



## CUSTOMER INFORMATION SHEET FOR OUTWARD PAYMENTS

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### General Enquiries

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SWIFT: HSBCMOMX

### Important Notes

- Whilst we will endeavour to communicate to the beneficiary bank any payment condition you specify in a Telegraphic Transfer (TT) or Real-Time Gross Settlement (RTGS) Instruction, we have no obligation to check or verify the satisfaction of such condition before effecting payment. You irrevocably authorise us to effect payment at your own risk.
- We are unable to verify beneficiary account information. The verification procedures adopted by the beneficiary bank may vary in different countries. For example, some banks may process inward remittances by verifying both the account number and account name while other banks may require only the account number or account name. You should ensure that the beneficiary account information provided to us is correct and complete.
- Whilst we will endeavour to communicate to the correspondent or beneficiary bank any message to the beneficiary or beneficiary bank you specify in a TT or RTGS Instruction, whether the correspondent or beneficiary bank will communicate or act on such message is beyond our control. We are not liable for any loss arising from or in connection with the correspondent or beneficiary bank's failure to communicate or act on such message.
- Provision of more and sufficient details may expedite the process and customer is advised to inquire with the beneficiary about the local regulatory requirements before effecting the payment.
- All provided information are subject to checking by the correspondence/beneficiary bank based on local regulatory requirements and as a result remittance may be delayed and take longer time to process.
- The information contained in this sheet were correct at the time of release but remain subject to change. The Bank makes no guarantee and accepts no responsibility for any delay/damage arising from the information.
- Outward Payment may also subject to our "General Terms and Conditions". Please visit our branches or contact our staff for the most updated information.

### Table of Contents

How to Speed Up an Outward Payment to Overseas Beneficiaries .....	Page 2
Special Requirements for Specific Countries / Territories .....	Page 2
Payment in Remote Currency.....	Page 2
Special Points to Note for Macau HKD Payment .....	Page 2
Special Points to Note for Renminbi (RMB) Outward Payment .....	Page 3 - 4
Renminbi Outward Payments Purpose Code List .....	Page 4
Special Points to Note for Outward Payment to India .....	Page 5
Purpose of payment codes for payment to India .....	Page 5 - 6
USD Telegraphic Transfer .....	Page 7 - 9
Where Remitter HAS selected overseas/other banks charges to be paid by beneficiary.....	Page 7
Where Remitter HAS selected to pay for overseas/other banks charges.....	Page 8
Option to pay for all overseas/other banks charges .....	Page 9

## **How to Speed Up an Outward Payment to Overseas Beneficiaries:**

- Provide SWIFT address of the beneficiary bank for all payments
- Please maintain a proper residential (for personal customer) / business address (for corporate customer) in HSBC's record for outward payment transaction.
- Beneficiaries in the USA
  - Provide Fedwire Routing No. (9 digits).
  - Provide UID No. (6 digits) for payment via New York CHIPS (Clearing House Interbank Payment System).
- Beneficiaries in the UK
  - Provide Bank Sorting Code (6 digits).
- Beneficiaries in the European Union (EU) and European Economic Area (EEA) for Euro payments
  - Provide Bank Identifier Code (BIC) of the beneficiary bank
- Beneficiaries in India maintaining accounts with banks other than HSBC
  - Remittance amount in Indian Rupee (INR): provide the IFSC (Indian Financial Security Code) of the beneficiary bank so that funds could be transferred via the local payment system to the beneficiary banks.
  - Remittance amount in foreign currency: for remittance amount above or equivalent to USD5,000, state clearly whether the funds are to be paid to the beneficiary in Indian Rupee or in specific foreign currency

## **Special Requirements for Specific Countries / Territories**

- Payments in Taiwan Dollar (TWD), Malaysian Ringgit (MYR) and Indonesian Rupiah (IDR) are not accepted.
- "Purpose of Payment" is mandatory for outward payments to:
  - Mainland China, Egypt, India, Indonesia, Jordan, Madagascar, Malaysia, Mauritius, Thailand, Bangladesh, Japan, Korea, the Philippines, Sri Lanka, Taiwan and United Arab Emirates (UAE).
- Payments of Canadian Dollar (CAD) sent to/routed through HSBC Bank Canada are required to provide full beneficiary information including name, address and account number.
- For payments to United Arab Emirates (UAE), Jordan, Qatar or Pakistan in all currencies or to EU and EEA in EURO (EUR), International Bank Account Number (IBAN) must be provided.

## **Payment in Remote Currency**

- Common remote currencies include Korean Won (KRW), Vietnamese Dong (VND), and Bangladeshi Taka (BDT).
- Exchange rate for these remote currencies is provided on a provisional basis, actual exchange rate is to be determined by the intermediary/beneficiary bank upon receipt of the payment order. Any subsequent difference will be debited/credited to the remitter's account.

## **Special Points to note for Macau HKD Payment**

- Due to absence of Hong Kong Dollar (HKD) local RTGS, HKD payments payable to other local banks in Macau are processed by Cashier's Order issuance and settled via local Cheque clearing system.
- Special instruction to bank "Process in TT" must be provided should you wish the HKD payments are processed in electronic format. Please note that an Outward Telegraphic Transfer fee and overseas intermediate bank fee may be incurred.

## **Special Points to Note for Renminbi (RMB) Outward Payment**

- Purpose of payment is required for all RMB outward payments. Please refer to the “RMB Outward Payments Purpose Code List” in below section for the definition and coverage of each purpose code.
- Provide SWIFT BIC or China National Advanced Payment System (CNAPS) No. (12 digits) of the beneficiary bank.
- RMB remittance is processed subject to the operation and practice adopted by the RMB clearing bank. It will not be processed by the RMB clearing bank during holidays in China (e.g. Labour Day, National Day).
- Specific Notes to **Corporate Customer**
  - Outward payment to mainland China is allowed for trade (both in goods or services) settlement needs and such other purposes as allowed by mainland authorities.
  - Outward payment to other countries / territories beside mainland China and involving RMB currency exchange is also allowed, and the payment may be subject to local regulations.
  - All outward payment to mainland China are subject to verifications by the mainland regulators and banks and must comply with rules and requirements in mainland China. Customers are encouraged to check with their mainland China counterparts before the application.

## Special Points to Note for Renminbi (RMB) Outward Payment

Customers are required to specify the appropriate Purpose of Payment Code based on their underlying purpose for cross-border RMB and foreign currency payment going into China. Any cross-border RMB and foreign currency going into China payment without an indicated Purpose of Payment Code will be delayed or rejected.

### Purpose of payment codes and definitions (Applicable to non-personal customers only):

Purpose of Payment Code	Purpose of Payment Code (Specific for HSBC SmartForm)	Coverage	Definition
GOODS TRADE	/BUSINESS/GOODS TRADE	Cross-border Goods Trade	Cross-border settlement conducted for trade in goods, including general merchandise, goods for processing, goods required for repairing, goods procured in ports by carriers, transactions to be settled by letter of credit, bills for collection, payment of import equipment and advanced payment etc.
SERVICE TRADE	/BUSINESS/SERVICE TRADE	Cross-border Service Trade	Cross-border settlement conducted for trade in services, including services or fees relating to transportation; travel; communications; construction services; installation projects and their subcontract services; insurance; financial services; computer and information services; royalties and license fees; sports and entertainment; water, electricity and gas bills to be paid by corporations or financial institutions; rent; audit fees; hotel accommodation fees; legal fees; advertising and promotion fees; copyright and design fees; research and development fees; company registration fees; medical expenses; government services not mentioned above and other commercial services etc.
CAPITAL TRANSFER	/BUSINESS/CAPITAL TRF	Cross border Capital Transfer	Capital account transactions, (capital transfers and acquisition/disposal of non-productive or non-financial assets), capital injection, capital reduction, capital payment, direct investments, securities investments, other investments, shareholder's loan/repayment, other capital payments as approved by relevant regulatory authorities, fund transfers for foreign direct investment ("FDI") by enterprises and RMB Qualified Foreign Institutional Investor ("RQF11") projects by enterprises, bonds, fund transfer between enterprises etc.
CHARITY DONATION	/BUSINESS/CHARITY DONATION	Charity Donation	Donation to charities (non-profit making organisations).
CURRENT ACCOUNT TRANSACTION	/BUSINESS/CURRENT ACC TXN	Current Account Transactions	Income and current transfers, remittance of profits, bonus, dividend payment, tax payment etc.

## Special Points to Note for Outward Payment to India

For outward payments to India in all currencies, purpose of payments should be provided. Please refer to the below common purpose of payments codes provided by the Reserve Bank of India (RBI). Any outward payments to India without purpose of payment codes may be delayed or rejected. Please visit RBI site ([www.rbi.org.in](http://www.rbi.org.in)) for obtaining details on the underlying regulations governing these transactions.

Description of Transaction	Type of Transaction	Remarks	Purpose Code
1. Loan to relatives/family members in India	Capital Account Transaction	None	Purpose - Loan to <Close Relative> (mention the exact relation) with <Maturity Period> and Interest Free
2. Payment against invoices for export of services from India such as professional fees, consultation fees, legal or attorney fees	Current Account Transaction	Beneficiary should be the entity in India providing the service	Purpose - payment of fees for <exact nature of service against which fees is being paid>
3. Payment of society maintenance fees	Current Account Transaction	The payment needs to be made to the society in India for flat/house maintenance	Purpose - Payment for society maintenance fees for <society name>
4. Payment for school/education/tuition fees	Current Account Transaction	Beneficiary should be the entity in India providing the service	Purpose - Payment of school/education/tuition fees for <beneficiary>
5. Family remittances/family maintenance/family expenses	Current Account Transaction	None	Purpose - For family maintenance
6. Gift remittances/Gift to family (between individuals)	Current Account Transaction	None	Purpose - Gift remittance
7. Payments made by overseas employer to employee/ex-employee in India - salary, medical expenses, travel, final settlement, pension, Provident fund	Current Account Transaction	None	Purpose - Payment to employee for <exact nature of payment - salary, etc.>
8. Transfer to NRE/NRO account	Capital Account Transaction	None	Purpose - payment to NRE/NRO account in India
9. Donations/Foreign Contribution remittances	Current Account Transaction	None	Purpose - Donation/foreign contribution with FCRA Registration number <FCRA Registration number>
10. Transfer to own account	Current Account Transaction	Remitter & beneficiary names should be an exact match	Purpose - Transfer to own account
11. Payment against export of goods in India	Current Account Transaction	None	Purpose - Payment against export of goods
12. Property purchase by NRI/PIO (lump sum/instalments to builders)	Capital Account Transaction	None	Purpose - purchase of property by NRI/PIO

## Special Points to Note for Outward Payment to India (Continued)

Description of Transaction	Type of Transaction	Remarks	Purpose Code
13. FDI/Foreign investment/Foreign direct investment/investment in equity or shares/purchase of shares	Capital Account Transaction	FDI Declaration from remitter/beneficiary in required format	Purpose - Foreign direct investment in India via <Automatic/Government approval> route
14. Tax payments	Current Account Transaction	None	Purpose - payment for statutory taxes in India
15. Disinvestment proceeds of overseas JV/WOS of the Indian entity	Capital Account Transaction	None	Purpose - Disinvestment of stake in <Name of the WOS> under <UIN Number>
16. Commission payment - e.g. sales commission, agent commission, marketing commission	Current Account Transaction	None	Purpose - payment of commission for <exact nature of service against which commission is being paid>
17. Branch office/liason office/project office expenses	Current Account Transaction	Remitter & beneficiary names should match	Purpose – towards Branch/liason/project office expenses
18. Travel expenses/Holiday expenses	Current Account Transaction	Beneficiary should be the tour/travel agent	Purpose - to travel/tour agent for travel expenses
19. Payment to resident in India for inheritance of will	Current Account Transaction	None	Purpose - payment towards inheritance of will
20. Redemption of ESOPs	Current Account Transaction	None	Purpose - payment towards redemption of ESOPs
21. Royalty payment	Current Account Transaction	None	Purpose - towards royalty payment
22. Dividend to an Indian company from its overseas subsidiary	Current Account Transaction	None	Purpose - towards dividend payment. Unique Identification Number issued by RBI <UIN Number>

- Capital Account Transactions are defined as transactions which alter assets or liabilities including contingent liabilities outside India of persons resident in India or assets and liabilities in India of persons resident outside India.
- Current Account Transactions are defined as transactions other than Capital Account transactions. Such transactions are permitted, unless specified otherwise under the extant Foreign Exchange Management Act (FEMA) regulations.
- The above mentioned purposes are general and indicative in nature and customers should provide the exact purpose for remitting the funds to India. The outward remittances to be credited to beneficiary account need to be in compliance with the extant Foreign Exchange Management Act (FEMA) guidelines.

## USD Telegraphic Transfer

For USD telegraphic transfer, besides the outward telegraphic transfer charges levied by HSBC, there are other overseas/other bank charges involved. These charges are either deducted from the remittance proceeds or collected from the remitter, depending on the choice that remitter makes on overseas bank charges.

### Where remitter has selected overseas/other banks charges to be paid by beneficiary:

- Overseas/other banks charges will be deducted from the remittance proceeds
- Please refer to Table 1 which provides details on the selection option in various channels

**Table 1**

Where Remitter HAS selected overseas/other banks charges to be paid by beneficiary			
USD TT submitted through	Selection Field	Selection	Overseas/Other Bank Charges
Telegraphic Transfer/ Interbank Fund Transfer Application Form (SmartForm)	Local/Overseas Charges	BEN : Beneficiary to pay all charges; or  SHA : Remitter to pay local HSBC charges and Beneficiary to pay other bank charges	Deduct from remittance proceeds
HSBCnet	Charges	BENEFICIARY PAYS: Beneficiary pays all charges; or  SHARE: Sender pays outgoing charges, beneficiary pays receiving charges	
HSBC Connect	Charges option	BEN : Beneficiary to pay all charges; or  SHA : Remitter to pay local HSBC charges and Beneficiary to pay other bank charges	

### Notes:

- Additional charges may be levied by overseas/other banks where incorrect, incomplete or unclear information is provided by customers in the instructions. These charges may be deducted from the payment amount or from the remitter's account regardless of the charges option.

## USD Telegraphic Transfer (Continued)

### Where remitter has selected to pay for overseas/other banks charges:

- Overseas/other bank charges will be collected from the remitter's account.
- Such charges will include, amongst others, an upfront MOP/HKD300 flat fee to cover the correspondent bank fee imposed by the correspondent bank in US.
- Please refer to Table 2 which provides details on the selection option in various channels.

**Table 2**

Where Remitter HAS selected to pay for overseas/other banks charges			
USD TT submitted through	Selection Field	Selection	Overseas/Other Bank Charges
Telegraphic Transfer/ Interbank Fund Transfer Application Form (SmartForm)	Local/Overseas Charges	OUR : Remitter to pay all charges	*Collect from remitter's account
HSBCnet	Charges	SENDER PAYS: Sender pays all charges	
HSBC Connect	Charges option	OUR : Remitter to pay all charges	

### Notes:

- Applicable overseas/other bank charges would be collected from remitter's account.
- Please note that whether all bank charges would be collected from remitter's account will depend on the charge practice of overseas banks (including correspondent banks and beneficiary banks). At the overseas/other banks' discretion, the charges may be deducted from remittance proceeds or from the remitter's account regardless of the charges options.
- Additional charges may be levied by overseas/other banks where incorrect, incomplete or unclear information is provided by customers in the instructions. These charges may be deducted from the payment amount or from the remitter's account regardless of the charges option.



**Option to pay for all overseas/other banks charges (applicable to non-personal customer only)**

- For USD cross-border telegraphic transfer, remitters can opt for paying all charges of other banks such that beneficiary can receive the full payment amount, subject to the limitations as specified under the notes below.
- An additional fee of USD4 will be charged for this service. The fee will not be part of and will not cover the above MOP/HKD300 flat fee (or its equivalent in another currency)
- HSBC reserves the right to claim back from the remitter should the overseas bank charges beyond.
- Please note that this service is not available for USD telegraphic transfer to banks in US.
- Specific code word is required to be specified in the payment instruction. Please refer to input guide in the Table 3 below.

**Table 3**

USD TT submitted through	Field 1	Field Selection	Field 2	Please enter the following code word in Field 2 in following format
Telegraphic Transfer/ Interbank Fund Transfer Application Form (Smart Form)	Local/Overseas Charges	OUR: Remitter to pay all charges	Message to Beneficiary Bank	PPRO
HSBCnet	Charges	"Debit account"	Instruction to Bank	/ACC/<space>/PPRO/
HSBC Connect	Charges option	OUR: Remitter to pay all charges	Instruction to Bank	PPRO

**Notes:**

- Please note that HSBC does not guarantee that full payment can be made as it depends on other overseas banks' practice which is beyond HSBC's control, or where HSBC does not have direct correspondent banking relationship with the beneficiary banks, or if the format of the code word specified in the payment instruction is not in the required format.
- Additional charges may be levied by overseas/other banks where incorrect, incomplete or unclear information is provided by customers in the instructions. These charges may be deducted from the payment amount or from the remitter's account regardless of the charges option.