

# Selected Investment Funds (SIF) Plan and SIF Individual Savings Account (ISA) New Investment Application Form

## Notes on completing this Application Form

- ◆ This Application Form should only be used for the following reasons:
  - If you don't already hold a SIF Account you will only be able to invest into one of the following funds through the World Selection ISA – World Selection Balanced Portfolio – clean accumulation share class, World Selection Cautious Portfolio – clean accumulation share class, World Selection Dynamic Portfolio – clean accumulation share class, or World Selection Income Portfolio – clean income share class. You should only use this Application Form if you are unable to complete an online Application Form through the HSBC World Selection ISA.
  - If you are an existing SIF customer you can use this form for new investments into a SIF Plan and/or SIF ISA.
- ◆ Investments can be funded by cash or, in the case of a SIF ISA, through selling shares held in a SIF Plan. If you want to make a new investment to a SIF Plan and /or SIF ISA through re-registering existing shares held with another fund provider you will need to complete a SIF Plan Transfer Form and /or SIF ISA Transfer Form as applicable.
- ◆ Please read the Selected Investment Funds Key Features Document, Selected Investment Funds Terms and Conditions, Fund Information Document, relevant Costs and Charges Disclosure Document, and the relevant Key Investor Information Document before completing this form. The Costs and Charges Disclosure Documents and Key Investor Information Documents can be found on our website [www.hsbc.co.uk/costs-and-charges](http://www.hsbc.co.uk/costs-and-charges).
- ◆ Please send completed applications to: **HSBC Trust Company (UK) Limited**  
**PO Box 6189**  
**Coventry**  
**CV3 9HS**
- ◆ The SIF ISA to which this Application Form refers is a stocks and shares ISA.
- ◆ If you have not previously provided evidence of identity and address to HSBC Trust Company (UK) Limited or HSBC UK Bank plc, you will be required to provide evidence before we can process your application. This may delay your application for a Selected Investment Funds account. You should take suitable identification to your local HSBC bank branch.
  - Acceptable forms of identification include a current and valid passport or driving licence. Acceptable forms of address verification include a bank or credit card statement (excluding statements from HSBC Bank, First Direct, M&S or John Lewis Partnership Card) or a utility bill. These documents must be dated within the last four months.
  - Please note that we can accept a full, valid, UK photocard driving licence to confirm both your identity and address. If you don't hold one, we'll require separate documents.
- ◆ Where you have previously provided evidence of identity and address to HSBC Trust Company (UK) Limited or HSBC UK Bank plc, you may still be required to provide additional evidence before we can process your application. This may delay your application for a Selected Investment Funds account. You should take suitable identification to your local HSBC bank branch. We will contact you if this is required.
- ◆ If you are applying for a SIF ISA or Feeder Option in the current tax year, then you should not subscribe to another stocks and shares ISA with either HSBC or another ISA Manager in the current tax year.
- ◆ For customer information – In order to process your application we will require a valid Common Reporting Standards self certification from you. This can be obtained at [www.crs.hsbc.com/en/rbwm/uk](http://www.crs.hsbc.com/en/rbwm/uk).
- ◆ If you have any queries about completing this form, please call us on **03457 456 123** (textphone for general enquiries **03457 660 391**). Lines are open 8am to 6pm Monday to Friday (excluding public holidays in England). To help us continually improve our service and in the interests of security, we may monitor and/or record your communications with us. Any calls that may or do lead to a transaction will be recorded. We will keep these records for seven years. You can ask for a copy at any time during those seven years.

## 1. Account Choice

Please indicate the account you are applying for by ticking the appropriate box(es) below. Failure to complete this Section may result in us not being able to accept your application.

a) Standalone  SIF Plan  SIF ISA

Are you funding your investment with cash proceeds from holdings in an existing SIF Plan?  Yes  No

If you are using proceeds from an HSBC SIF Plan to subscribe to a SIF ISA, please provide SIF Plan Reference Number


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b) Feeder Option  SIF Plan and SIF ISA  
(with Feeder Option)

Please select the above only if you wish to apply for our Feeder Option. Please see the Key Features Document and Terms and Conditions for further information on the Feeder Option.

If you are opening a Feeder Option it will be opened as an additional reference number within your existing SIF Account.

## 2. Personal Details – must be completed for all investment choices

** For more details on how we will use your personal information, please read our [Privacy Notice Overview](#) which is provided with this application form. Please note that all correspondence will be sent to the First investor's address.**

### First investor

Title  Mr  Mrs  Miss  Ms Other (please specify)

Gender  Male  Female

Surname

First name(s)

Have you had any other previous names or are you known by any other names? (Please provide details below):

Permanent residential address




Postcode

Home telephone

Mobile telephone

Work telephone number

(Please provide at least one contact number)

Email address

When did you move in?

D	D	M	M	Y	Y	Y	Y
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If you have lived at your present address for less than three years, please complete your previous address below:




Postcode

Nationality/Citizenship

If multiple nationalities or citizenships are held please provide details.



In which country are you resident for tax purposes

If you are resident for tax purposes in more than one country, include these below:



Date of birth

D	D	M	M	Y	Y	Y	Y
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Place of birth

Do you have a National Insurance (N.I.) Number?

**(If you have a temporary N.I. Number you should tick 'No').**

Yes

No

Please note if you have ticked yes but are unable to provide your N.I. Number on your application, you must provide your N.I. Number within 30 days of the date of your application, otherwise we will void your ISA.

N.I. Number (ISA Investors only)\*

\* You do not need to provide your National Insurance Number if you are applying for a SIF Plan. You should be able to find your National Insurance Number on a payslip, P45 or P60, a letter from HM Revenue & Customs, a letter from the Department for Work and Pensions, or a pension order book.

### What is your employment status?

Employed – full time

Employed – key/part time

Graduate – employed

Graduate – unemployed

Homemaker

Other full time education

Receiving pension / Disability benefit

Self employed

Student qualifying for package

Unemployed

Unknown

Employer name and address – only applicable as above.

Employer name

Employer address

Postcode

Gross personal annual income

Residential Status

**Purpose of Account:**

Children’s Education   
  Savings for retirement   
  Investment  
 Other (please provide reason)

Please provide your existing SIF Account number, if applicable

								*	1
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**Second investor – SIF Plan applications only (not available for Feeder Option)**

Title  Mr     Mrs     Miss     Ms    Other (please specify)

Gender  Male     Female

Surname

First name(s)

Have you had any other previous names or are you known by any other names? (Please provide details):

Permanent residential address

Postcode

Home telephone  Mobile telephone

Work telephone number  (Please provide at least one contact number)

Email address

When did you move in? 

D	D	M	M	Y	Y	Y	Y
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If you have lived at your present address for less than three years, please complete your previous address below

Postcode

Nationality/Citizenship

If multiple nationalities or citizenships are held please provide details.

In which country are you resident for tax purposes

If you are resident for tax purposes in more than one country, include these below

Date of birth

D	D	M	M	Y	Y	Y	Y
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**Employment Status:**

Employed  Full time  Employed – key/part time  Graduate – employed  Graduate – unemployed  
 Homemaker  Other full time education  Receiving pension / Disability benefit  
 Self employed  Student qualifying for package  Unemployed  Unknown

Residential Status **Purpose of Account:**

Children's Education  Savings for retirement  Investment  
 Other (please provide reason)

Please provide your existing SIF account number, if applicable

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**3. Additional Details****SIF ISA applications only (including Feeder Option)**

**If you are applying for an ISA (as indicated in Section 1) you must fully complete this Section, otherwise we will not be able to accept your application.**

If applicable, this ISA application is for the tax year starting 6 April     and each subsequent tax year until further notice (eg, the tax year starting 6 April 2018 is the 2018/19 tax year). ISA subscriptions for the next tax year which are made shortly before the start of a tax year will be held out of the market in a non-interest bearing Client Money account until the first Business Day of the tax year when they will be invested. **Feeder Option:** If you enter the current tax year your subscription will be invested in your SIF Plan and SIF ISA as indicated by you in Section 4. If you enter the next tax year your subscription will initially be invested only into your SIF Plan.

**Please be aware that if you enter the next tax year and the ISA Regulations change which affects the declaration you have signed, we will be required to request a newly signed application from you to ensure that your application remains valid for the next tax year. We will contact you if this is required.**

**SIF Plan applications only (not available for Feeder Option)**

A Plan cannot be opened by anyone aged under 18 years, but an application can be made by an adult and the account designated in a name of your choice. Please enter designation below if required (eg, insert child's name or initials etc. maximum 20 characters).

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**4. Fund Choice**

**Before supplying details of the fund(s) you require please refer to the Fund Information Document for the list of funds available.**

- ◆ You should read the most recent version of the Costs and Charges Disclosure Document and Key Investor Information Document ("KIID") for the fund(s) you wish to invest in. These documents can be found on our website [www.hsbc.co.uk/costs-and-charges](http://www.hsbc.co.uk/costs-and-charges).
- ◆ Any investment you make will be placed in to clean share classes within your chosen fund(s). Clean shares have a charging structure in which you pay a charge to the fund provider for managing the fund. The payments that you make to us for our services will be charged separately as the Account Fee, details of which can be found in the Key Features Document and the relevant Costs and Charges Disclosure Document.
- ◆ Further details of which funds are available can be found in the Fund Information Document, including details of the Account Fee.
- ◆ You can only choose one fund for the Feeder Option. Please refer to the Key Features Document for details of which funds offer the Feeder Option.
- ◆ Please indicate if you would like the income (including any interest) paid out. Please note that not all funds allow income to be paid out – refer to the Fund Information Document for further information.

## Fund Choice

### Fund selection

Name of Company (eg, HSBC)	Name of Fund (eg, World Selection – Balanced Portfolio)	Lump Sum Amount (minimum £1,000 per fund)		Regular Payments <sup>(1)</sup> Amount (minimum £50 per month, per fund)		Income <sup>(2)</sup> (Please tick only one box per line)	
		Plan	ISA	Plan	ISA	Accumulated	Paid out
		£	£	£	£		
		£	£	£	£		
		£	£	£	£		
		£	£	£	£		
		£	£	£	£		
		£	£	£	£		
		£	£	£	£		
		£	£	£	£		
		£	£	£	£		
		£	£	£	£		
		£	£	£	£		
Feeder Option total investment in Plan and ISA (not available for the World Selection ISA)							
HSBC		£	£ <sup>(3)</sup>				
Total		£	£	£	£		

Please provide complete information otherwise we may not be able to process your application.

- (1) If you choose to invest by making regular payments, please complete the direct debit Instruction in Section 9
- If you choose to make regular payments, then we will generally invest your money in accumulation shares/units where this share class is offered in the fund.
  - Further information on accumulation shares/units can be found in the Key Features Document.
- (2) If you choose to have an income paid out (including any interest) please complete the Income Instruction in Section 6
- If you select to have income (including any interest) paid out, then we will generally invest your money in income shares/units where this share class is offered in the fund.
  - If you do not select to have income (including any interest) paid out, then we will generally invest your money in accumulation shares/units where this share class is offered in the fund. Income (including any interest) earned on accumulation shares/ units is reflected in the funds share price. It is not used to purchase additional shares/units in the fund.
  - Please note that we cannot pay an income (including any interest) to you unless you provide your bank/building society account details in Section 6.
  - Further information on income shares/units can be found in the Key Features Document.
- (3) **Feeder Option:** where you wish your ISA to start in the next tax year leave this box blank. You must have completed Section 3 with the date entered as the next tax year.
- We are unable to accept regular payments into the same taxed plan account as the Feeder Option.**

## 5. Payment Details

**Payment by transfer from my HSBC Bank or First Direct Account** – complete account information below:

To pay by transfer from an HSBC Bank or First Direct account, please complete this instruction below and sign in the relevant boxes.

**Please ensure that there are sufficient funds within this account, otherwise we will be unable to accept your application.**

'I request you to transfer the following amount from the HSBC Bank or First Direct account indicated below and credit the relevant HSBC Trust Company (UK) Limited bank account(s) in respect of my/our investments'

£

Name(s) in which  
account is held



Sort Code

 -  - 

Account Number

Signature(s) of account holder(s)



Date

Date

**Switching from an existing SIF Plan to a SIF ISA**

Details of account to be switched from:

**Important:** For SIF Plans held in joint names, both holders of the SIF Plan should sign below.

Reference Number (eg, 123456*1)	Name of Fund (eg, HSBC World Selection Balanced Portfolio)	Value to sell* <sup>1</sup> £	Discontinue Regular Payments in SIF Plan	
			Yes	No
		£		
		£		
		£		
		£		
		£		
		£		
		£		
		£		
<b>Total</b>		£		

\*<sup>1</sup> Please note that a minimum balance of £1,000 must be retained within a fund in your SIF Plan following the switch, if you wish to keep your SIF Plan open. Please refer to the Key Features Document for details.

For an up to date valuation, contact us on **03457 456 123**. Lines are open 8am to 6pm Monday to Friday (excluding public holidays in England). To help us continually improve our service and in the interests of security, we may monitor and/or record your communications with us. Any calls that may or do lead to a transaction will be recorded. We will keep these records for seven years. You can ask for a copy at any time during those seven years.

First Plan holder's signature	<input type="text"/>	Second Plan holder's signature	<input type="text"/>
Date	<input type="text" value="DDMMYYYY"/>	Date	<input type="text" value="DDMMYYYY"/>

## 6. Income Instruction

**To be completed only if you have chosen to have income (including any interest) paid out directly into your chosen bank account. Income payments can generally only be made to the investor(s) and not to any third party. We cannot pay an income (including any interest) to you unless you provide your bank/building society account details.**

**Please write the name and the full postal address of your Bank/Building Society branch below.**

Bank/Building Society	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Name(s) in which account is held	<input type="text"/>		
	<input type="text"/>		
Branch Sort code	<input type="text" value="XX-XX-XX"/>	Bank/Building Society Account number	<input type="text" value="XXXXXXXXXX"/>
			(Bank accounts 8 digits only)
Roll number (for Building Society accounts only)	<input type="text" value="XXXXXXXXXX"/>		

### Payment frequency

Please select one of the following payment options. If you do not tick any of the boxes, we will pay income (including any interest) immediately (ie, within four business days of it being paid in to your SIF Account).

Immediately
  Quarterly
  Six-monthly
  Annually

## 7. Declaration and Signature(s)

**I/We apply to subscribe to a SIF Plan and/or where applicable, to a SIF ISA as indicated in Section 1. Where I am applying for a SIF ISA, it is for the tax year indicated in Section 3 of this Application Form, and each subsequent tax year until further notice and I understand that the ISA I am applying for is a stocks and shares ISA.**

I/We hereby declare that:

- I/We have received the Selected Investment Funds Key Features Document, relevant Key Investor Information Document\*, relevant Costs and Charges Disclosure Document, Fund Information Document, and agree to the Selected Investment Funds Terms and Conditions.

\*The KIIDs are provided for your information by the investment company administering the fund. HSBC Trust Company (UK) Limited is not responsible for the reliability or accuracy of the data provided by third parties.

- This Application Form has been completed to the best of my/our knowledge and belief and I/we will notify HSBC Trust Company (UK) Limited without any delay of any changes in my/our circumstances affecting any of the information given in this application. Where the information I/we have supplied relates to other people, I/we declare that I/we am/are authorised by them to disclose that information and to accept the Selected Investment Funds Terms and Conditions on their behalf.
- I/We am/are 18 years of age or over.

I/We authorise HSBC Trust Company (UK) Limited to:

- make income (including any interest) payments to the bank/building society account indicated in Section 6 of this Application Form where I/we have requested this.
- I/we give consent for information in relation to Selected Investment Funds to be provided to me/us electronically through the **hsbc.co.uk** website.

If I am applying for an ISA, I authorise HSBC Trust Company (UK) Limited:

- To hold my cash subscription, ISA investments, interest, dividends and any other rights or proceeds in respect of those investments and any other cash; and
- To make on my behalf any claims to relief from tax in respect of ISA investments.
- To remove any ineligible ISA subscriptions from my Selected Investment Funds ISA and place those ineligible subscriptions either into an existing SIF Plan in my name or into a new SIF Plan that will be opened for me. I agree that any new SIF Plan that is opened for me will be subject to SIF Terms and Conditions (which have already been provided to me), as updated from time to time.
- To hold my subscriptions in a non-interest bearing Client Money account until the first Business Day of the tax year, where my application is made before the start of a tax year.

If I am applying for an ISA, I hereby declare that:

- I am resident in the United Kingdom for tax purposes or, if not so resident, either perform duties which, by virtue of Section 28 of Income Tax (Earnings & Pensions) Act 2003 (Crown employees serving overseas), are treated as being performed in the United Kingdom, or I am married to, or in a civil partnership with, a person who performs such duties. I will inform HSBC Trust Company (UK) Limited if I cease to be so resident or to perform such duties or be married to, or in a civil partnership with, a person who performs such duties.
- All subscriptions made, and to be made, to the ISA belong to me.
- I have not subscribed and will not subscribe more than the overall subscription limit in total to any combination of permitted ISAs in the same tax year.
- I have not subscribed and will not subscribe to another stocks and shares ISA in the same tax year that I subscribe to this stocks and shares ISA.

I/We have received advice on this investment from a person employed by HSBC UK Bank plc.

**Note:** If you are not the applicant, but are signing on behalf of the applicant, please enter your name in the box below and describe the legal capacity in which you are signing this form. If you are applying for an ISA for someone else, please note that you are only entitled to sign this form if the applicant is mentally or physically incapacitated and you are the applicant's appointed attorney. A Property and Financial Affairs Lasting Power of Attorney must be registered with the Office of the Public Guardian (Enduring Powers of Attorney made prior to 1 October 2007 must be registered with the Court of Protection where the applicant is mentally incapacitated). Alternatively, you may be appointed as a deputy by the Court of Protection. A certified copy of the Power of Attorney or a stamped copy of the Court of Protection Order will be required in order to process the application.

If you are applying only for a Plan for someone else, you are only entitled to sign this form if you are the applicant's appointed attorney. In the case of Plan applications only, we will accept a valid Power of Attorney granted for other reasons in addition to those powers of attorney described above. A certified copy of the Power of Attorney will be required and must have been granted within the last 12 months. Please complete the boxes below.

Name

Capacity

If you are signing the form as attorney because the applicant is physically incapacitated, please tick this box.

If you are signing the form as attorney because the applicant is mentally incapacitated, please tick this box.

If you are signing the form as attorney granted for other reasons, please tick this box.

### Information about Products, Services and Promotions

The HSBC Group may use and share relevant information about you, your transactions and your relationships with the HSBC Group, to give you information about products, services (including mortgages) and promotions available from members of the HSBC Group and selected third parties which may interest you by post, telephone, electronic and other means. By completing this application you will be allowing the use of your information for this unless you tick the appropriate box(es) below to indicate that you do not wish to receive such information;

No Post

No Email

No Telephone

No Mobile messaging

By signing this application, you understand that we will use your personal information as set out in our Privacy Notice Overview.

Signature  
First Investor

Date

Signature  
Second Investor\*

Date

\*Not applicable to ISA or Feeder Option applications

## 8. Customer Check List

**Please ensure you do the following:**

- Select one or more Investment Choice(s) in Section 1.
- Select whether you want income (including any interest) paid out or accumulated in Section 4. Where you have selected income (including any interest) to be paid out please select a payment frequency and complete the account details in Section 6.
- You have received the Key Investor Information Document (KIID)\*.  
\* The KIIDs are provided for your information by the investment company administering the fund. HSBC Trust Company (UK) Limited is not responsible for the reliability or accuracy of the data provided by third parties.
- You have received the Costs and Charges Disclosure Document for your chosen fund(s) and share class(es).
- Sign the declaration in Section 7.
- Complete the direct debit mandate in Section 9 (regular savers only).
- Send your Application Form, direct debit mandate (regular savers only) to  
**HSBC Trust Company (UK) Limited**  
**PO Box 6189**  
**Coventry**  
**CV3 9HS**
- Have you provided at least one form of identification and one proof of address if required? (see notes on page 1).  
Acceptable forms of identification include a current and valid passport or driving licence. Acceptable forms of address verification include bank or credit card statement (excluding statements from HSBC Bank, First Direct, M&S or John Lewis Partnership Card) or a utility bill. These documents must be dated within the last four months.  
Please note that we can accept a full, valid, UK photocard driving licence to confirm both your identity and address. If you don't hold one, we'll require separate documents.
- If you have further queries relating to identity and verification please do not hesitate to contact us on **03457 456 123**.





### 9. Direct Debit Instructions

Please use the Direct Debit form below to set up payments for regular savings into all investments (ie, SIF Plan and SIF ISA) – these will be collected from the same bank account.

Please note that any subsequent changes must be received by HSBC Trust Company (UK) Limited plc at least seven business days before the next collection date.

Your branch sort code can be found on the top right hand corner of your cheque book.

**Please note:** that Direct Debits cannot be collected from savings accounts.

Most account numbers are eight characters in length. The last box is for customers with GiroBank accounts. Cut off and keep the Direct Debit Guarantee and return the rest of the form to us at the address shown.

Please complete the table below to confirm how much of your Direct Debit (in whole pounds) should be used to purchase shares in each fund.

Fund name	Amount	SIF Plan / ISA reference number

HSBC Trust Company (UK) Limited

## Instructions to your Bank or Building Society to pay Direct Debit



Please complete this Section in black ink and send to:  
**HSBC Trust Company (UK) Limited, PO Box 6189, Coventry CV3 9HS.**

To: The Manager	Bank/Building Society
Address	
Postcode	

Originator's Identification Number

9	4	0	3	0	5
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Reference

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### Instructions to your Bank or Building Society

Please pay HSBC Trust Company (UK) Limited Direct Debits from the account detailed on this instruction subject to the safeguards assured by the Direct Debit Guarantee scheme. I understand that this information may remain with HSBC Trust Company (UK) Limited and, if so, details may be passed electronically to my bank or building society.

Name(s) of Account Holder(s)


Bank/Building Society account number

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Branch Sort Code

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Signature(s) of account holder(s)

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Date 

D	D	M	M	Y	Y	Y	Y
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Banks and Building Societies may not accept Direct Debit instructions for some types of account.

**This is not part of the instruction to your Bank or Building Society**

Date of first payment – on or within one month from (complete box)

1	0	M	M	Y	Y	Y	Y
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(If a start date is not given, payments will commence on the next due date, instructions must be received at least seven business days before 10th of the month)



**This Guarantee should be detached and retained.**

## The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit, HSBC Trust Company (UK) Limited will notify you 10 business days in advance of your account being debited or as otherwise agreed. If you request HSBC Trust Company (UK) Limited to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit by HSBC Trust Company (UK) Limited or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.
- If you receive a refund you are not entitled to, you must pay it back when HSBC Trust Company (UK) Limited asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

HSBC Trust Company (UK) Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Registered in England number 106294.  
Registered office: 8 Canada Square, London E14 5HQ.

**hsbc.co.uk**

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