

A Guide to Bank Services and Charges

For Business Banking Customers

We aim to provide transparent and easy to understand charges for all our products and services. This guide is designed specifically for our corporate banking customers and covers our most commonly used services. We hope you will find it clear and helpful.

The charges in this guide are effective from 01 August 2011 and are subject to change without prior notice. Charges for products not listed here can be obtained from your Relationship Manager. Please note that any account charges listed in US Dollars and other Foreign Currencies are payable in the currency of the relevant transaction account for an equivalent amount based on prevailing exchange rates. The enclosed charges only apply to accounts held with The Hongkong and Shanghai Banking Corporation Limited in the Philippines.

Should you have any questions on any of the charges, products or services referred to in this guide, please do not hesitate to call us at 85-878 or contact your branch of account.

Thank you for choosing HSBC.

In case of conflict between the services and charges found in this Easy Guide versus the Easy Guide published on the Bank's website, www.hsbc.com.ph, the former shall prevail.

HSBC Business

HSBC 
The world's local bank

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For Business Banking Customers

ACCOUNT SERVICES

Minimum Total Relationship Balance Requirement (TRB) ¹	PHP1,000,000 or Foreign Currency (FCY) equivalent
Below Minimum TRB Charge per month*	PHP4,000

*Charged after two consecutive months of falling below TRB.

Closing Fee

Savings and Current Account (If closed within three months)	PHP2,250 or FCY equivalent
Treasurer-In-Trust-For Account (If closed without opening a regular corporate account)	PHP2,250 or FCY equivalent

Inactive account Charges

PHP Account	PHP100
USD Account	USD5
AUD Account	AUD10
CAD Account	CAD10
CHF Account	CHF10
EUR Account	EUR10
GBP Account	GBP5
HKD Account	HKD50
JPY Account	JPY1,000
SGD Account	SGD12

Treasurer-In-Trust-For Account Set-Up Fee	PHP2,000
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Interest Rates

Indicative interest rates are posted in our branches but are subject to change at any time. Please contact your branch of account or call us at 85-878 for up-to-date information.

TIME DEPOSIT SERVICES

For bookings, please contact your Relationship Manager or call us at 85-878.

Pre-Termination of Time Deposits

Note: Withdrawal of time deposits, if made before the due date thereof, is subject to the Bank's consent and to such applicable penalties which the Bank may impose. Please refer to your Relationship Manager for penalties and breakfunding cost.

¹ Total balances in current and savings accounts. Total Relationship Balance (TRB) is calculated based on the average total balances in all demand deposit accounts within the bundled account package (in any (1) calendar month) per customer.

GENERAL SERVICES

Over-the-Counter Transaction* Fee

PHP300 for every over-the-counter transaction in excess of 30 within a single calendar month

Foreign Currency Cash Deposits and Withdrawals

Cash deposit/withdrawal (USD)

USD2 Notes Handling Fee per USD1,000 cash or a fraction thereof, deposited or withdrawn per day, with the first USD1,000 free-of-charge. Notes Handling Fee is waived if foreign exchange is involved.

Cash deposit/withdrawal (other FCY)

0.25% Commission in Lieu of Exchange on total amount

Note: Payment of foreign currency notes is subject to availability. Customers are advised to reserve foreign currency cash 3 working days in advance to ensure transaction can be completed.

Safety Deposit Boxes

Refundable key deposit

PHP2,500

Annual Rental Fee:

3x5x24 inches

PHP1,500

5x5x24 inches

PHP1,800

3x10x24 inches

PHP2,000

5x10x24 inches

PHP2,750

10x10x24 inches

PHP4,000

Forced Opening Charges (if unpaid for 3 months)

PHP3,000

Peso Check Deposit and Clearing Periods

Check deposited and drawn on Provincial banks

Minimum of PHP200 check or 0.125% of amount of check, whichever is higher plus PHP40 (postage fee)

Peso check sent for special clearing

PHP1,200/check

Clearing Holds:

Metro Manila/Metro Cebu/Davao/Cagayan De Oro/Zamboanga

3 working days

Regional

7 working days

Provincial

Sent for collection

USD/FCY Check Deposit and Clearing Periods

USD/FCY check/drafts issued by other banks, companies or personal entities purchased for immediate credit to account (at the Bank's discretion)

Minimum of USD6/check or 0.2% of amount of check, whichever is higher

USD/FCY check/drafts issued by HSBC bank/branches and purchased for immediate credit to account (at the Bank's discretion)

Minimum of USD6/check or 0.125% of amount of check, whichever is higher

USD/FCY check deposit

– sent for collection (at the bank's discretion)

USD17/check*

– sent for clearing and deposited to USD account

USD4/check*

– sent for clearing and deposited to PHP account

PHP250/check* plus PHP1.50 Documentary Stamp Tax

* Subject to usual clearing holds.

Clearing Holds:

Checks sent for clearing are reflected immediately in your account but funds will only be available and interest earned after the clearing hold period.

Clearing hold periods are as follows:

in US within New York City

12 working days

in US Mainland

19 working days

Outside Mainland US Territories/Other Countries and Territories

21 working days

Note: HSBC may decline to purchase, clear, or process checks at its sole discretion. Checks may also be sent for collection. Checks sent for collection will only be credited to an account upon receipt of funds by HSBC from the drawee bank. The drawee bank may charge fees for collected items. These will be applied and deducted from the proceeds of checks. Please see your branch for details.

USD Check Account Services

USD check clearing for USD checks issued by you and drawn on HSBC MNL (with effect 19 October 2009, charges will be deducted from the proceeds of the check)

USD6/check cleared via Local Payment (default)

USD22/check cleared via PDDTS GSRT (real time) at the beneficiary's option

USD30/check cleared via Telegraphic Transfer (for checks accepted abroad and presented here in the Philippines for clearing)

* Includes cash and check deposits, cash withdrawals, check encashments, same account & other HSBC account transfers

GENERAL SERVICES

Stop Payment Order	USD20/check
Cancellation of Stop Payment Order	USD20/check

JPY Checks

Check collection through Japanese Local Bank	JPY6,000
Check drawn on HSBC Tokyo	Free
Traveler's Check	JPY100/item (Minimum of JPY2,000)

Peso Check Account Services

Stop Payment Order	PHP1,000/check
Cancellation of Stop Payment Order	PHP1,000/check

Traveler's Check (TC's)

Payment of TCs to PHP account or encashment of TCs to PHP	USD1 per check, minimum of USD3 charge per transaction + DST
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Note: Free encashment for HSBC issued checks.

Payments

Manager's Check (for accountholders only)	PHP110
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ATM Withdrawals

Local withdrawals	
• via HSBC, ExpressNet/Megalink/BancNet ATMs	Free of charge
• via PLUS ATMs	PHP150/transaction

International Withdrawals	
• via HSBC ATMs	PHP100/transaction
• via PLUS ATMs	PHP150/transaction

Local Balance Inquiry via non-HSBC ATM	PHP10/inquiry
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Mailing of Checkbook

Within Metro Manila	PHP50
Rest of the Philippines/International	PHP500 for every 500 grams or a fraction thereof, minimum of PHP500

PAYMENT SERVICES

Issuance of Demand Drafts

By debiting a Peso account with us	PHP800 plus Documentary Stamp Tax of PHP0.30 for every PHP200 or fraction thereof
By debiting USD/FCY account	USD17
Stop Payment Order for Demand Drafts purchased	USD30/draft

Remittances by Telegraphic Transfers +

Outward

Outward Overseas Telegraphic Transfers

Over the counter transaction	
By debiting same foreign currency	USD30
By debiting different foreign currency	PHP1,375
By debiting PHP	PHP1,375*

Hexagon/HSBCnet	
By debiting foreign currency	USD12
By debiting PHP	PHP600*

Via Internet Banking	
Foreign currency to same foreign currency	USD 8
Cross currency	PHP 400*

+ Subject to Bangko Sentral ng Pilipinas Circular 388 (Purchase of Foreign Currency)

* Plus Documentary Stamp Tax of PHP0.30 for every PHP200 or fraction thereof

Note: Documentary Stamp Tax is a government levy and may vary. Our charges for remittances do not include any charges which may be levied by banks overseas. Please ask us for details of charges levied by HSBC's overseas branches. We will be pleased to provide an indication.

Outward Local Payment

Debit Peso Account	
• Over the counter	PHP180
• Via Internet Banking	PHP90
• Hexagon/HSBC Net	PHP150

PAYMENT SERVICES

Debit Foreign Currency account	
• Over the counter	USD6
• Via Internet Banking	USD2.50
• Hexagon/HSBC Net	USD5
Philippine Domestic Dollar Transfer System (PDDTS) (For the same day credit to beneficiary's account)	
• Over the counter	USD22
• Hexagon/HSBC Net	USD20
Philippine Payments System (PPS)	PHP550
Service Fee for Processing Payment Instructions sent via Facsimile (Fax)* (effective 01 August 2010)	PHP500 per instruction

*Faxed instructions will only be processed for customers who submitted a signed Letter of Indemnity for faxed instruction

Inward

Note: Our charges for remittances do not include any charges which may be levied by banks overseas. Please ask us for details of charges levied by HSBC's overseas branches. We will be pleased to provide you an indication.

A. Accountholders

Inward Overseas Telegraphic Transfer

USD/FCY for credit to Peso account	Documentary Stamp Tax of PHP0.30 for every PHP200 or fraction thereof plus PHP480
USD/FCY for credit to USD/FCY account	USD10 or its FCY equivalent

Inward Local Payment

Peso for credit to Peso account	PHP100
USD for credit to USD account	USD3
USD for credit to Peso or different FCY account	PHP100
Via PDDTS for credit to account	USD5
Via RTGS for credit to account	PHP200

B. Non-Accountholders

Overseas Inward Remittance for further credit to other banks via:

Local Payment in Pesos	PHP700
Note: Documentary Stamp Tax of PHP0.30 for every PHP200 or fraction thereof is charged if original currency received by HSBC is FCY.	
Local Payment in US Dollars	USD20
FCY Demand Draft	USD50 or FCY equivalent
PDDTS/GSRT/Outward Overseas Telegraphic Transfer	USD30

Overseas Inward remittance for collection over the counter

(not credited to an HSBC account)

In USD/FCY	USD70
In PHP	PHP3,850 plus Documentary Stamp Tax of PHP0.30 for every PHP200 or a fraction thereof

Returned Check Charges

In accordance to BSP Circular 681, banks are required to return unfunded inward checks to the Philippine Clearing House Corporation or Regional Clearing Centers not later than 7:30am of the day following the original date of presentation. As a result, checking account holders will no longer have the opportunity to fund incoming checks in cases of insufficient account balances.

Returned check charges due to insufficient or uncleared funds:	
Peso account	PHP2,000/check plus PHP200 for every PHP40,000 of the amount of check and a fraction thereof per day
USD account	USD25/check
Return of Stopped Check	PHP2,000/check
Checks deposited to an HSBC account and subsequently returned by drawee bank:	
PHP Check	PHP120/check
USD/FCY Check	USD20/FCY equivalent per check
Returned Checks presented for the 3rd time and returned to HSBC	PHP1,000 check or a charge equal to the amount of check multiplied by the Interbank call loan rate for the day, whichever is higher

Service Fee for Check Errors

Should a check be presented against one of your accounts and there are errors on the check	PHP1,200/check (or foreign currency equivalent)
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Repair Fee for Outward Telegraphic Transfer

	PHP50 per instruction
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STANDING INSTRUCTION/SPECIAL INSTRUCTION SERVICES

To Set-up/Amend/Suppress Standing Instruction

Peso account	PHP100/instruction
USD/FCY account	USD3/instruction

To execute each Standing Instruction automatically

PHP/USD/FCY accounts	No separate charge; Charges as applicable for respective services
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To execute each Standing Instruction and Special Instruction manually (Domestic Transaction only)

Peso account	PHP250/execution plus applicable charges
USD/FCY account	USD5/execution plus applicable charges
Set-up Utility Payment Via Internet Banking	Free of charge

Note: Automatic loan repayments are free of charge.

CORPORATE GOLD VISA CREDIT CARD

Annual Fee	PHP2,400 for primary cardholder
Late Payment Fee	PHP500 or 7.5% of minimum due, whichever is higher
Card Replacement Fee*	PHP400
Transaction Retrieval Fee	PHP150/transaction
Finance Charge	As advised in your statement

*No fee for replacement of defective card.

SUNDRY SERVICES

Replacement of lost/stolen ATM Card

(No charge to replace defective card)	PHP310/card
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Checkbooks

Peso Temporary (20 leaves)	PHP250/booklet
Peso Regular (100 leaves)	PHP350/booklet
USD Regular (100 leaves)	USD25/booklet

Request for Bank Certification

Certification of balance	PHP300/certification
Certification of inward remittance	PHP300/inward remittance
Other certifications	PHP300/certification
Audit confirmation fee	PHP300/certification
Audit confirmation fee (for mailing to foreign address)	PHP1,300/certification (effective 01 October 2009)

Statements

Statement reprint	
• Within 12 months	PHP100/monthly statement
• Beyond 12 months	PHP150/monthly statement
To Request Hold/Collect statements	PHP100/month

Check/Voucher Retrieval

PHP100/check/voucher if within one year. Beyond one year, PHP150 per check/voucher
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Original used check retrieval (monthly fee)

PHP300/month

Text/Relay Message

HSBC worldwide accountholders	USD15
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Communications	Minimum of P500 or rate charged by courier company depending on country of destination plus PHP100 handling fee
Courier charge for documents sent to other HSBC offices and abroad*	

*Availability of this service is subject to the Bank's discretion.

HSBCnet Electronic Banking

Monthly Fee	PHP5,000
Security Device	PHP500 per device for 1 user

TRADE SERVICES

IMPORTS	
Letter of Credit (LC) Opening	
Commission	1/8 of 1% per month, minimum of 2 months; minimum of PHP2,500
Cable Fee	PHP1,000
Documentary Stamp Tax (DST)	PHP0.30 for every PHP200
DST for Domestic DCs	PHP1.50
Legal Service Fee (for Import Entry Declaration)	PHP150 or actual lawyer's charge
Cash-secured LC	110% Marginal Deposit in currency of LC or 120% Marginal Deposit in PHP
Import Entry and Internal Revenue Declaration Application	
Processing Fee	PHP500 per application
LC Amendment	
Commission	1/8 of 1% per month, minimum of PHP2,500 (based on the increase in amount and remaining term of LC)
Cable Fee	PHP1,000
Documentary Stamp Tax (DST)	PHP0.30 for every PHP200
LC Cancellation	PHP600
Standby LC Opening	
Commission (Opening)	1/4 of 1% per month, minimum of PHP2,500
Processing Fee	PHP2,500 or USD60
Cable Fee	PHP1,000 or USD30 (if beneficiary is outside the Philippines)
Cash-secured LC	110% Marginal Deposit in currency of LC or 120% Marginal Deposit in PHP
Cancellation/Amendment Fee	PHP600 or USD25
Amendment Commission	1/4 of 1% per month, minimum of PHP2,500 or USD60
LC Bills	
Handling Commission on Sight LC	PHP1,000
Handling Commission on Usance Bills	1/8 of 1% per month, minimum of PHP2,500
Commitment Fee (Usance LC Bills only)	1/4 of 1% per month, minimum of PHP2,500
DST	PHP0.30 for every PHP200
Commission in Lieu of Exchange (CILE) - as applicable	1/4% of bill amount, minimum USD30, max USD150
Common Charges	
Bank Certification	PHP300 per transaction
Special Handling / Accommodation Fee	PHP2,000 per transaction
Non-LC Bills (DA/OA/DP/Direct Remittance)	
Commission	1/8 of 1% minimum of PHP2,500
Cable Fee	PHP1,000
DST (except when self-funded or funds debited from FCUDU)	PHP0.30 for every PHP200
Holding Fee	PHP100 per month
Return Fee	USD250
Avalisation (optional)	Handling Commission and Commitment Fee for Usance LC Bill applies
Reimbursement Fee (DA/DP)	USD30
Acceptance Fee (only for DA)	PHP1,000
Commission in Lieu of Exchange (CILE)	1/4% of bill amount, minimum USD30, max USD150
Domestic LC	
LC Opening	1/8 of 1% per month, minimum of 2 months; minimum of PHP2,500
DST	PHP1.50
Documentary Stamp Tax	
where a claim is made by a foreign beneficiary	PHP0.30 for every PHP200
where a claim is made by a local beneficiary (on demand/sight)	PHP1.50 flat
where a claim is made by a local beneficiary (at some future date)	PHP0.30 for every PHP200

TRADE SERVICES

Shipping Guarantee (SG)	
Commission	PHP1,000 + DST of PHP0.30 for every PHP4.00 of commission
Unredeemed SG Charge from the 2nd and 3rd month	PHP800/month
4th month onwards	PHP1,000/month
Loans	
Loan Processing Fee (not rediscounted with BSP)	PHP1,000 per loan (availment and repricing/rollover)
Loan Processing Fee (if rediscounted with BSP)	PHP2,000
PHP Loans	PHP20 for the first PHP5,000 and PHP10 for succeeding PHP5,000 or PHP1 for every PHP200 pro-rated X tenor/365 whichever is higher* <i>*Total amount subtracted from DST charged upon DC opening</i>
USD Loans	Withholding tax of 10% due on the interest collected DST of PHP20 for the first PHP5,000 and PHP10 for every succeeding PHP5,000 (on Trust Receipt) OR PHP1 for every PHP200 pro-rated X tenor/365 (on the Promissory Note) whichever is higher* <i>*Total amount subtracted from DST charged upon DC opening</i>
EXPORTS	
LC Advising	
Commission on Original LC Issued	
• Clients (applies to documents negotiated with HSBC)	PHP1,500
• Non-clients	PHP2,000
Commission on Amendments	
• Clients	PHP1,000
• Non-clients	PHP1,500
LC Confirmation (Commission Rates subject to approval)	
Cable Fee	PHP1,000
LC Transfers	
Commission	1/4% of LC amount, min PHP5,000
Amendments	PHP1,500
Cable Fee	PHP1,000
LC and Non-LC Bills Negotiated / Purchased	
Commission	
• Bills Purchased	1/8 of 1% minimum of PHP2,500 / USD30 - reimbursement charge
• Bills for Collection	1/4 of 1% minimum of PHP2,500
Postage	varies per destination and weight of document
DST	PHP0.30 for every PHP200 as per BIR NIRC Sec. 182
Transit Interest	Interest rates vary
Bills Discrepancy Fee	USD40
Document Checking Fee - for DC bills	PHP1,000 per set of documents
Commission in Lieu of Exchange (CILE) - as applicable	1/4% of bill amount, minimum USD30, max USD150
Export Bills Acceptance Commission	PHP1,000
Export Proceeds transfer Fee (for credit to other local banks)	USD25
Direct Remittance/Prepayments	
Commission	PHP800
Common Charges	
Bank Certification	PHP300 per transaction
Special Handling / Accommodation fee	PHP2,000 per transaction
Loans Against Exports	
Processing Fee (not rediscounted with BSP)	PHP1,000
Processing Fee (if rediscounted with BSP)	PHP2,000
Legal Fees (Notarial)	PHP150

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