



























## Cheque Outsourcing Agreement

HSBC Bank Egypt S.A.E. and <Customer Name>

### 13 AMENDMENT

- a) The Bank may make amendments to this Agreement which will become effective on the expiry of 30 days' notice to the Customer. Any such notice may be given to the Customer in writing or on the Bank's website. However, the Bank may, in exceptional circumstances, make amendments to the Agreement at any time in order to comply with any law or regulation, which will become effective immediately on notice to the Customer.
- b) The Customer may amend the Service by using the Service Request Form as required from time to time and in accordance with the procedure as set out in Schedule 1- Service Request Form.

### 14 ENTIRE AGREEMENT

This Agreement shall comprise the entire agreement together with any completed Schedules, General Terms and Conditions and any procedures issued by the Bank for the provision of the Services. In the event of any conflict between the Agreement and the General Terms and Conditions, the Agreement shall take precedence but only to the extent of the conflict.

### 15 GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of Egypt.

### 16 JURISDICTION

Both parties to this Agreement submit to the non-exclusive jurisdiction of the courts of Egypt.

Signature by the Customer shall constitute acceptance of this Agreement here as amended from time to time.

Signed by

Signed by

\_\_\_\_\_  
[insert name of Bank signatory]

\_\_\_\_\_  
insert name of Customer signatory]

\_\_\_\_\_  
Date

**HSBC Bank Egypt S.A.E.**

\_\_\_\_\_  
Date

[Insert name of Customer]

## **Cheque Outsourcing Agreement**

HSBC Bank Egypt S.A.E. and <Customer Name>

### **Schedule 1 - Service Request Form**

The Customer must provide the information required by the Bank in the Service Request Form 15 Working Days prior to the commencement of the Service.

For any changes to the Service the Customer must provide the information required by the Bank in the Service Request Form 15 Working Days prior to the change being implemented by the Bank, including for the avoidance of doubt a change to the Service Representative.

The Service Request Form starts on the next page.

SAMPLE

## Cheque Outsourcing Agreement

HSBC Bank Egypt S.A.E. and <Customer Name>

<b>To: HSBC Bank Egypt S.A.E</b>		
<b>Cheque Outsourcing Service (COS) - Service Request Form (SRF)</b>		<b>Egypt</b>
<b>To be completed by the Customer</b>		
<b>Date</b>	: _____	<b>Request Type:</b> Add / Amend / Delete
<b>1. Service Set Up &amp; Maintenance (SVM) - Mandatory</b>		
<b>Customer Name :</b> _____ (COS Applicant) (Maximum 35 Characters)		
<b>Profile Owner Name :</b> _____ (Applicable only for Associate Customer set ups and Cross border set ups)		
<b>Customer Id :</b> _____ (To be filled by bank staff)		
<b>Customer Type:</b> HSBCnet / HSBC Connect / Engine Only		
<b>Report Delivery Channel:</b> HSBCnet / HSBC Connect / HSBCnet & HSBC Connect / Nil		
<b>2. COS Parameter Set Up</b>		<b>2.1 Customer Profile</b>
<b>Customer Authorisation With Hold ( Release Option ) :</b> Yes / No ( For HSBCnet Customers Only )		
<b>Enable auto-debatch rejected instructions :</b> Yes / No ( Applicable for File upload)		
<b>2. COS Parameter Set Up</b>		<b>2.2 Product / Customer Profile - Mandatory</b>
<b>Allow Instrument Date Rollover :</b> Yes / No		
<b>Payment Type</b>	<b>Deliver To - Underline the options required</b>	<b>Default Option</b>
<b>Company Cheque ( CC )</b>	<b>1. Self / 2. Self With Signature / 3. Self Without Signature /</b> <b>4. Beneficiary / 5. Third Party</b>	
<b>In -Country Cashier's Order ( ICO )</b>	<b>1. Self / 2. Beneficiary / 3. Third Party</b>	
<b>Demand Draft ( DD )</b>	<b>1. Self / 2. Beneficiary / 3. Third Party</b>	
<b>Payment Type</b>	<b>Deliver By</b>	<b>Default Option</b>
<b>Company Cheque ( CC )</b>		
<b>In -Country Cashier's Order ( ICO )</b>		
<b>Demand Draft ( DD )</b>		

**Cheque Outsourcing Agreement**

HSBC Bank Egypt S.A.E. and <Customer Name>

SAMPLE



## Cheque Outsourcing Agreement

HSBC Bank Egypt S.A.E. and <Customer Name>

2.COS Parameter Set Up	2.3 Account / Product Account Profile - Mandatory												
<b>Note: (1) If more than 5 accounts needs to be specified please take a copy of section 2.3 and attach.</b>													
<b>Account 1 :</b>													
Account Number : _____	Currency : _____												
Payment Types : Company Cheque / In-Country Cashier's Order / Demand Draft													
Instrument Number assignment Allowed (Company Cheques only) :Yes / No      Range Type: Customer/ Customer & System													
<b>Account 2 :</b>													
Account Number : _____	Currency : _____												
Payment Types : Company Cheque / In-Country Cashier's Order / Demand Draft													
Instrument Number assignment Allowed (Company Cheques only) :Yes / No      Range Type: Customer/ Customer & System													
<b>Account 3 :</b>													
Account Number : _____	Currency : _____												
Payment Types : Company Cheque / In-Country Cashier's Order / Demand Draft													
Instrument Number assignment Allowed (Company Cheques only) :Yes / No      Range Type: Customer/ Customer & System													
<b>Account 4 :</b>													
Account Number : _____	Currency : _____												
Payment Types : Company Cheque / In-Country Cashier's Order / Demand Draft													
Instrument Number assignment Allowed (Company Cheques only) :Yes / No      Range Type: Customer/ Customer & System													
<b>Account 5 :</b>													
Account Number : _____	Currency : _____												
Payment Types : Company Cheque / In-Country Cashier's Order / Demand Draft													
Instrument Number assignment Allowed (Company Cheques only) :Yes / No      Range Type: Customer/ Customer & System													
3.Physical Instrument Related Maintenance	3.1 Company Logo - Optional												
<b>Note : (1) Applicable to Company Cheques only. (2 ) LOGO should be provided as a Bitmap file.</b>													
Maintained at : Customer Level / Account Level (Note : Customer level should be selected if the logo is applicable to all the accounts)													
Complete the account number details if " Account Level " is selected. (Note : If more than 5 account numbers are to be specified take a copy of the section.3.1 and attach)													
<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th style="padding: 2px;">Account Number</th> <th style="padding: 2px;">Bitmap File Name</th> </tr> </thead> <tbody> <tr><td style="height: 20px;"> </td><td> </td></tr> <tr><td style="height: 20px;"> </td><td> </td></tr> <tr><td style="height: 20px;"> </td><td> </td></tr> <tr><td style="height: 20px;"> </td><td> </td></tr> <tr><td style="height: 20px;"> </td><td> </td></tr> </tbody> </table>	Account Number	Bitmap File Name											
Account Number	Bitmap File Name												



# Cheque Outsourcing Agreement

HSBC Bank Egypt S.A.E. and <Customer Name>

3.Physical Instrument Related Maintenance		3.4 Customer Signature - Mandatory	
<b>Note: (1) Applicable for Company Cheques only. (2) Please note that the signature(s) provided below should be the same signatures used in the existing account mandate in respect of the operation of the debit account involved. (3) Please use a black signing pen for the specimen signatures. (4) Signature ID will be used for Pre Authorised File Upload.</b>			
<b>Maintained at</b> Customer Level / Account Level <i>(Note : When specifying Account Level signatures ,please make additional copies if required)</i>			
<b>Account Number :</b> _____ <i>(To be filled only if the signatures should be loaded in "Account Level")</i>			
<div style="border: 1px solid black; height: 80px; width: 100%;"></div>		<b>Signature ID :</b> _____ <i>(To be completed by bank staff )</i>	
		<b>Signature Verified by</b> _____ <i>(To be completed by Bank Staff)</i>	
<b>Full Name of Signatory :</b>			
<b>Account Number :</b> _____ <i>(To be filled only if the signatures should be loaded in "Account Level")</i>			
<div style="border: 1px solid black; height: 80px; width: 100%;"></div>		<b>Signature ID :</b> _____ <i>(To be completed by bank staff )</i>	
		<b>Signature Verified by</b> _____ <i>(To be completed by bank staff )</i>	
<b>Full Name of Signatory :</b>			
<b>Account Number :</b> _____ <i>(To be filled only if the signatures should be loaded in "Account Level")</i>			
<div style="border: 1px solid black; height: 80px; width: 100%;"></div>		<b>Signature ID :</b> _____ <i>(To be completed by bank staff )</i>	
		<b>Signature Verified by</b> _____ <i>(To be completed by bank staff )</i>	
<b>Full Name of Signatory :</b>			

## Cheque Outsourcing Agreement

HSBC Bank Egypt S.A.E. and <Customer Name>

4. Cutoff time and Service Standard	
<b>Cut-off time</b>	: Sunday - Thursday before 2 PM
<b>Delivery</b>	: Instruments sent before 2 PM on ID (Instrument Date) will be delivered to the Customer via Courier before 12 Noon on ID + 1 .
<i>( Note : Any delivery arrangements which deviates from the above ,needs to be discussed with the bank staff prior to signing the document )</i>	
5. 1 Declaration	
I hereby certify and confirm that I am duly authorised by the Customer named in this COS Request Form to complete and sign this COS Request Form.	
I further declare the following for and on behalf of the Customer:	
<ol style="list-style-type: none"> <li>1. That the information in this COS Request Form is correct and complete, and authorise the Bank to confirm this from any source it may choose;</li> <li>2. Any changes made by this COS Request Form shall not take effect until they have been processed by the Bank;</li> <li>3. That the COS payment instruction file forwarded to the Bank via HSBC Connect, On behalf of (OBO), and pre-authorized instruction in HSBCnet file upload, include the accurate signature ID/s for each Company Cheque instruction;</li> <li>4. The signature ID/s is assigned to each Customer's signature and is defined as the User ID in Section 3.4 of this COS Request Form. The Bank will use the signature ID/s to retrieve the corresponding Customer's signature/s and print them on the Company Cheques (if required) without verifying the signature/s set out in the current account mandate; and</li> <li>5. That on subscription (or issuance) of Company Cheques, the signature limits maintained in HSBCnet is mandated to the debit account currency. Customers who subsequently subscribe to Company Cheques (after only issuing Cashier's Order and/or Demand Draft) need to ensure that the currency and values indicated in the signature limits are aligned with the signing arrangement of the debit account concerned.</li> </ol>	
<b>Authorised Signature</b>	: _____ <b>Contact No :</b> _____
<b>Full Name</b>	: _____ <b>Title :</b> _____
<b>Authorised Signature</b>	: _____ <b>Contact No :</b> _____
<b>Full Name</b>	: _____ <b>Title :</b> _____
5.2 Amendments to the COS Set up	
5.3 Customer Account to debit (for Charges)	
Account to be debited for the Charges	
<i>For Multiple Accounts, specify the debit a/c</i>	
Customer Account 1	
Charge Account Number 1	
Customer Account 2	
Charge Account Number 2	
5.4 COS Representative (For Collections)	
Name	
Business Title	
Telephone Number	
Facsimile Number	
E-mail Address	
Mailing Address	
Specimen Signature	

## Cheque Outsourcing Agreement

HSBC Bank Egypt S.A.E. and <Customer Name>

To be completed by bank staff	
<b>6.0 General Data</b>	
SRF Received Date : <span style="float: right;">Received from : (Sales Mgr Name)</span>	
Customer Group : <span style="float: right;">Projected Volumes :Monthly : CC: <span style="margin-left: 100px;">CO:</span> <span style="margin-left: 100px;">DD:</span></span>	
EBV : <span style="float: right;">Completed By :</span>	
<b>6.1 For Layout template design : Customer Address to be printed on the Advice</b>	
<p>(Address specified in the Customer profile will be mapped) <span style="margin-left: 200px;">( For Regional deals and Associate Customers. Address will be hard coded )</span></p>	
<b>6.2 Customer Profile</b>	
HSBCnet Activity Enquiry Options : <input type="checkbox"/> Not Support changes <input type="checkbox"/> ILA only <input type="checkbox"/> Online Keying only <input type="checkbox"/> ILA and Online Keying	
<b>6.3 Product Account Profile</b>	
Handling for Unclaimed instrument for ICO : <input type="checkbox"/> N/A <input type="checkbox"/> Refund to Customer <input type="checkbox"/> Refund to Suspense Account <input type="checkbox"/> Manual follow up	
<b>6.4 Customer Reports To be maintained in SHEX</b>	
COS001 : RD RR AD AR <span style="margin-left: 100px;">COS011 : RD RR AD AR</span>	
COS002 : RD RR AD AR <span style="margin-left: 100px;">COS012 : RD RR AD AR</span>	
COS003 : RD RR AD AR <span style="margin-left: 100px;">COS013 : RD RR AD AR</span>	
COS004 : RD RR AD AR <span style="margin-left: 100px;">COS014 : RD RR AD AR</span>	
COS005 : RD RR AD AR <span style="margin-left: 100px;">COS015 : RD RR AD AR</span>	
COS007 : RD RR AD AR	
COS008 : RD RR AD AR <span style="margin-left: 100px;">COS020 : RD RR</span>	
COS009 : RD RR AD AR	
COS010 : RD RR AD AR <span style="margin-left: 100px;">COS01ACK :</span>	
<b>6.5 Additional Comments</b>	

Payment Type	Deliver By - Underline the options required	Default Option
Company Cheque	1. Ordinary Mail / 2. Registered Mail / 3. Courier / 4. Pickup	
In -Country Cashier's Order	1. Ordinary Mail / 2. Registered Mail / 3. Courier / 4. Pickup	
Demand Draft	1. Ordinary Mail / 2. Registered Mail / 3. Courier / 4. Pickup	

## Cheque Outsourcing Agreement

HSBC Bank Egypt S.A.E. and <Customer Name>

### Schedule 2 – Consent Letter

[Please provide on Company letterhead]

To: HSBC Bank Egypt S.A.E. (the “Bank”)

I, [insert full name], of [address] in my capacity as [insert designation] as an authorised signatory for the bank account numbers [*insert account numbers*] in the name of [insert company name] (the “Company”) maintained with the Bank, acknowledge, understand and agree that the Company can issue cheques bearing my scanned signature without obtaining my prior consent.

I also acknowledge that the Bank will continue to accept instructions from the Company to issue cheques bearing my signature until the Bank is notified otherwise by the Company.

Yours faithfully

Name:

Date:

Signature:

SAMPLE