

**Instructions:**

- This document outlines the requirements for Suppliers regarding the banking statement header attachment needed during the Supplier onboarding or banking change process.
- It provides a checklist to ensure submitted banking statement headers contain all necessary information.
- An example banking statement header is provided for reference below.
- Submit banking statement headers that contain all necessary information in accordance with the Supplier setup process described in [Procedure 3401 PR.01 Supplier Setup and Change](#).


**Banking Statement Header Requirements**

Please ensure the following requirements are met when attaching a banking statement header. An example is provided below.

**A. Bank statement header:** a copy of the top 1/3 of the first page of the monthly bank statement. The copy can be either the paper or electronic statement. It must include **all** of the following:

- Bank name and bank logo;
- Supplier name and bank account number;
- Dated within previous six months; and
- Information on attachment matches information provided in the Apex portal.

**Example Banking Statement Header:**

**HSBC**   
The Hong Kong and Shanghai Banking Corporation

Current Account Statement  
Account name Mr John Example  
Account number 123456890  
Sort Code 123-456-789  
IBAN: GB 2 4567 8901 0123 4567 8901

**Your statement**  
Contact tel +44 843289 7152  
see reverse for call times  
text phone +4470 0882 1249  
used by deaf or speech impaired customers  
[www.hsbc.co.uk](http://www.hsbc.co.uk)

Opening Balance	£ 3,000,000,000.00
Payments In	£ 1,595,000,000.00
Payments Out	£ 1,895,000,000.00
Closing Balance	£ 3,100,000,000.00
Account Type	CURRENT / EUROPEAN CURRENCY

07th February 2014  
Mr John Example  
123 Somewhere Street  
London, SW1-N10  
United Kingdom

International Bank Account Number  
123-456-789 123456890  
HSBCGB2LXXX