



Non-personal Terms and Conditions

Non-personal savings
products and services



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Part A - Introduction

How these terms work

This booklet explains our obligations to you and your obligations to us. The terms and conditions applicable to any particular product appear in three places:

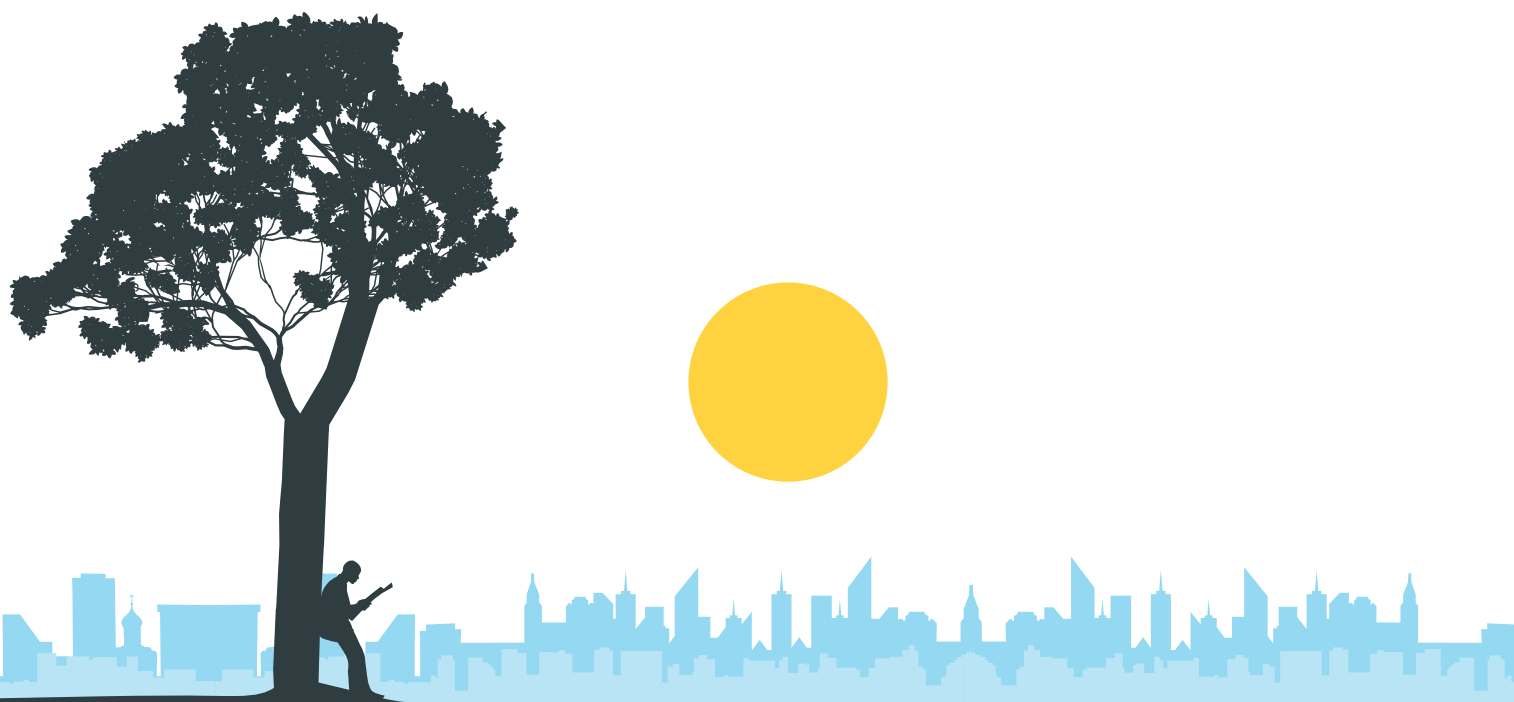
1. The General Terms set out in this booklet, which apply to **all** of our non-personal savings products and services.
2. The Account Terms set out in this booklet, which apply specifically and **only** to each individual type of non-personal savings product or service.
3. Any terms set out in any leaflet, application form or interest rate notification applicable to an individual savings product or service.

In this booklet, unless the context otherwise requires, the following expressions shall have the following meanings:

“We/us/our” means Julian Hodge Bank Limited trading as Hodge Bank

“You/your” means the company/organisation or individuals named on each account.

“Terms” means any and all of: (i) the General Terms set out in this booklet; (ii), the Account Terms set out in this booklet which are specific to each individual type of non-personal savings product or service; and (iii) any terms set out in any leaflet, application form or interest rate notification applicable to an individual savings product or service.



Part B - General Terms

Applicable to all non-personal savings products and services

Eligibility criteria

The following types of persons and entities are able to apply for our non-personal savings products:

Non-personal Accounts	Business Accounts
SIPP / SSAS	Limited Companies
Trusts	Limited Liability Partnerships
Charities	Sole Traders
Clubs/Societies	Partnerships

The minimum initial deposit and balance held for any individual savings product is £1,000. The maximum amount that may be held by you with us across **all** products may not in aggregate exceed £1,000,000 but we may waive this limit at our absolute discretion.

To open an account you must be resident in the United Kingdom only (excluding the Channel Islands and the Isle of Man) for tax purposes.

Right to Cancel

You can cancel and close any variable rate account with us within 14 days of us opening it. We will without undue delay and within 30 calendar days, return any sums we have received from you. This period begins from the day we receive the notification of cancellation. There is no right of cancellation for other types of fixed rate accounts. If you wish to do so, you must write to us within 14 days of the account being opened at One Central Square, Cardiff, CF10 1FS.

You can choose for your money to either:

- be transferred (without charge) to another Hodge Bank account. If you do so, the Account Terms applicable to the receiving account will be deemed to apply to the money transferred from the date on which funds were first deposited with us in the closed account; or
- be returned to you with interest and without charge. All funds must be cleared before they can be paid.

Identity

Each individual named on the account must provide us with proof of their identity and permanent address prior to an account being opened or service provided. At least two forms of identification must be provided (one from section A and one from section B) by **each** individual. If the account holder is a corporate entity, you must provide the corporate documentation listed at the bottom on Section A, each of the officers on the application form (e.g. a director, member etc.) must provide **both** a form of proof of identity listed in Section A **and** a form of proof of address listed in Section B.

You can either provide the original documents which we will return to you, or you can provide copies certified by a professional such as an accountant, solicitor or bank manager. If you provide certified copies of documents, the copies must show the official company/branch stamp and signature of the person making the certification, and the copies must be no older than 12 months of the application date.



Section A - Identity	Section B - Address (under 12 months old unless specified)
<ul style="list-style-type: none"> Valid UK Passport 	Utility bill (under three months old)
<ul style="list-style-type: none"> Current signed full UK Driving Licence (photo card or paper style) 	<ul style="list-style-type: none"> Bank/building society, credit card, bank or building society statement (under three months old)
<ul style="list-style-type: none"> Recent evidence of entitlement to a state or local authority funded benefit (under 12 months old) this includes: <ul style="list-style-type: none"> Housing Benefit Council Tax Benefit Tax Credit Pension Educational or other Grant 	<ul style="list-style-type: none"> Council tax bill
<ul style="list-style-type: none"> National Identity card/ID card issued by Electoral Office for Northern Ireland 	<ul style="list-style-type: none"> Mortgage statement
<ul style="list-style-type: none"> Firearms certificate or shotgun licence 	<ul style="list-style-type: none"> Income tax documents
<ul style="list-style-type: none"> Works security / armed forces photo ID card 	<ul style="list-style-type: none"> Documents confirming house purchase from a solicitor or the Land Registry
<ul style="list-style-type: none"> For corporate entities, certificate of incorporation and current constitution 	<ul style="list-style-type: none"> Official letter from care or nursing home, confirming residence

Additional documentation may be required to verify the status of your organisation. For specific requirements, please see the check list within each account application form.

Interest and charges

We may refer to interest in three ways:

Gross rate: This is interest payable not taking into account deduction of tax. Where 'interest' is referred to within the Terms it will be deemed the 'gross rate' unless otherwise specified.

Net rate: This is interest from which tax is deemed to have been deducted at the appropriate rate, currently 20%.

AER: Stands for Annual Equivalent Rate and illustrates what the interest rate would be if paid and compounded each year.

The tax treatment or rate of interest payable depends on the individual circumstances of each organisation and may be subject to future changes by HM Revenue & Customs.

Interest is calculated daily on cleared credit balances, up to and including the day before withdrawal, closure or until the actual date of transfer to another account.

In the case of a deposit made by cheque, interest is calculated from the third banking day from the day on which the cheque is credited to the account. If the account is opened using CHAPS/BACS or Faster payments then interest is calculated from the day the funds are credited to the account.

For funds transferred from an existing account to a new account with Hodge Bank, interest will start to accrue on the new account from the date of transfer.

If you have your interest paid monthly, interest will be calculated on the amount in the account **at the time of calculation** and paid at the rate of one calendar month's interest on that amount.

We normally pay interest or, if applicable, charge interest and fees in arrears, by crediting or debiting your account. Credit interest may be paid to your account or to an external bank account.

When you open your account, we will give you details of any charges for the day-to-day running of the account you have chosen. If we increase these charges, we will inform you at least 30 days before the increase takes effect. We reserve the right to charge for additional services and to vary interest rates and charges from time to time in accordance with the Terms. A tariff of charges for one-off and additional services is available on request.

Before we deduct interest or charges for standard account services from your account, we will give you at least 14 days' notice detailing how much we will deduct.

We will deduct tax on interest before we pay it to you unless we are legally able to pay interest without deducting tax.

Statements

We will give you statements showing all amounts added to or taken from your account since the previous statement. These will be provided at the frequency specified in the relevant Account Terms. You must check your statement carefully and tell us as soon as possible if there are any incorrect entries. We will correct any entries we make by mistake as soon as possible after you tell us about them or we discover them. Additional or copy statements may be requested in writing or by telephone at any time. We may charge for this service.

Contact

We may contact you by post, telephone or email using the details provided by you. Please advise us of any changes to these details.

You can contact us at the address, telephone number and e-mail shown on your statement, unless we specifically give you a different address, telephone number or e-mail to use for a particular service.

Telephone conversations may be recorded for training, monitoring and regulatory purposes to improve our customer service standards.

Instructions in respect of your account

You must give us instructions in writing about an account or product unless we specify otherwise. Before we can act on instructions given to us by telephone or by e-mail we may agree security procedures with you.

You must take all reasonable precautions to ensure that your account details (including mandate instructions, access details and passwords) are kept secure at all times. You must tell us as soon as possible if you think they have become known to someone else. Until the point at which you tell us that someone else knows your security details, we will not be liable for carrying out any instructions we receive, even if the instruction was not given by you.

You agree that we are able to act on instructions given on a document bearing original signature(s), whether or not the instructions were given or authorised by you, so long as we have followed the applicable security procedures. If you give us an instruction by telephone or by email, we may ask you to confirm it in writing. We can refuse to act on any instruction if we have a reasonable belief that the instruction was not given by you, that the instruction is not clear, or if we believe that by carrying out the instruction we might break a law, regulation, code or other duty which applies to us.

We may apply limits to instructions given by telephone or by e-mail from time to time and we may vary these limits at any time with immediate effect. We will tell you if your transaction exceeds any of the limits applied.

You can only cancel instructions given by telephone or by e-mail if they have not been acted upon and if we are able to cancel your instruction we may make a reasonable charge.

The latest time each day that we can process transactions on your account is called the "cut-off time". If we receive instructions on (including payments into or out of) an account before the cut-off time on any working day, we will process them on that day (or on the date specified in your instructions). Instructions received on (including payments into or out of) an account after the cut-off time or in respect of a nonworking day will be processed on the next working day. The cut-off time is 1.00pm, but may be earlier or later for certain transactions.



Account transactions – Payments in and payments out

Any cheques paid into your account should be made payable to Hodge Bank and your organisation's name.

We will only accept payments made by standing order into our Notice and No-Notice Accounts; they cannot be made into any Fixed Rate Account. If you wish to set up a standing order to make payments into your account with us, you should contact your own bank and quote Sort Code 30-16-27 and your eight digit Hodge Bank account number. Your bank will then be able to make a regular payment into your account.

Your statement balance will show payments in to your account when we receive them, even if they include cheques which are not "cleared". Cheques normally take three working days to clear. This cannot be guaranteed, however, as cheques can be returned to the paying bank as unpaid, e.g. for lack of funds. If cheques are returned unpaid, we will write to inform you of the fact, and debit your account with the amount of the cheque. As a result, a cheque deposited into an account will only be available for withdrawal (where withdrawal is allowed) from start of business on the seventh working day from deposit at the earliest (i.e. withdrawal is not permitted against uncleared funds).

If you choose to have your interest paid monthly or annually the monies will reach your account no later than the next working day.

We do not make third party payments to overseas banks

At any one time, an account may only have a maximum of three active notices of withdrawal.

Our liability for errors

We will be liable to you for any loss, injury or damage resulting from any failure, delay or error in carrying out your instructions. We will not be liable for any error or delay that may take place in the processing of any transaction or the operation of your account or any losses which may result if the error or delay arises from any circumstances beyond our reasonable control, including delays in the postal system, the failure of any machine and/or industrial disputes. We will not be liable in any circumstances for any losses which are not direct or which we could not reasonably have foreseen, including (without limitation) market movements or loss of opportunity.

Changes to the Terms

We may change any of the Terms at any time. We may also change our charges at any time. Changes will normally be caused by market conditions, changes in the cost of providing a service to you, changes in legal or regulatory requirements affecting us or changes in IT and payment services equipment and software. If the change does not disadvantage you, we may make the change immediately and inform you about it within 30 days.

If the change is to your disadvantage, we will give you at least 30 days' notice before making the change. At any time up to 60 days from the date of the notification you may, without notice, switch your account or close it without having to pay any extra charges or interest for doing this.

We will tell you about any changes by letter, by putting messages on your statements or by including a note with any other communication. If we have made a major change or a lot of minor changes in any one year, we will give you a copy of the new Terms or a summary of the changes.

Changes to Interest Rates

For variable rate accounts, you will be informed of changes to interest rates as follows:

- 8 Day Notice Deposit Account - we will advise you at least 8 days in advance of any rate change.
- 30 Day Notice Deposit Account - we will advise you at least 30 days in advance of any rate change.
- 90 Day Notice Deposit Account - we will advise you at least 90 days in advance of any rate change.
- 100 Day Notice Deposit Account - we will advise you at least 100 days in advance of any rate change.



General

We reserve the right at any time, and without notice to:

- Withdraw an account or product type and to decline to accept further applications for a particular account or product;
- Issue subsequent versions of an account or product offering different rates of interest or product features;
- Refuse to accept any payment into an account; or
- Decline to open an account.
In each case at our sole discretion.

All payments into an account must be in sterling.

Unless there are exceptional circumstances, such as suspected fraud, we will not close your account without giving you at least 30 days' notice.

We may, without notice to you, use credit balances on your account to reduce or repay any debit balances on any account you hold with us, either in your own name or jointly with anyone else, where the amount on such account has become repayable. We will tell you if we do this.

These Terms set out the entire agreement between you and us relating to any account or product taken out by you. These Terms supersede all prior agreements, arrangements or understandings between you and us. By applying for an account or product, you accept the Terms and acknowledge that you have not entered into the Terms in reliance upon any other statement, representation, assurance or warranty which is not set out herein.

Except as required by law, we shall not be bound to recognise the interest or claim of any person other than the account holder in respect of money held in the account. We shall not be liable in any way for failing to recognise such interest or claim.

A person who is not a party to the Terms shall have no rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any of their terms, and there is no intention for any person who is not a person named on an account with us to have any rights to enforce the Terms.

We may transfer our rights and/or obligations under the Terms to another party. You may not transfer any of your rights and/or obligations under the Terms without obtaining our prior written consent.

If any provision of the Terms is found by any court or other authority of competent jurisdiction to be illegal, invalid or unenforceable, that provision or partprovision shall, to the extent required, be deemed not to form part of the Terms, but that shall not affect the legality, validity or enforceability of any other provision of the Terms in that jurisdiction or the legality, validity or enforceability in other jurisdictions of that or any other provision of the Terms.

The Terms (and any non-contractual dispute arising out of the Terms) are governed by the law in England and Wales. Any banking terms and conditions implied by law will also apply to our relationship with you.

Customer Service and Protection

We aim to provide a high quality service to you at all times. Unfortunately, mistakes do sometimes occur, but when this happens we shall do our best to resolve any problems or misunderstandings which may arise.

If you wish to complain, please contact our Customer Service Team on 0800 028 3746, deposits@hodgebank.co.uk or write to us at: Hodge Bank, One Central Square, Cardiff, CF10 1FS.

A copy of our Complaints Procedure leaflet is available on request or will be sent to you when appropriate.

If you are unhappy with our resolution of your complaint you can refer the complaint to the Financial Ombudsman Service at: Exchange Tower, London, E14 9SR; Telephone 0800 023 4567; www.financial-ombudsman.org.uk

We will remind you of this service should the need arise and send you a copy of their leaflet when appropriate.

We are covered by the Financial Services Compensation Scheme (FSCS). The FSCS can pay compensation to depositors if a bank is unable to meet its financial obligations. Most depositors – including most individuals and businesses – are covered by the scheme.

For further information about the compensation provided by the FSCS (including amounts covered and eligibility to claim) please see our website for details – www.hodgebank.co.uk or contact our Customer Service Team on 0800 028 3746, or call the FSCS on 0800 678 1100 (www.FSCS.org.uk). Please note only compensation related queries should be directed to the FSCS.



Part C - Account Terms

Applicable to specific accounts and products

1. Notice Deposit Accounts

Eligibility

Account	Limitations
8 Day Notice Deposit Account (non-personal)	Not available to Limited Companies, Limited Liability Partnerships, Sole traders or Partnerships
30 Day Notice Business Deposit Account	Only available to Limited Companies, Limited Liability Partnerships, Sole Traders and Partnerships
90 Day Notice Deposit Account (non-personal)	Not available to Limited Companies, Limited Liability Partnerships, Sole Traders or Partnerships
100 Day Notice Business Deposit Account	Only available to Limited Companies, Limited Liability Partnerships, Sole Traders and Partnerships

Account Terms

These Terms must be read in conjunction with the General Terms which apply to all non-personal savings accounts.

Interest Rates

You may choose to have your interest paid annually or monthly, except for the 30 Day Notice Account where interest is paid quarterly.

If you do not indicate a preference on the application form for the account, interest will be paid annually. Interest may be credited to your account or paid to an external bank account.

If you choose to have interest paid annually, interest will be calculated daily and paid in arrears on 31st March, or (if withdrawals or closures are made) up to the day before withdrawal or closure, or the first working day thereafter.

If you choose to have your interest paid monthly, interest will be calculated daily and paid on the last day of each month, or (if withdrawals or closures are made) up to the day before withdrawal or closure, or the first working day thereafter.

Statements

A statement of your account will be sent to you automatically on a quarterly basis.

Withdrawals

You may make withdrawals by giving us notice in writing of no less than the time specified for each type of account set out below:

Account	Notice Period
8 Day Notice Account	8 Calendar Days
30 Day Notice Account	30 Calendar Days
90 Day Notice Account	90 Calendar Days
100 Day Notice Account	100 Calendar Days

Notice is deemed to have expired at the end of the notice period. Any further withdrawal notices will be subject to a new notice period.

A withdrawal can be made by us sending a cheque by post or by an automated payment method.

2. No Notice Deposit Accounts

Eligibility

Product	Limitations
No Notice Business Deposit Account	Only available to Limited companies, Limited Liability Partnerships, Sole Traders and Partnerships
No Notice Deposit Account (Non-personal)	Not available to Limited companies, Limited Liability Partnerships, Sole Traders or Partnerships

Account Terms

These Account Terms must be read in conjunction with the General Terms which apply to all non-personal savings accounts.

Interest Rates

For No Notice Business Deposit Accounts, interest is variable and is paid quarterly. For a No Notice Deposit Account (Non-personal), you may choose to have your interest paid annually or monthly. If you do not indicate a preference on the application, interest will be paid annually. The interest rate on each type of account is variable. Calculation dates are set out below. If a calculation date is not a working day, calculation will take place on the next working day.

Interest frequency	Calculation/payment date
Monthly	Last day of each month
Quarterly	31 March, 30 June, 30 September, 31 December
Annual	31 March
When withdrawal is made or an account closed	On the day before withdrawal/closure

Interest may be credited to your account or paid to an external bank account.

Statements

Statement frequency for No Notice Deposit Accounts are as follows:

- No Notice Business Deposit Account - Statements are sent monthly.
- No Notice Deposit Account (non-personal) - Statements are sent quarterly.

Withdrawals

You may make withdrawals or transfers from your account by giving us instructions by letter. A withdrawal can be made by us sending a cheque by post or by an automated payment method.

3. Fixed Rate Account (Non-Personal)

Eligibility

No restrictions on eligibility.

The longest term available to limited companies and partnerships is one year.

Account Terms

These Account Terms must be read in conjunction with the General Terms which apply to all non-personal savings accounts.

Choice of fixed rate term

In the application form for the account, you are required to indicate the period of time for which you want to deposit money in the account. This time period is known as the "term", and cannot be changed once the account has been opened.

Transactions

Further deposits may be added to an account during its term but only whilst the interest rate payable on the account is the same as the rate on offer for new accounts. No withdrawals may be made during the period of the fixed term.

Interest

The interest rate is fixed at the time the deposit is received and will not change for the duration of the term. Interest is paid on maturity for fixed rate periods of less than 12 months. Interest may be paid annually or monthly on a Fixed Rate Account with a term of more than 12 months. If a preference is not indicated on the application form then interest will be paid on maturity/annually, whichever is sooner. Interest may be credited to your account or paid to an external bank account. If you choose to have your interest paid annually it will be paid on each anniversary of the opening of the account and at the end of the term, or the first working day thereafter. If you choose to have your interest paid monthly it will be paid one calendar month in arrears and monthly thereafter and at the end of the term, or the first working day thereafter.

Statements

If the fixed term of your account exceeds 12 months, you will be sent a statement annually until the end of the term.

Renewals and repayments

Prior to maturity, you should give us instructions in writing for the renewal of a fixed term, or for repayment of the money deposited in your account. Instructions must be received no later than close of business the working day before maturity. If no instructions are received by us, the whole amount deposited in the account together with any interest accrued to the end of the term, will be reinvested on maturity in a seven day Fixed Rate Account. In the absence of instructions the deposit will be reinvested every seven days. We may, at our discretion, make repayment to you by sending a cheque by post or by automated payment.



Hodge Bank

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Hodge Bank is a trading name of Julian Hodge Bank Limited which is registered in England and Wales (No. 743437). It is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Its registered office is One Central Square, Cardiff, CF10 1FS.

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