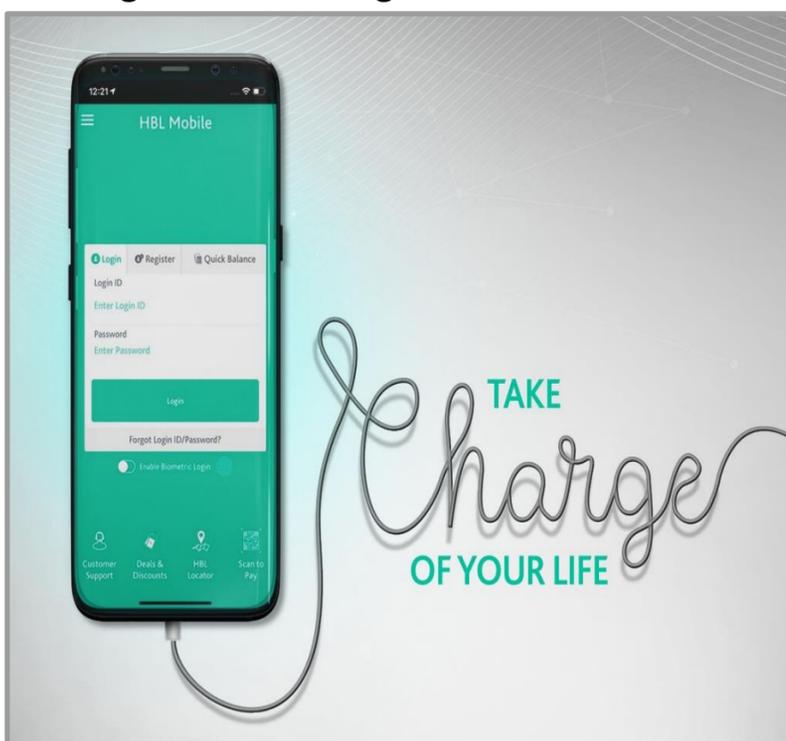


## Bulk Payments Guidelines

### WHAT IS IT?

Bulk Payments is a facility offered to HBL business customers to execute numerous payments at the same time through FPS on Digital Platform.

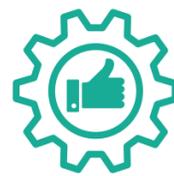


The Faster Payments system transforms UK financial transactions, delivering instant, access to funds.

### Points to Remember

- For Sort Codes and Account numbers beginning with 0; Insert an Apostrophe (') before 0 followed by the number.
- Special Characters must not be used
- Formatting of cells should always be set as General/Text/Number.
- Number of transactions stated must match with the number of payments being made
- Daily and monthly limits are in place prior to initiating a bulk payment to avoid limit breach errors

### Instructions



The excel sheet to be used must be downloaded from digital banking platform



Reference field must not exceed 18 characters



Name field must not exceed 35 characters



Reference number should be unique for each bulk payment sheet



Maximum 100 payment instructions allowed per sheet

### Deadlines

- Each Bulk Payment sheet must be uploaded before 5:00 PM.
- Bulk payments must be uploaded between Mon-Fri for same day transfers.
- Bulk payments uploaded after 5:00 PM will be processed at 8:00 AM on the next working day