



HSBC Global Liquidity Funds plc

Administration Guide



HSBC
Global Asset
Management

For professional clients only

How do I open an account?

1. Read Key Investor Information Document for the share class(es) you want to invest in.

Please visit www.assetmanagement.hsbc.com/kiid?lang=English

2. You will need the following documentation:

- 2.1. A completed Account Opening Form, a copy of which you can obtain from your local HSBC Liquidity Client Service team using the contact details overleaf.
- 2.2. A certified list of authorised signatories who are permitted to change the standing data contained in the Account Opening Form (e.g. your bank account details). Please note that changes to standing data will only be made upon receipt of an original, signed letter. A template letter is available upon request from your local HSBC Liquidity Client Service team.
- 2.3. A certified list of authorised signatories who are permitted to trade on the account; and
- 2.4. Any documentation required for anti-money laundering purposes.

How do I place a deal?

Automated options

The following options automate the trade flow between investors and Bank of New York Mellon, the Transfer Agent for the HSBC Global Liquidity Funds. Investors benefit from increased operational efficiencies, including improved timeliness of trade confirmations and statements, whilst removing the risk associated with manual processing.

SWIFT

We support SWIFT 15022 and 20022 formats including MT502 (order placement), MT509 (trade receipt), MT515 (trade confirmation), MT535 (account balance) and MT536 (account transactions).

Calastone

Calastone's order routing service is available to all investors. The service is unique in its approach. Calastone support all message types from the sender and translate to meet the receiver's own requirements and provide the same in reverse. This means the service can quickly and easily be adopted by both parties, reducing upfront and maintenance costs.

HSBC Liquidity Funds Portal

We offer an automated online trading and reporting facility via the HSBC Liquidity Funds Portal through HSBCNet.

We are happy to provide further information if the Liquidity Funds Portal is of interest, including the new user application form which you'll need to complete.

If you are an existing HSBCNet user, you'll need to complete the supplementary application form to obtain access to the HSBC Liquidity Funds Portal.

Please note that when placing trades via HSBCNet, the trading deadline is 15 minutes earlier than the deadline quoted in the guide, i.e.

Sterling Liquidity Fund cut off via HSBCNet is 1.15pm Dublin time

US Dollar Liquidity Fund cut off via HSBCNet is 4.15pm New York time.

Portal

There are several external online portals potentially available to clients who wish to trade online. The requirements differ for each.

If you are interested in utilising one of the options above, please contact your local HSBC Liquidity Client Service team for further information.

How do I place a deal by fax?

1. If you want to place a deal by fax, you should complete a Subsequent Dealing Form, which can be obtained from your local HSBC Liquidity Client Service team, and fax it to HSBC Global Liquidity Funds plc, fax +353 1 829 0834. To confirm receipt of the fax please phone +353 1 642 8544. Faxes must be received by the Administrator before the relevant Dealing Deadline.
2. If you are an Asian-based shareholder and seek same day redemption payments from the HSBC US Dollar Liquidity Fund, you should complete a Subsequent Dealing Form, which can be obtained from your local HSBC Liquidity Client Service team, and fax it to HSBC Global Liquidity Funds plc, fax +353 1 829 0834. To confirm receipt of the fax please phone the Singapore Administrator on +65 6372 6905. Faxes must be received by the Singapore Administrator before the relevant Singapore Interim Dealing Deadline.

How do I place a deal by phone?

1. If you want to place a deal by telephone, you should call the HSBC dealing team, +353 1 642 8544 before the relevant Dealing Deadline.
2. If you are an Asian-based shareholder and seek same day redemption payments from the HSBC US Dollar Liquidity Fund, and you want to place a deal by telephone, you should call the HSBC dealing team based in Singapore on +65 6372 6905 before the relevant Singapore Interim Dealing Deadline.
3. You should be prepared to provide the following information:
 - 3.1. Your shareholder account number.
 - 3.2. Your name, as it appears on the shareholder register; and
 - 3.3. The name and share class of the fund that you wish to deal in, and the amount that you wish to deal.
 - 3.4. You may also be asked certain security questions, to confirm your identity.
4. Please note that your dealing instructions will be read-back (so that you can confirm they are accurate), and that all telephone deals are recorded.

How do I settle deals?

1. Redemption proceeds will be electronically transferred to the bank account given in your Account Opening Form on the Settlement Date.
2. Subscription payments must be made by the Cash Deadline on the Settlement Date by electronic transfer. If you do not settle a subscription by the Cash Deadline on the Settlement Date, then you may be liable for any loss incurred by the HSBC Global Liquidity Funds plc as described in the Prospectus.

Is there anything else that I need to know?

1. Confirmation of the deal and settlement will be provided after the dealing deadline in the same format that you instructed the trade with the exception of telephone trades; these are only confirmed in writing.
2. Your initial investment and subsequent deals should be for the minimum amounts shown below and in the Prospectus. After making an initial investment, your balance may fall below this minimum amount and to zero

Share class	Minimum initial subscription in relevant currency	Minimum subsequent subscription in relevant currency
A and C share class	1m	100,000
B and D share class	10,000	10,000
E and I share class	50m	2m
F and J share class	250m	5m
G and K share class	750m	10m
H and L share class	1bn	20m

3. You can obtain information on the daily yield and net asset value of the HSBC Global Liquidity Funds plc from the HSBC Global Asset Management website, www.assetmanagement.hsbc.com, Reuters or Bloomberg, the codes for which can be found on the fund factsheet. Alternatively, you may request that your local HSBC Liquidity Client Service team arrange for this information to be emailed to you on a daily basis.
4. If you have invested in a distributing share class, your dividend income will be declared daily and paid monthly. Dividend income can be paid at any time during the month if you request a full account redemption.
5. A record of your account and all transactions are kept by the Administrator. Statements confirming deals, dividends and month end balances will be sent to you on a monthly basis.
6. Please note that stock certificates are not issued for your holding. The issue and transfer of shares is by book entry.

Ongoing Support

You have two support teams you can rely on for ongoing assistance:

Bank of New York Mellon, the Transfer Agent for the HSBC Global Liquidity Funds, provides support on enquiries of an operational nature including but not limited to:

- ◆ Duplicate contract notes
- ◆ Statements
- ◆ Account balances
- ◆ Trade enquiries
- ◆ Settlement queries
- ◆ Audit requests

The HSBC Client Servicing team are available to assist with the following:

- ◆ Any Fund or yield related enquiries
- ◆ Performance
- ◆ Marketing or Sales type enquiries
- ◆ Escalations

Contact points for both teams are provided on page 7

Key information

HSBC Australian Dollar Liquidity Fund

Same day dealing deadline	12:00 pm (Australian Eastern Time)
Cash deadline	11.00 am (Singapore Time)
Settlement date	T+0
Beneficiary bank	Bank of New York Brussels
Swift code	IRVTBEBB
For further credit to	HSBC AUD Liquidity Fund Subscription and Redemption
Account number	9826730360
Intermediary bank	HSBC Bank Australia Ltd
Swift code	HKBAAU2S
Account number	011-550597-041
For RTGS payments	BSB 342011
For payments through Austaclear	HKBA21

HSBC Canadian Dollar Liquidity Fund

Same day dealing deadline	12.00 (New York time)
Cash deadline	14.00 (New York time)
Settlement date	T+0
Beneficiary bank	Bank of New York, Brussels
Swift code	IRVTBEBB
For further credit to	HSBC CAD Liquidity Fund Subscription Account
Account number	1899021240
Intermediary bank	CIBC Mellon Trust Company via Canadian Imperial Bank of Commerce
Swift code	CIBCCATT – in favour of MELNUS3PGSS (CIBC Mellon)
Account number	BNXF5000002

HSBC Euro Liquidity Fund

Same day dealing deadline	13.00 (Dublin time)
Cash deadline	15.30 (Dublin time)
Settlement date	T+0
Beneficiary Bank	Bank of New York Brussels
Swift Code	IRVTBEBB
Account name	HSBC Euro Liquidity Fund Subscription Account
IBAN number	BE56519367846088

HSBC Sterling Liquidity Fund

Same day dealing deadline	13.30 (Dublin time)
Cash deadline	16.00 (Dublin time)
Settlement date	T+0
Bank	Bank of New York, London
Account name	HSBC Sterling Liquidity Fund Subscription Account
Account number	0055038261 (for systems that only accept 8 digits, delete the '82' from this account number)
Sort Code	70-02-25
IBAN number	GB30IRVT70022500550361
Swift Code	IRVTGB2X

HSBC US Dollar Liquidity Fund

Same day dealing deadline	16.30 (New York time)
Singapore interim dealing deadline	16.45 (Singapore time)
Cash deadline	16.30 (New York time)
Settlement date	T+0
Intermediary bank name	Bank of New York Mellon, New York
Intermediary Swift Code	IRVTUS3N
Intermediary ABA code	021-000-018
Beneficiary bank account name	BNYM Global Custody NYC
Beneficiary bank account number	8900487623
For further credit to	HSBC US Dollar Liquidity Fund Subscription Account
Beneficiary account number	1898948400

Therefore, payments should be routed to BNYM NY Global Custody with further credit to HSBC US Dollar Liquidity Fund Subscription Account – 1898948400.

HSBC US Treasury Liquidity Fund

Same day dealing deadline	14.00 (New York time)
Singapore interim dealing deadline	16.45 (Singapore time)
Cash deadline	16.30 (New York time)
Settlement date	T+0
Intermediary bank name	Bank of New York Mellon, New York
Intermediary swift code	IRVTUS3N
Intermediary ABA code	021-000-018
Beneficiary bank account name	BNYM Global Custody NYC
Beneficiary bank account number	8900487623
For further credit to	HSBC US Dollar Liquidity Fund Subscription Account
Beneficiary account number	1898948400

Therefore, payments should be routed to BNYM NY Global Custody with further credit to HSBC US Dollar Liquidity Fund Subscription Account – 1898948400.

If you have any questions, or require further information, then please contact your local HSBC Liquidity Client Service team.

ADDITIONAL INFORMATION FOR INVESTORS IN THE FEDERAL REPUBLIC OF GERMANY

It should be noted that for the HSBC Australian Dollar Liquidity Fund, HSBC Australian Dollar Liquidity (VNAV) Fund, HSBC Canadian Dollar Liquidity (VNAV) Fund, HSBC Euro Government Liquidity Fund, HSBC Euro Liquidity (VNAV) Fund, HSBC Hong Kong Dollar Liquidity Fund, HSBC RMB Liquidity Fund, HSBC Sterling Government Liquidity Fund, HSBC Sterling Liquidity (VNAV) Fund, HSBC US Dollar Liquidity (VNAV) Fund, HSBC US Government Liquidity Fund and HSBC US Treasury Liquidity Fund no notification has been filed according to § 310 Investment Code and that the Shares of these funds may not be distributed to investors within the scope of applicability of the Investment Code.

Contact

To learn more about how HSBC can help you better manage liquidity in today's evolving global economy, please contact your usual HSBC client services team.

If you have any queries regarding your Liquidity account, require a balance, a duplicate document, or any other operational type enquiry, please contact Bank of New York Mellon using the following details:

HSBC Client Service Team at Bank of New York Mellon

T: 00 353 1642 8544 **E:** hsbc.dealingteam@bnymellon.com

For more information, please contact us:

Americas

T: +1 (1) 212 525 5750

E: amus.client.services@us.hsbc.com

Asia

T: +852 2284 1376

E: liquidity.asia@hsbc.com

EMEA

T: +44 (0) 20 7991 0406

E: liquidity.emea@hsbc.com

France

T: +33 1 58 13 15 26

E: liquidity.client-service@hsbc.fr

Germany / Austria

T: +49 (0)211 910 4784

E: investorservices@hsbc.de

Switzerland

T: +41 44 206 2600

E: swiss.investorservices@hsbc.com

UK Corporates

T: +44 (0) 20 7991 7153

E: liquidity.uk.corporate@hsbc.com

UK Financial Institutions

T: +44 (0) 20 7992 5440

E: liquidity.uk.fig@hsbc.com

For more information on our capabilities go to: www.globalliquidity.hsbc.com

Key risks

The value of investments and any income from them can go down as well as up and investors may not get back the amount originally invested.

- ◆ **Asset backed securities (ABS) and mortgage backed securities (MBS) risk.** ABS and MBS typically carry prepayment risk, as well as having potential for default. The securities can carry an above-average risk of being hard to value or to sell at a desired time and price
- ◆ **Counterparty risk.** The possibility that the counterparty to a transaction may be unwilling or unable to meet its obligations
- ◆ **Credit risk.** A bond or money market security could lose value if the issuer's financial health deteriorates
- ◆ **Derivatives risk.** Derivatives can behave unexpectedly. The pricing and volatility of many derivatives may diverge from strictly reflecting the pricing or volatility of their underlying reference(s), instrument or asset
- ◆ **Exchange rate risk.** Changes in currency exchange rates could reduce or increase investment gains or investment losses, in some cases significantly
- ◆ **Investment leverage risk.** Investment leverage occurs when the economic exposure is greater than the amount invested, such as when derivatives are used. A fund that employs leverage may experience greater gains and/or losses due to the amplification effect from a movement in the price of the reference source
- ◆ **Liquidity risk.** Liquidity risk is the risk that a fund may encounter difficulties meeting its obligations in respect of financial liabilities that are settled by delivering cash or other financial assets, thereby compromising existing or remaining investors
- ◆ **Money market fund risk.** The fund's objective may not be achieved in adverse market conditions. During times of very low interest rates, the interest received by the fund could be less than the costs of operating the Fund
- ◆ **Operational risk.** Operational risks may subject the fund to errors affecting transactions, valuation, accounting, and financial reporting, among other things

Further information can be found in the prospectus and Key Investor Information Document (KIID).

Important Information

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contained in the supporting SID. It is important to remember that there is no guarantee that a stable net asset value will be maintained.

HSBC Global Liquidity Funds are Money Market Funds (MMF) and therefore:

- i. are not a guaranteed investment
- ii. are different from an investment in deposits and there is a risk that the principal invested in an MMF may fluctuate;
- iii. do not rely on external support for guaranteeing the liquidity of the MMF or stabilising the NAV per unit or share;
- iv. the risk of loss of the principal is borne by the investor

The MMF have availed of the derogation provided for under Article 17(7) of the Money Market Fund Regulation and accordingly a Fund may, in accordance with the principle of risk-spreading, invest up to 100% of its assets in different money market instruments issued or guaranteed separately or jointly by the European Union, the national, regional and local administrations or their central banks, the European Central Bank, the European Investment Bank, the European Investment Fund, the European Stability Mechanism, the European Financial Stability Facility, a central authority or central bank of a third country, the International Monetary Fund, the International Bank for Reconstruction and Development, the Council of Europe Development Bank, the European Bank for Reconstruction and Development, the Bank for International Settlements, or any other relevant international financial institution or organisation to which one or more member states of the European Union belong

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