiving the form.

We will close your account subject to the following terms:

- ◆ **All cards and cheque books must be destroyed before you submit your Account Closure Form.**
- ◆ **Your account cannot be closed with a debit balance outstanding.** We can arrange payment of borrowing for you from another HSBC account in your name on this form. If repayment needs to come from another source this must be completed before submission of this form.
- ◆ All cards and cheque books will be cancelled on receipt of your closure request. Please allow enough time for any pending cheque or card transactions to be processed as these may not be honoured after your account is closed.
- ◆ **Partnership:** if a partnership (other than a Limited Liability Partnership) is dissolved, all parties must sign the form.
- ◆ **Limited Company/Limited Liability Partnership/Other accounts:** the customer's authority to close an account must be signed in accordance with the existing mandate.
- ◆ Unless requesting transfer to another HSBC **account in your business name**, all Direct Debits and standing orders will be cancelled on receipt of your request. It is your responsibility to advise all Direct Debit parties of changes.
- ◆ You won't have to pay any charges to close your account but you'll have to pay any charges due for using the account before it's closed. If the business account you wish to close is used to pay fees or charges for other HSBC products or services then an alternative HSBC account will need to be provided. If you do not hold an alternative HSBC account then we will not close the account until the final invoice has been taken and this may take longer than five days.
- ◆ Payment of remaining funds – please be aware that some of the payment methods we use will have a charge, further details can be obtained from our Business Price List which can be found online at **business.hsbc.uk/legal** or by calling us on **03457 60 60 60, +44 1226 260 878** if calling from abroad or Textphone **0345 712 5563**. Lines are open from 8am to 10pm every day. To ensure that we carry out your instructions accurately, to help us continually improve our service and in the interests of security, we may monitor and/or record your telephone calls with us. Note any payment charge will be deducted from your remaining account balance.
- ◆ **If your signature does not match that which we hold on file for you, your account will not be closed. We will write to you requesting a new business mandate is signed before we can close the account.**
- ◆ **With certain accounts there are financial and other consequences to early closure. It is essential that you are aware of the terms before deciding to close the account.**
- ◆ Please note that interest and charges being applied to the account may not have been applied at the time of closure. You remain liable for these charges.
- ◆ Within 10 working days of closing a Current Account, we're required to provide you with up to the last five years' transaction history (or less if required). If you prefer not to receive this you can opt out. But don't worry, even if you say no now you can still get a history going back five years from whenever you ask us, so let us know if you change your mind and we'll send you what we have.
- ◆ Please return/post the completed form to your local branch or Relationship Manager (Please visit our Branch locator tool in **hsbc.co.uk**)

What we need you to tell us

Account(s) to be closed

Sort Code(s)

4	0	-			-		
4	0	-			-		
4	0	-			-		

Account Number(s)

Sort Code(s)

4	0	-			-		
4	0	-			-		
4	0	-			-		

Account Number(s)

Closure Reason

<input type="checkbox"/> Service – I am dissatisfied with some aspects of HSBC's service	<input type="checkbox"/> Ceasing/Closing Business
<input type="checkbox"/> Pricing – I am dissatisfied with interest or charges on my account	<input type="checkbox"/> Personal circumstances have changed
<input type="checkbox"/> I am no longer using the account	<input type="checkbox"/> Opened in error
Other	<input type="text"/>

Recent transaction information

No transactions within last four days <input type="checkbox"/>	If you have not transacted in the last four days we do not require the details of your last card transaction or cheque issuance.																
Date of last card transaction (if applicable)	Last cheque serial number (if applicable)																
<table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table> <input type="checkbox"/> No card held	D	D	M	M	Y	Y	Y	Y	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> <input type="checkbox"/> No cheque book held								
D	D	M	M	Y	Y	Y	Y										
Amount of last card transaction (if applicable)	Last cheque date (if applicable)																
<input type="text"/>	<table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	Y	Y								
D	D	M	M	Y	Y	Y	Y										

Linked HSBC products or services fee

Please provide details of the HSBC account which will be used to take either the last fee or to be used for all future fees.

Sort code:

4	0	-			-		
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Account No

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****Payment method for remaining funds**

Please tell us how you want us to make the payment of any remaining funds from your account.

Please choose one only:

<input type="checkbox"/> Internal transfer to another HSBC account in the same name – please tick this box <input type="checkbox"/> if you also want all future transactions directed to this account.	Please provide the sort code and account number:	<table border="1"><tr><td>4</td><td>0</td><td>-</td><td></td><td></td><td>-</td><td></td><td></td></tr></table>	4	0	-			-			Account No	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>								
4	0	-			-															
<input type="checkbox"/> External transfer** – for payments to other UK banks or HSBC bank accounts in a different name.	Sort code and account number for funds to be paid into:	<table border="1"><tr><td></td><td></td><td>-</td><td></td><td></td><td>-</td><td></td><td></td></tr></table>			-			-			Account No	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>								
		-			-															

Beneficiary's name

☐ **International Payment**** – for payments abroad. Failure to provide a correct BIC and IBAN may result in additional charges and delays.

Beneficiary Bank Swift address (BIC)

International Bank Account Number (IBAN)

Beneficiary's name

Beneficiary's address

Country

☐ **Cheque***

*Cheque will be made payable to the account holder only and issued to the address held in our records

**This may incur a charge - see requirements and guidance section

Repayment of borrowing (if applicable)

Before closure all borrowing must be repaid. We can do this for you from another account held with HSBC in your name.

Please provide the sortcode

4	0	-			-		
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 and account no.

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Current Account Transaction History

At account closure we must provide you with up to five years of transaction history. We will do this in the form of paper statements. We will post out the statements within 10 working days of your account closing to your registered correspondence address.

If you'd prefer not to receive this, tick this box ☐

If you would like less than 5 years
please confirm how many years of
transaction history you would prefer
to receive in years and months

By signing below you are requesting us to close the account(s) specified and confirming you have taken the necessary actions to ensure we can progress with this closure, including the destruction of any cheque books and cards.

Signature(s) as per your Business Account mandate. If additional signatures are required please provide a separate written confirmation signed in accordance with your mandate.

Signature

Print name

Date

Signature

Print name

Date

Signature

Print name

Date

Signature

Print name

Date

hsbc.co.uk

Issued by HSBC UK Bank plc

Customer information: PO Box 6201, Coventry CV3 9HW

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