

# **SCHEDULE OF CHARGES FOR BUSINESS ACCOUNTS**

**Effective from August 1, 2023**

## **About our Schedule of Charges (also referred to as tariff or fees)**

The Schedule of Charges tells you how much we charge you for the banking services we provide. It forms part of our agreement with you, when you choose to bank with HBL Bank UK.

These charges are current as of 1<sup>st</sup> August, 2023, but are subject to change. We can change our charges as set out in our agreement with you. If these details have changed by the time you apply for the account, we will provide you with the current Schedule of Charges for Business Accounts.

In case you require any clarification, you may:

- Enquire in person at any of our branches
- Contact us via telephone on 0344 809 4258
- Visit our website at [www.hblbankuk.com](http://www.hblbankuk.com) and click on “Contact Us”

# Business Current Account

## Account Benefits

- Dedicated Branch Manager or Relationship Officer as your primary point of contact.
- Our staff are equipped to support your day-to-day banking needs, and provide you with personalised assistance.
- Online and Mobile Banking through which you can view balances and make payments.

## Currency of Account

- The account is available in GBP (£), USD (\$), EUR (€) as well as other select currencies. Please enquire with your branch if you require an account in currencies other than those listed above.

## Payments, Cards and Cash

The following are the transaction charges applicable to the Account.

- If your transaction requires a currency conversion, our prevailing rate of exchange on the day of the transaction will apply.
- Where charges are specified only in £, these will be converted to the currency of the account (\$ or €) where the account is not in £.

| Transaction Type  | Fees / Charges                               |
|---|--|
| BACS (GBP)  | £1 per transaction                           |
| CHAPS (GBP)   | £15 per transaction                          |
| Online Banking  | No Fee                                       |
| SWIFT Transfer  | £20 / \$30 / €40                             |
| Standing Order Set Up   | No Fee                                       |
| <b>Debit Cards</b>  |  |
| Debit Card Transactions via ATM in the UK   | 2.0% of total transaction value (min. £2.00) |
| Debit Card Purchase Transactions in the UK  | No Fee                                       |
| Debit Card Purchase Transactions – International                                  | 2.5% of total transaction value              |
| <b>Cash handling charges are recovered upfront at the time of the transaction</b> |  |
| Cash handling charges (GBP) - Cash paid in  | £0.50 per £100                               |
| Cash handling charges (GBP) - Cash paid out                                       | £0.50 per £100                               |
| Cash handling charges (USD) - Cash paid in  | \$1.00 per \$100 (min: \$5.00)               |
| Cash handling charges (USD) - Cash paid out                                       | \$1.00 per \$100 (min: \$5.00)               |
| Cash handling charges (EUR) - Cash paid in  | €0.70 per €100 (min: €3.00)                  |
| Cash handling charges (EUR) - Cash paid out                                       | €0.70 per €100 (min: €3.00)                  |
| <b>Other Business Account Activity Charges recovered at the end of the month</b>  |  |
| Direct Debits   | £0.55 per item                               |
| Transfer entries (Debits & Credits)   | £0.50 per item                               |
| Giro Credits  | £0.50 per item                               |
| Cheques clearing inwards/ outwards  | £0.55 per item                               |

## Service Charges

The following are the service charges applicable to the Account.

- Debit Cards are issued to individuals (not available for limited company accounts).
- Where charges are specified only in £, these will be converted to the currency of the account (\$ or €) where the account is not in £.

| Service  | Fees / Charges   |
|--|--|
| Duplicate Statement  | £2.50 per statement per account  |
| Balance Confirmation Letter                                | £10  |
| Audit Certificate  | £30 per certificate  |
| Request for Records of Account                             | £20  |
| Debit Card   | No Fee   |
| Card Replacement   | No Fee for first replacement card<br>£15 per card (subsequent replacement cards) |
| Debit Card Courier Charge - in the UK                      | No Fee   |
| Debit Card Courier Charge - outside UK                     | £25  |
| Unpaid Standing Order                                      | £20 per item   |
| Unpaid Direct Debit  | £25 per item   |
| Issuance of Payment Orders/ Bankers Payments/ Demand Draft | £10 / \$20 / €15   |

|  |  |
|--|--|
| Duplicate/ Cancellation of Draft/ Payment Order            | £10 / \$20 / €15   |
| Cheque Returned Unpaid (Inward or Outward)                 | £15 per cheque   |
| Cheque Collected in Special Clearing                       | £25 per cheque   |
| Stop Cheque Payment  | £10 per instruction                                      |
| Stop Lost Chequebook                                       | £15  |
| Clean Collection Payable in the UK                         | £10  |
| Clean Collection Payable outside UK                        | \$20 / €15   |
| SWIFT Amendments/ Cancellation                             | £15 / \$30 / €20   |
| SWIFT Enquiry (not relating to HBL Bank)                   | £15 / \$30 / €20   |
| SWIFT Transfers for Account Holders on Behalf of Banks/FIs | £30 / \$50 / €42 in additional to swift transfer charges |
| Remittance Enquiry (not initiated by HBL Bank)             | £15  |

Other charges on the account may be applicable on a case-to-case basis, and HBL Bank UK will inform the customer in advance.

# Business Savings Account

## Account Benefits

- Dedicated Branch Manager or Relationship Officer as your primary point of contact.
- Our staff are equipped to support your day-to-day banking needs, and provide you with personalised assistance.
- Online and Mobile Banking through which you can view balances and make payments.

## Currency of Account

- The account is available in GBP (£), USD (\$), and EUR (€).

## Payments, Cards and Cash

The following are the transaction charges applicable to the Account.

- If your transaction requires a currency conversion, our prevailing rate of exchange on the day of the transaction will apply.
- SWIFT related charges will be deducted in the currency of the account.

| Transaction Type  | Fees / Charges                 |
|---|--------------------------------|
| BACS (GBP)  | £1 per transaction             |
| CHAPS (GBP)   | £15 per transaction            |
| Online Banking  | No Fee                         |
| SWIFT Transfer  | £20 / \$30 / €40               |
| <b>Cash handling charges are recovered upfront at the time of the transaction</b> |                                |
| Cash handling charges (GBP) - Cash paid in  | £0.50 per £100                 |
| Cash handling charges (GBP) - Cash paid out                                       | £0.50 per £100                 |
| Cash handling charges (USD) - Cash paid in  | \$1.00 per \$100 (min: \$5.00) |
| Cash handling charges (USD) - Cash paid out                                       | \$1.00 per \$100 (min: \$5.00) |
| Cash handling charges (EUR) - Cash paid in  | €0.70 per €100 (min: €3.00)    |
| Cash handling charges (EUR) - Cash paid out                                       | €0.70 per €100 (min: €3.00)    |

## Service Charges

The following are the service charges applicable to the Account.

- Where charges are specified only in £, these will be converted to the currency of the account (\$ or €) where the account is not in £.

| Service  | Fees / Charges   |
|--|--|
| Duplicate Statement  | £2.50 per statement per account                          |
| Balance Confirmation Letter                                | £10  |
| Audit Certificate  | £30 per certificate                                      |
| Request for Records of Account                             | £20  |
| Issuance of Payment Orders/ Bankers Payments/ Demand Draft | £10 / \$20 / €15   |
| Duplicate/ Cancellation of Draft/ Payment Order            | £10 / \$20 / €15   |
| SWIFT Amendments/ Cancellation                             | £15 / \$30 / €20   |
| SWIFT Enquiry (not relating to HBL Bank)                   | £15 / \$30 / €20   |
| SWIFT Transfers for Account Holders on Behalf of Banks/FIs | £30 / \$50 / €42 in additional to swift transfer charges |
| Remittance Enquiry (not initiated by HBL Bank)             | £15  |

Other charges on the account may be applicable on a case-to-case basis, and HBL Bank UK will inform the customer in advance.

## Term Deposit Account (Fixed Term Deposit Account)

- A current or savings account is required with HBL Bank UK, to be able to transfer money into your Fixed Term Deposit.
- A choice of 1 Month, 3 Months, 6 Months, 1 Year, 2 Years and 3 Years term is available.
- The interest rates available on our Term Deposits change frequently and are dependent on the currency, term and investment amount. Interest is calculated daily and applied at the end of the term. The interest rate is fixed for the term of the Account. Accounts are available in selected foreign currencies. For the latest rates please contact any of our branches, or visit [www.hblbankuk.com](http://www.hblbankuk.com).

### Term Deposit Early Withdrawal Penalty

If you wish to break your Term Deposit before it has reached maturity you will be charged an Early Withdrawal Penalty. This charge will only be deducted from accrued interest. **We will not deduct anything from your principal deposit.** We will inform you of the amount of the Early Withdrawal Penalty before we process your request, and will provide you with the opportunity to withdraw your request.

The charge applicable is 2% of the unexpired period of the deposit, or interest accrued on the deposit, whichever is lower.

We will calculate this charge as follows:

- (a) 2% of unexpired period = Principal multiplied by 2%, multiplied by the number of days remaining in the period, divided by 365 (for USD or EUR deposits divide by 360 instead of 365)
- (b) interest accrual = Principal multiplied by agreed fixed interest rate per annum, multiplied by the number of days interest was accrued since booking the deposit, divided by 365

Early Withdrawal Penalty is the **lower of** accrued interest and the unexpired period penalty.

### **Example:**

You book a Term Deposit of £10,000 for a twelve-month term at a rate of 3% gross per annum. You want to break the Term Deposit early after 60 days.

$$\begin{aligned}\text{Unexpired Period Penalty} &= \text{£}10,000 \times 2\% \text{ of the unexpired period of the deposit} \\ &= \text{£}10,000 \times 2\% \times (305/365) = \text{£}167.12\end{aligned}$$

$$\text{Accrued Interest} = \text{£}10,000 \times 3\% \times (60/365) = \text{£}49.32$$

As in the above example, the accrued interest calculation of £49.32 is lower than the 2% Penalty calculation of £167.12, the Early Withdrawal Penalty would be £49.32.

Should you ever consider breaking a Term Deposit, our staff will be happy to assist you in explaining how the Early Withdrawal Penalty would be calculated, to assist you to make the decision whether to break the deposit or not.