

HSBC Money Market Funds

Administration Guide

For institutional investor use only

Last Update: November 22, 2019



Investment products:

ARE NOT A BANK DEPOSIT
OR OBLIGATION OF THE
BANK OR ANY OF ITS
AFFILIATES

ARE NOT
FDIC
INSURED

ARE NOT
INSURED BY
ANY FEDERAL
GOVERNMENT
AGENCY

ARE NOT
GUARANTEED
BY THE BANK
OR ANY OF ITS
AFFILIATES

MAY
LOSE
VALUE

All decisions regarding the tax implications of your investment(s) should be made in connection with your independent tax advisor.



HSBC
Global Asset
Management

HSBC Money Market Funds

Administration Guide

How do I open an account?

You will need the following documentation:

- ◆ A completed Account Opening Form, a copy of which can be accessed online at: <https://investorfunds.us.hsbc.com/investor-resources/supporting-literature.fs>
- ◆ Include Articles of Incorporation or a Business License, and Corporate Resolution to show Authorized Signers for your organization. These documents should be certified in one of three ways: 1) medallion signature guaranteed, 2) corporate seal, or 3) notary stamp
- ◆ Please include the appropriate Tax Form available from <https://www.irs.gov/forms-instructions> for Form W-9 for W-9s and <https://www.irs.gov/forms-pubs/about-form-w-8> for W-8s
- ◆ Email your completed application, corporate resolution, authorized traders list (if applicable), and tax form to AMUS.Client.Services@us.hsbc.com
- ◆ **Online Trading Capabilities Instructions are provided in the Appendix.** Remote processing can be offered as trading or inquiry only access

Important Information About Procedures For Opening a New Account

Federal law requires all financial institutions to obtain, verify and record information that identifies each individual who opens an account. When you open an account, you are required to provide your name, address of (i) main office and (ii) office within the state in which you are organized (if applicable), date of incorporation and identification number. We may require other information that will allow us to identify you.

How do I place a trade?

Telephone:

Please call the HSBC team on 877-244-2424 and provide the following information:

- Your shareholder account number
- Your name, as it appears on the shareholder register
- Your shareholder Tax ID Number; and
- The name of the fund that you wish to trade in, and the amount that you wish to trade
- You may also be asked certain security questions to confirm your identity

Please note that your trade instructions will be read-back to you (so that you can confirm they are accurate), and all telephone transactions are recorded.

Online:

You will need to register on the DST Vision system (see Appendix). When a request is received, it will be verified by HSBC representatives to ensure the individual has appropriate access privileges. Once approved, you will be able to log in, select the Trading screen option and begin trading.

Trading deadlines to be aware of

Whether dealing by phone or online, you must be sure to meet the trading deadlines.

Please note that the online trading deadline is 15 minutes earlier than the phone and fax trading deadlines.

Fund	Phone Trading Deadline	Online Trading Deadline
HSBC US Government Money Market Fund	5:00pm EST	4:45pm EST
HSBC US Treasury Money Market Fund	2:00pm EST	1:45pm EST

For institutional investor use only

This guide is subject to the HSBC Money Market Fund prospectus in all respects.

HSBC Money Market Funds

Administration Guide

How do I settle trades?

- ◆ Redemption proceeds will be electronically transferred to the bank account of record.
- ◆ Subscription payments must be made on settlement date by electronic transfer. Please see below for fund bank account details. If you do not settle a subscription on the settlement date, then you may be liable for any overdraft charges incurred by the HSBC Funds as described in the Prospectus.

The Northern Trust Company
ABA# 071000152
Credit Acct # 2739801
Further Credit: *Name of Fund*
Ref: A/C Number: *Your account number*
Name of Account: *Your registered account name*

- ◆ You will receive a letter in the mail confirming transactions and settlement.

What do I need to do if I have a large trade (i.e. >USD100 Million)?

- ◆ For large trades we advise clients to simultaneously email AMUS.liquidity.flows@us.hsbc.com with the trade amount.
- ◆ For purchases, we would appreciate the approximate duration of the inflow, if possible.

Is there anything else that I need to know?

- ◆ Confirmation of the trade and settlement will be provided after the trading deadline in the same format that you instructed the trade with the exception of telephone trades and faxes; these are confirmed in writing.
- ◆ Your initial investment and subsequent trades should be for the minimum amounts shown below and in the Prospectus. After making an initial investment, your balance may, without penalty, fall below this minimum amount and to zero.

Share Class	*Minimum initial subscription in relevant currency	*Minimum subsequent subscription in relevant currency
A and D Share Class	\$1,000	\$100
Retirement (IRA)	\$250	\$100
Automatic Investment Plan	\$250	\$25
E Share Class	\$ 10 m	\$0
I Share Class	\$ 50 m	\$ 5 m
Intermediary Shares	\$ 20 m	\$0
Intermediary Service Shares	\$ 10 m	\$0
Class Y	\$ 5 m	\$0

- ◆ Information about each share class may be found in the prospectus for the HSBC Money Market Funds. Such information includes fund expenses which will impact the value of your investment.
- ◆ You can obtain information on the daily yield and net asset value of the HSBC Money Market Funds from the HSBC Global Asset Management website, <https://investorfunds.us.hsbc.com/funds/onshore/money-market-funds.fs>, Reuters or Bloomberg, the codes for which can be found on the fund factsheet.
- ◆ Your dividend income will be declared daily and paid monthly. Dividend income will be paid at any time during the month if you request a full account redemption.

*Investment minimums may in certain circumstances be waived as provided in the HSBC Money Market Funds prospectus.

For institutional investor use only

This guide is subject to the HSBC Money Market Fund prospectus in all respects.

HSBC Money Market Funds

Administration Guide

What should I do if I have an independent auditors request?

- ◆ Please send all audit requests for our onshore money market funds to the following:

HSBC Funds
P.O. Box 219691
Kansas City, MO 64121-9691

Via: Overnight delivery:

HSBC Funds
430 W 7th Street
Suite 219691
Kansas City, MO 64105-1407

Or

Via e-mail: HSBC_Sp_Ops@dstsystems.com

Should you have any questions or require further information, please contact the HSBC Client Services team on 1-212-525-5750 or email them at AMUS.Client.Services@us.hsbc.com

Investors should consider the investment objectives, risks, charges, and expenses of the HSBC Funds carefully before investing. The prospectus contains this and other important information about the investment company. For clients of HSBC Securities (USA) Inc., please call 800-662-3343 opt. 4 for more information. For other investors and prospective investors, please call the Funds directly at 1-800-782-8183 or visit <https://investorfunds.us.hsbc.com>. Investors should read the prospectus carefully before investing or sending money.

For institutional investor use only

This guide is subject to the HSBC Money Market Fund prospectus in all respects.

Appendix: DST Vision instructions

Go to the website:

<https://www3.financialtrans.com/tf/Vision>

1. Select "NEW USER?"
2. Select "Tax ID Level"
3. Select "Cannot Find My Broker"
4. Fill out Profile Information

On next page:

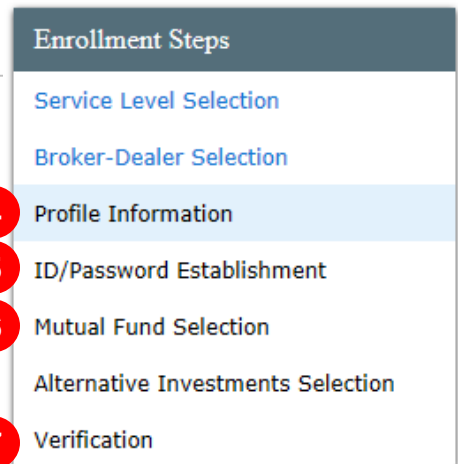
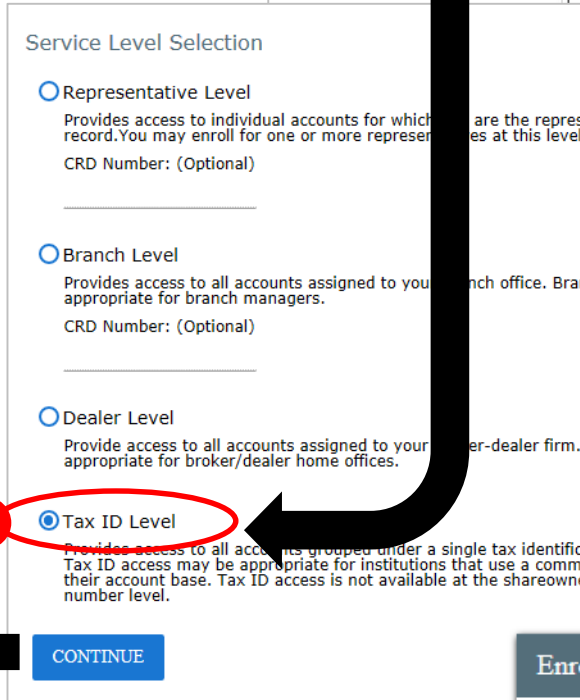
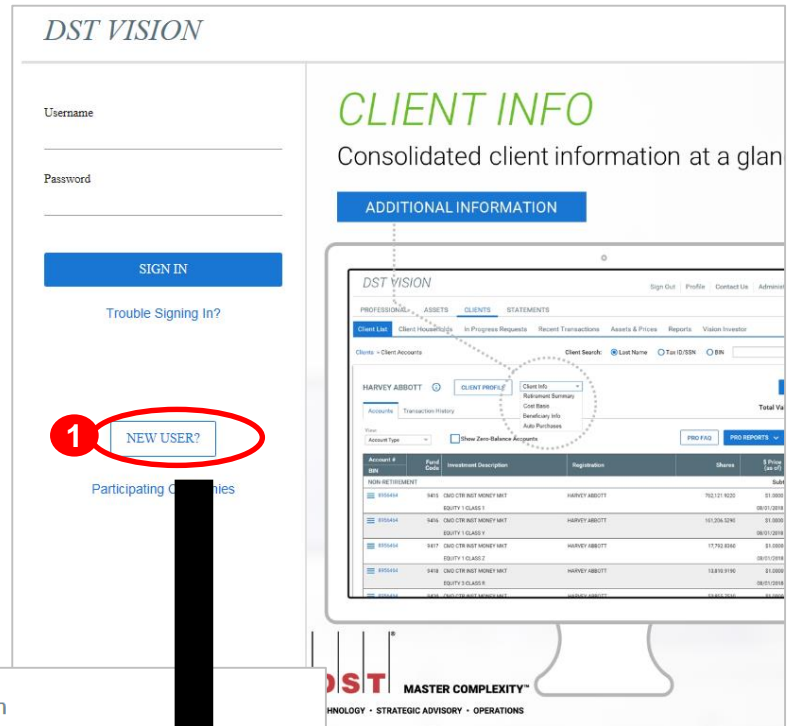
- Mutual Fund Assets – YES
- Alternative Investment Assets – NO

5. Fill out ID/Password

6. Mutual Fund Selection:

HSBC Funds – enter Tax ID for your accounts

7. Submit Verification



For institutional investor use only

This guide is subject to the HSBC Money Market Fund prospectus in all respects.