

HSBC Qatar

Corporate Tariff and Charges

Effective 1 June 2015

This is our Corporate Banking Tariff of Charges. It is applicable to corporate banking transactions conducted in the ordinary course of business unless clearly agreed otherwise in writing.

This Corporate Banking Tariff of Charges is effective from 1 June 2015 until further notice and is applicable to accounts held at HSBC Bank Middle East Limited in Qatar.

We reserve the right to amend, or levy additional charges, as we may see fit. We shall not be obliged to give you specific written notice of any such changes. However, we will provide you with regular updates on our website and in our branches.

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Abbreviations:

AGCC –	Arab Gulf Cooperation Council
ATM –	Automated Teller Machine
CIL –	Clean Import Loan
COS –	Cheque Outsourcing Service
DC –	Documentary Credit
DD –	Demand Draft
EUR –	Euro
GBP –	Great Britain Pound
GCCNET –	Gulf Cooperation Council ATM Network
LC –	Letter of Credit
MT –	Mail Transfer
NAPS –	National ATM and POS switch
PIN –	Personal Identification Number
QAR –	Qatari Riyal
RCMS –	Receivables Management System
SMS –	Short Message Service
SWIFT –	Society for Worldwide Interbank Financial Telecommunication
TCI –	Trade and Credit Information
TT –	Telegraphic Transfers
USD –	US Dollars

Account Services

Current Account / Call Deposit Account	
Minimum monthly average balance of QAR15,000 or equivalent in USD/EUR/GBP* to be met	Monthly Charge of QAR 200 or equivalent in USD/EUR/GBP* if minimum average balance not met
Time Deposit Accounts**	
Minimum opening balance required	QAR 50,000 USD 20,000 EUR 20,000 GBP 10,000
Issuance of Certificates	
Letter to Ministry of Business and Trade	QAR 750 per request
Balance Certificate	QAR 150 per request
Audit Confirmation Letter	QAR 250 per request
Duplicate copy of audit confirmation letter	QAR 250 per request
Trade and Credit Information (TCI)	QAR 250 per request
Other Certificates	QAR 150 per request
Account Mandate and Maintenance	
Change of Account Titles	QAR 250 per account
Penalty charges for non submission of mandatory (commercial registration, security, mandate, and credit) documents requested by the bank from time to time	QAR 500 per month
Administrative charges for reminders sent to customers to submit valid mandate/ security documents	Upto a maximum of QAR 500 per month
Account Closure within 6 months of its opening	QAR 250 per account closed
Dormant Account Reactivation	QAR 250 per account
Unclaimed Account Reactivation	QAR 250 per account
Signature Verification	QAR 100 per request
SMS alert set up charges	QAR 100
SMS alert monthly charges	QAR 25
SMS alert amendment charges	QAR 25 per request
Account Statement Requests	
Monthly Mailed Copy	No charge
Additional statement copy	QAR 200 per statement (Additional charges for trade statements)
Outward - HSBC Bank Account Statements to other banks via SWIFT MT940 (end of day)	QAR 500 per account per month
Outward - HSBC Bank Account Statements to other bank via SWIFT MT942 (intra-day)	QAR 500 per account per month
Inward - Other banks Account Statements to HSBC via SWIFT	QAR 250 per account per month
Standing Orders / Instructions	
Set up Fee	QAR 100 per instruction
Amendment fee	QAR 50 per instruction
Insufficient funds	QAR 200 per breach
Cancellation of standing order instruction	QAR 50 per instruction
*The prevailing exchange rate will apply	
**See notes applicable to Time Deposit Account under Notes - Section A	

Cheques

Cheques (QAR)	
Cheque Books Issuance	QAR 50 per book of 50 leaves
Specially Designed Cheque Books	Actual cost plus QAR 300 per request
Cheque Book mailing charges	QAR 15 per cheque book
Regular Priority Clearing (Same Day)	No charge
Medium Priority Clearing (within 2 hours)	QAR 5
High Priority Clearing (within 1 hour)	QAR 10
Executive Priority Clearing (within 10 Minutes)	QAR 20
Special Clearing (within 30 minutes) (only cheques valued QAR 250,000 or greater)	QAR 50
Foreign Currency Cheques Collection (If paid to Customer's Local Currency Account)	QAR 50 plus other banks charges
Foreign Currency Cheques Collection (If paid to Customer's Foreign Currency Account)	USD 35 equivalent in foreign currency
Foreign Currency Cheques Purchase (If paid in QAR)	QAR 50 plus other banks charges
Foreign Currency Cheques Purchase (If paid in Foreign Currency Notes - subject to availability)	1% commission (minimum QAR 75 plus other banks charges)
Handling charges for local currency cheque received from outside Qatar or a non-MICR (Magnetic Ink Character Recognition) cheque received	QAR 150
Handling charges for return of local currency cheque received from outside Qatar	QAR 300
Safe keeping of post dated cheques	QAR 20 per cheque
Cancellation of post dated cheques prior to maturity	QAR 40 per cheque
Returned Cheque handling charges (Cheque deposited to Account)	QAR 30 per cheque
Notice of Lost/Stolen Cheque*	QAR 50 per cheque
Bill/Cheques Discounting Facility	0.125% of discounted amount (minimum QAR 15) plus interest for the period
Replacement/Premature Withdrawal of a Discounted Item	QAR 50 per discounted item
Returned Cheques Drawn On Own Account	
Insufficient Fund/Funds Not Cleared	QAR 500 per cheque
Technical Reason	QAR 250 per cheque
Other Applicable Charges	
Withdrawal without cheque	QAR 50 per transaction
Foreign Currency Notes Deposit or Withdrawal in same currency account (for account holders only)	1% service charge (minimum QAR 100)
Mail Box	QAR 1000 per annum - subject to availability
Replacement Key for the Mail Box	QAR 100 per request
International Courier Service	QAR 50 plus courier charges per item
Local Mailing charges	QAR 50 per item (Additional charges for trade documents)
International Mailing charges	QAR 100 per item (Additional charges for trade documents)
Retrieval of old records (Per Record)	QAR 25 (Upto 3 months old) QAR 75 (3 to 12 months old) QAR 150 (over 12 months old)
Express Banking Service	Please contact your Relationship Manager
Express Cash Service	Please contact your Relationship Manager
Liquidity Solutions	Please contact your Relationship Manager
*See notes applicable to notice of lost/stolen cheque under Notes - Section B	

Payments*

Inward	
Transfer to Accounts within HSBC Qatar	No charge
Credit in Foreign Currency Account	USD 20 equivalent in foreign currency
Credit to third party banks in Local / Foreign Currency	QAR 100 for local currency transfers QAR 150 for foreign currency transfers to local Banks
Paid in Local Currency Notes (for Account Holders only)	No charge
Outward Manual	
Local / Electronic Telegraphic Transfer	QAR 90
International Telegraphic Transfer	QAR 130
Salary / Bulk payments	Fee by Channel: a) Electronic Banking Channels - No charge b) Paper Schedules - QAR 500 per schedule Paper Schedules / Letters: Local Transfer to a third party bank in Qatar or HSBC Qatar - QAR 10. Charges are applicable if there are more than 5 transactions, else local TT charges will apply.
Additional charges to send Telegraphic Transfers in full. Only applicable if customer opts for charge type "OUR"	QAR 100
Recall of Telegraphic Transfer Funds (subject to funds still being within our control and not credited to beneficiary account at the time of recall)	QAR 150 for the initial request QAR 50 for each subsequent chaser
Payment Investigations / TT Fate Enquiry / Beneficiary claims non-receipt of funds	QAR 150 for the initial request QAR 50 for each subsequent chaser
TT Amendment Request (sent to correspondent / beneficiary banks)	QAR 150 for the initial request QAR 50 for each subsequent chaser
Return of inward Foreign currency TT due to incorrect / incomplete details	USD 50 or equivalent in foreign currency
Cashier Orders / Demand Drafts	QAR 100
Cancellation (with original Cashier Order / Demand Draft returned)	QAR 70
Stop Payment of Lost / Stolen Cashier Order / Demand Draft	QAR 100 Plus Telex Charges (per Cashier Order / Demand Draft reported lost)
Inward DD's drawn on us for credit to local banks	QAR 100
Payment referral charges if incomplete instructions sent to the processing unit	QAR 50
Penalty fee if insufficient funds to process payment instruction	QAR 50
HSBCnet	
Full package: 5 Security Devices + Profile setup + Initial Training	QAR 750
Additional Security Device	QAR 50 per device
Password Reset	QAR 50
Additional System Administrator	No charge
Additional Training Sessions	QAR 250 per session
HSBCnet Monthly Service charges - Full package	QAR 300 per month
International Remittances	QAR 50
Local / Central Bank Transfer	QAR 25
Cashier Order issuance (non Cheque Outsourcing Service)	QAR 20
DD issuance (non Cheque Outsourcing Service)	QAR 20
Internal transfer	No charge
Autopay Credits - Salary / Bulk payments within HSBC (local)	No charge
Autopay Credits - Salary / Bulk payments to other banks (local)	QAR 5
Additional charges to send Telegraphic Transfers in full. Only applicable if customer opts for charge type "OUR"	QAR 100

*See notes applicable to all payments under Notes - Section C

Payments* (Cont.)

HSBCnet (Cont.)	
Recall of Telegraphic Transfer Funds (subject to funds still being within our control and not credited to beneficiary account at the time of recall)	QAR 150 for the initial request QAR 50 for each subsequent chaser
Payment Investigations / TT Fate Enquiry / Beneficiary claims non-receipt of funds	QAR 150 for the initial request QAR 50 for each subsequent chaser
TT Amendment Request (sent to correspondent / beneficiary banks)	QAR 150 for the initial request QAR 50 for each subsequent chaser
Payment Referral - If incomplete instructions sent to the processing unit	QAR 50
Return of inward Foreign Currency TT due to incorrect/incomplete details	USD 50 or equivalent in foreign currency
Penalty fee for insufficient funds	QAR 50
File upload charges	QAR 20 per file
Cancellation (with original Cashier Order / Demand Draft returned)	QAR 70
Stop Payment of Lost / Stolen Cashier Order / Demand Draft	QAR 100 Plus Telex Charges (per Cashier Order / Demand Draft reported lost)
Processing & transmission fee for Trade DCs by HSBCnet (internet Trade Services)	QAR 200
HSBCnet Advising Service	No charge
Cheque Outsourcing Services (COS)	Please contact your Relationship Manager
Receivables Management System (RCMS)	Please contact your Relationship Manager
FUSA (File Upload Signature Authorisation) set-up charges	QAR 750
FUSA (File Upload Signature Authorisation) monthly charges	QAR 200
HSBCnet for Business (For Business Banking Clients)	
Limited package: 2 Security Devices + Profile setup + Initial Training	QAR 500
Additional Security Devices	QAR 50 per device
Password Reset	QAR 50
Additional System Administrator	No charge
Additional Telephone Training Session	QAR 100 per session
HSBCnet Monthly Service charges	QAR 200 per month
International Remittances	QAR 50
Local / Central Bank Transfer	QAR 25
Internal transfer	No charge
Additional charges to send Telegraphic Transfers in full. Only applicable if customer opts for charge type "OUR"	QAR 100
Recall of Telegraphic Transfer Funds (subject to funds still being within our control and not credited to beneficiary account at the time of recall)	QAR 150 for the initial request QAR 50 for each subsequent chaser
Payment Investigations / TT Fate Enquiry / Beneficiary claims non-receipt of funds	QAR 150 for the initial request QAR 50 for each subsequent chaser
TT Amendment Request (sent to correspondent / beneficiary banks)	QAR 150 for the initial request QAR 50 for each subsequent chaser
Payment Referral - If incomplete instructions sent to the processing unit	QAR 50
Cancellation (with original Cashier Order / Demand Draft returned)	QAR 70
Stop Payment of Lost / Stolen Cashier Order / Demand Draft	QAR 100 Plus Telex Charges (per Cashier Order / Demand Draft reported lost)
<i>*See notes applicable to all payments under Notes - Section C</i>	

Payments* (Cont.)

Business Banking Clients	
Monthly Service charge	QAR 500 per month
Credit Relationship Pricing	
Handling Charges On Temporary Overdraft / Excess	1% of the temporary Overdraft / Excess amount (minimum QAR 500)
Unauthorised Overdraft Rate	20% p.a. on the unauthorised overdraft balance (or excess balance beyond any pre-approved overdraft limit) subject to a minimum fee of QAR 500 for each and every unauthorised occurrence.
Working capital facility / Term Facility arrangement set up fee	3% per annum (minimum QAR 100,000)
Facility Arrangement / Annual Review	3% per annum (minimum QAR 50,000)
Facility Amendment / Interim Review fee	2% per annum (minimum QAR 50,000)
Facility Non Utilisation Fee	0.75% per annum
Management Fee on overall credit facility	0.75% per annum (minimum QAR 10,000)
Default Interest Rate	Additional 4% p.a.
Credit Bureau Reports	
Per Facility Application / Annual Review of Facility	QAR 150 per request
<i>*See notes applicable to all payments under Notes - Section C</i>	

Commercial Card

Corporate/Purchasing Card	
Annual Fee per Card	QAR 400
Returned cheque charges for Commercial Cards	QAR 100
Account set up Fee (one off)	No charge
Monthly Finance Fee	1.75%
Cash advance charge (Corporate Gold Master Card only)	4.5 % of the total amount (Minimum QAR 50) plus finance charge
Card replacement Fee	QAR 50
PIN replacement	QAR 50
Card and PIN replacement	QAR 100
Over Limit Fee	QAR 150
Late payment Fee	QAR 150
Returned Cheque fee	QAR 100
Card Cancellation Charges (To cover bank's administrative cost as cards uncollected after one month from their date of issue must be destroyed and card account cancelled from our systems)	QAR 200
Copy of the sales voucher	QAR 25
Charge for each disputed transaction which is rejected by the bank after reviewing evidence	QAR 100
Foreign Currency Transactions Please note that Card transactions conducted in currencies other than QAR will be subject to a Foreign Exchange (FX) processing fee.	Processing Fee 2.3% of transaction
Smart Data On-Line Charges	
Corporate/Purchasing Card	
Annual Fee per account	QAR 750
Implementation Fees	QAR 500
User Registration Fees	QAR 100 per user
Training Fee	QAR 500
Statements	
Monthly Mailed Copy	No charge
Extra Copy	QAR 100
Commercial Debit Card	
Annual Fee	No charge
Card replacement charges	QAR 50
Re-issuance of PIN	QAR 50
Card Cancellation Charges (To cover bank's administrative cost as cards uncollected after one month from their date of issue must be destroyed and card account cancelled from our systems)	QAR 50
Usage Fee	
HSBC ATMs in Qatar	
Cash Withdrawal / Deposit	No charge
Balance Enquiry	No charge
Mini-statement (last 8 transactions)	No charge
Transfer within HSBC Accounts	No charge

Commercial Card (Cont.)

Other Bank ATMs in Qatar (via NAPS)	
Cash Withdrawal	No charge
Balance Enquiry	No charge
ATMs in AGCC Member States (Transactions at HSBC ATMs in AGCC member states are routed through the GCC Net ATM switch and charged accordingly)	
Cash Withdrawal	QAR 6 per transaction + Foreign exchange commission*
Balance Enquiry	QAR 3 per transaction + Foreign exchange commission*
HSBC ATMs and CIRRUS / PLUS ATMs Internationally	
Cash Withdrawal	QAR 15 per transaction + Foreign exchange commission*
Balance Enquiry	No charge
<i>*Debit card transactions that are not in your billing currency will be converted at a wholesale market rate, attracting a processing fee of upto 2.75%</i>	

Imports*

Documentary Credits - Issuance	
Irrevocable DC issuance charges	0.5% flat for 3 months plus 0.155% for each additional month (Minimum period 3 months, Minimum amount QAR 500)
Revolving DC's / Back to Back DC's	Same as irrevocable DC's (minimum QAR 500)
Standby DC's	0.165% per month, (Minimum period 3 months, Minimum amount QAR 500)
DC Amendments Charges	Charges for increase in amount and/or extension of expiry date are same as irrevocable DC issuance charges with minimum charge QAR 200 plus SWIFT charges
Other DC amendments (excluding increase in amount and / or extension of expiry date)	QAR 200 for DC amendments plus SWIFT charges
DC related charges	(A) DC through HSBC net QAR 200 (B) Pre-Advice QAR 200 (C) DC Cancellation QAR 200 (D) DC Amendment by SWIFT QAR 200
DC's Overdrawn	As per opening communication (minimum QAR 300)
Shipping Guarantees / Delivery Order	
Shipping Guarantee	0.125% of invoice value (minimum QAR 250) plus 0.25% for Guarantees outstanding over 1 month.(Minimum QAR 350)
Delivery Order	Same as above
Import Bills	
Acceptance Commission	0.155% per month for the full usance period (Minimum QAR 300)
Bills transferred to past due	QAR 200 flat
Safe keeping charges on discrepant bills under DC's	USD 100 per month if disposal instructions are not received within 2 weeks from the New Bill Advice
Documentary Bills for Collection	0.25% (flat upto QAR 500,000), 0.125% (flat over QAR 500,000) (Minimum QAR 150)
Amendment to Documentary Collection Bills	QAR 150
Documents Released Free of Payment	Same as Documents for Collection plus QAR 200
Safekeeping charges	QAR 100 towards safe keeping charges on each bill remaining unpaid / unaccepted one month after issuance of bill advice or due date of such bills.
Avalisation Bills	0.155% per month or part thereof (Minimum 3 months or QAR 200 whichever is greater)
Clean Bills (Cheques) received for Collection	0.25% (flat Upto QAR 500,000), 0.125% (flat over QAR 500,000) (Minimum QAR 100 in addition to any other applicable charges)
Other Import Charges	
Invoice financing (open account-Import)	0.0625% on total invoice value. Minimum commission QAR 350
CILs Going Past Due	QAR 250
CIL Installment Reinstatement	QAR 100 per re-instatement
Processing fee (All IMPORT transactions) (not applicable for IMPORT DCs)	QAR 100 flat per transaction
Reimbursement charges	USD 75
LC (Letter of credit) draft	QAR 150 (standard for all customers)
Extra LC copy	QAR 25 per copy

Exports*

Export DC	
DC Advising	QAR 300 flat
DC Amendment Advising	QAR 200 flat
Pre-Advice of DC	QAR 200 flat
DC Confirmation	Charge based on issuing Bank/Country considerations; calculated on the DC amount plus any usance period. (Minimum 0.125% per month, Minimum QAR 250)
Assignment of Proceeds Under DC	0.1% flat minimum QAR 400
Export Bills	
DC Bills Negotiation	0.125% of bill value minimum QAR 300
Non DC Bills processing	0.125% of bill value minimum QAR 300
Bills Returned Unpaid	QAR 200 flat
Discrepant Documents	USD 100 (or QAR equivalent for each set of discrepant documents)
Transfer of DC'S	
Transfer	0.25% flat for 3 months thereafter 0.125% per month (minimum USD 1,250)
Increase in Amount / Exposure	0.5% flat for 3 months, thereafter 0.25% per month (minimum USD 750)
Handling Transferable documents	0.5% flat on the invoice amount minimum QAR 500
Other Amendment	QAR 500
Other Export Charges	
Invoice financing (Progress Payment Certificates)	0.0625% on financed amount. Minimum commission QAR 500
Commission in Lieu of Exchange	0.25% for export transaction not denominated in QAR or not involving Foreign Exchange. (Minimum QAR 200)
Reimbursement charges	QAR 300 or USD 80
Traces for unaccepted / overdue bills	USD 40 per tracer (minimum QAR 150 equivalent)
*See notes applicable to Imports and Exports under Notes - Section D	

Guarantees*

Issuance	0.184% per month for a minimum period of 3 months (Minimum QAR 500)
Guarantee Amendments involving extension of validity and increase in amount	0.184% per month for a minimum period of 3 months (Minimum QAR 500)
Other Amendment	QAR 300 flat
Open Ended Guarantees	0.25% per month or part thereof (Minimum QAR 500)
Retention Bonds	0.25% per month for a minimum period of 3 months (Minimum QAR 500)
Financial Guarantee	0.25% per month for a minimum period of 3 months (Minimum QAR 500)
Processing fee for uncollected Guarantee	QAR 500
Issuance of Guarantees other than standard Bank wording	QAR 250
Other Charges Applicable to Trade	
Letter / Certificate request	USD 80 (minimum QAR 300 equivalent)
Additional monthly statement copy (manual)	QAR 500 per statement
SWIFT charges	QAR 400 per message
Mail / Courier charges	QAR 150 within Qatar QAR 300 outside Qatar
<i>*See notes applicable to Imports and Exports under Notes - Section E</i>	

Notes

Section A:
<p>The following notes apply to Time Deposit Accounts: Time deposit accounts uplifted before maturity will be charged a handling fee of QAR 50 and the accrued interest will not be payable. This is not applicable to Time deposit funds transferred to an investment with HSBC.</p>
Section B:
<p>The following notes apply to notice of lost or stolen cheques: Stop payment instructions can only be accepted in respect of cheques which have been lost or stolen and in circumstances whereby stop payment instructions are accompanied by a supporting police report confirming same.</p>
Section C:
<p>The following notes apply to all Payments:</p>
1) Above charges are HSBC Qatar charges only, other banks involved in executing any instruction, including other HSBC Group entities will deduct their charges from the remittance amount.
2) Beneficiary of any payment instruction may be required to pay a charge depending on the conditions set by the remitter or his / her bank.
3) For non local HSBC account holders, remittances will be paid in cash only if the remittance originated from within the HSBC Group of companies.
4) If the amount is to be credited in another currency to an HSBC account, the prevailing exchange rate will apply.
4.1) Value date of any payment is subject to respective currency cut off time, holidays and terms. Please refer to our website for a comprehensive list of cut off times.
4.2) If customer opts to pay all charges for remittance and such costs exceed QAR 100, the customer shall be debited for any excess charge the bank incurs above QAR100 (as per the amount the bank actually incurs).
4.3) Beneficiary banks may deduct their own charges from the total amount remitted, irrespective of whether funds sent with instructions that all charges to be borne by the remitter.
5) Please refer to the individual electronic banking channels (HSBCnet section), for the relevant pricing for payments. Charges for "Other Items" mentioned above also apply to E-Channel activities.
6) The above notes on payments also apply to payments initiated from an electronic banking channel.
Section D:
<p>The following notes apply to Import and Export related trade transactions:</p>
1) Correspondent/Agent charges, if any, are for the customer's account which shall be auto debited from customers account as mentioned by the customer on the document.
2) On export bills purchased / negotiated, the bank will use the buying rate for the currency concerned on the date of negotiation, unless a forward purchase contract has already been arranged.
3) Rate of interest charged on export bills purchased / negotiated is subject to arrangement. It is charged from the date of arrival of the reimbursement payment, subject to a minimum period of 7 days.
4) Confirmation of DC charges varies according to issuing bank's status and country risk.
Section E:
<p>The following notes apply to Guarantees:</p>
1) If the guarantee amendment is requested after the expiry of the guarantee, a handling fee QAR 300/- will be levied in addition to the normal charges.
2) An additional fee of QAR 100/- will be charged for guarantees issued in English and Arabic format.
3) No refund will be made where a guarantee is cancelled prior to its expiry date.