

# Account Closure Form

**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 hold a Commercial Card, you should clear any outstanding balance before instructing us to close your accounts and make sure no future transactions or recurring payments are scheduled on these cards after the balance has been cleared. **i**
- ◆ 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 **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. **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:

Sort Code

 -  - 

Account Number

Sort Code

 -  - 

Account Number

Sort Code

 -  - 

Account Number

Sort Code

 -  - 

Account 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.ciiom.hsbc.com/legal-information](https://business.ciiom.hsbc.com/legal-information) or if you bank with HSBC Bank plc in the UK, visit [business.hsbc.com/hbeu-terms-and-conditions](https://business.hsbc.com/hbeu-terms-and-conditions). Any payment charges will be deducted from your remaining account balance.

#### **Transfer to another account:**

Beneficiary Name

Sort Code    -    -

Account Number

or

**Transfer to an international account:** Denomination of currency:

Beneficiary Name

SWIFT BIC

IBAN

Branch Name

Address

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## 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)

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## 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 are 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 five 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.

Would you like your paper statements to be sent to you? i

No  Yes  If yes, how many months would you like? (1-60)

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

## 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 understand that any account with a debit balance will not be closed until the balance has been cleared.
- 3) I/We authorise the accounts to be closed and balances transferred as instructed.
- 4) I/We understand that if this instruction has not been signed in accordance with the signing rules for these accounts (business mandate where applicable), HSBC Bank Plc will not proceed with the instruction and a new instruction will need to be completed (in accordance with the signing rules).

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



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:**

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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

To find out more about our accessible services please visit [ciiom.hsbc.com/accessibility](https://www.hsbc.com/accessibility) or in the UK [hsbc.com/accessibility](https://www.hsbc.com/accessibility). Alternatively, you can ask at any of your local branches.

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BSL Video Relay Service is also available (Monday-Friday 8am-6pm, excluding Bank and Public Holidays) at [hsbc.co.uk/accessibility](https://www.hsbc.co.uk/accessibility).

**[business.hsbc.com/nbfi](https://business.hsbc.com/nbfi)**  
**[business.ciiom.hsbc.com](https://business.ciiom.hsbc.com)**

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### Customer Information:

UK: Customer Service Centre, BX8 2HB.

Isle of Man: PO Box 20, HSBC House, Ridgeway Street, Douglas, Isle of Man, IM99 1AU.

Jersey: PO Box 14, St Helier, Jersey, JE4 8NJ.

Guernsey: 20-22 High Street, St Peter Port, Guernsey, GY1 2LB.

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