

**PRODUCT DISCLOSURE SHEET**

Read this Product Disclosure Sheet before you decide to take up the PB Visa Business Card. Be sure to also read the general terms and conditions.

Public Bank Berhad (6463-H)

- PB Visa Business Card
- 11 March 2019

**1. What is this product about?**

This is a PB Visa Business Card, with a line of credit granted by Public Bank Berhad to the Company and where any amount of the credit utilised by the Company has not been settled in full on or before a specified date, the unsettled amount will be subject to finance charges.

**2. What do I get from this product?**

 (i) Automatic Travel Insurance

FREE Automatic Travel Insurance of up to RM1 million when the full travel arrangements are charged to your Card. You can even claim for inconvenience due to Luggage Delay, Luggage Loss, Flight Delay, Missed Connecting Flight, Trip Cancellations and Repatriation expenses.

Card Type	Automatic Travel Insurance Coverage (RM)
PB Visa Business Card	Up to RM1,000,000 per annum

 (ii) Corporate Liability Waiver Insurance

(Applicable for Private Limited and Listed Company only)

Corporate Liability Waiver Insurance coverage up to USD25,000 per cardmember per annum subject to a maximum of USD1.65 million per company per annum. It protects against eligible losses that might be incurred in the event of card misuse.

 (iii) Cash Rebate

0.50% cash back on all spends.

 (iv) Credit Limit

Where the Company operates two or more cards with the Bank, a total Combined Credit Limit will be extended to cover the use of all cards held by the Company.

**3. What are my obligations?**

 (i) Minimum Monthly Repayment

5% of the outstanding balance as at statement date or a minimum of RM50, whichever is higher.

 (ii) Interest-Free Period For Retail Transaction

A 20-day Interest Free Period on all retail transactions, provided all outstanding balances of the previous month, as per the monthly statement, are fully settled within the due date. Interest free period is not applicable to non-retail transactions.

*Note: Retail transactions exclude Cash Advances*

(iii) Finance Charges

Finance Charge	Retail Purchase*	15% p.a.	With prompt payments for 12 consecutive months
		17% p.a.	Make 10 / 11 times prompt payments in the last 12 months
		18% p.a.	Make 9 or less prompt payments in the last 12 months
	Cash Advance	18% p.a.	Finance Charge for Cash Advance

Note: \*To enjoy lower finance charge for retail purchase, you should make at least 10 prompt payments in the last 12 months. The tiered Finance Charge is only applicable to the outstanding balances arising from retail purchases.

#### 4. What are the fees and charges I have to pay?

(i) Annual Fee

Full first year annual fee waiver.

Card Type	Annual Fee
PB Visa Business Card	RM 150-00

Annual Fee above can be waived with minimum 12 swipes per card / per year.

(ii) Credit Card Service Tax

With effect from 1 September 2018, there will be service tax imposed on credit card as follows:

- RM25 per annum on each card

The service tax will be collected on the date the card is activated, on the completion of each year or on the date of renewal of the card. This means that the above mentioned service tax shall be levied on the new credit card issued effective from 1 September 2018. For existing credit cards issued before 1 September 2018, the service tax shall be levied upon anniversary for card issuance.

(iii) Cash Advance

Cash Advance Fee (one-time fee) √ Public Bank Branches / ATMs √ Affiliated Banks and Financial Institutions Worldwide	5% of amount withdrawn or RM20-00, whichever is higher
Finance Charge for Cash Advance	18% per annum, finance charge will be computed on each cash advance calculated from the date the cash is advanced until the date it is settled in full.

(iv) Over Limit Fee

Not Applicable

(v) Overseas Transactions Conversion Fee

Transactions made in foreign currency will be converted to Ringgit Malaysia using US Dollar (USD) as the base currency on the date it is received and/or processed at the conversion rate as may be determined by Visa International at its absolute discretion. In addition, you will also have to pay foreign exchange spread of 1.25% of the converted Ringgit Malaysia amount for the conversion of the transactions made in foreign currency. The exchange may differ from the rate in effect on the date of the transaction due to market fluctuations. Such rate imposed shall be final and conclusive and the Company shall bear all exchange risks, losses, commission and other bank charges which may thereby be incurred.

(vi) Fee for Copy of Original Sales Draft - RM15-00 per request

(vii) Lost or Stolen Card Replacement Penalty

1st Card: RM50-00

2nd Card: RM100-00

3rd Card: RM150-00

## 5. What if I fail to fulfill my obligations?

(i) Late Payment Charges

Failure to make the Minimum Payment by the Due Date, a further charge of a minimum of RM10 or 1% of total outstanding balance as at statement date, whichever is higher, capped to a maximum of RM100, shall be debited to the Business Card Account.

(ii) Right to Set-Off

Public Bank Berhad has the right to set-off any credit balance in your account maintained the Bank and or its subsidiaries against any outstanding balance in this Business Card account with prior notice of seven (7) calendar days.

(iii) Liability for Unauthorised Transactions

In the event of loss/ theft or the unauthorised use of the card, you shall be liable for all transactions where you have acted fraudulently, delayed in notifying the Bank as soon as reasonably practicable after having discovered the loss/ theft or unauthorised use of the card, voluntarily disclosed the PIN to another person, recorded the PIN on the card or on anything within close proximity of the card and which could be lost with the card or left the card, or an item containing the card, unattended and/or had voluntarily allowed another person to use the card. If investigation discloses that you are involved in the incurring of any unauthorised charges, you shall be liable for all the unauthorised charges incurred, including financial charges, whether before or after the Bank's receipt of such confirmation. It is expressly agreed that the Bank is not under a duty to ensure that the Current Balance prescribed by the Bank is not exceeded.

## 6. What are the major risks?

You should notify Public Bank immediately after having found that your business card is lost or stolen. For lost or stolen card, call 03-2176 8555.

There are finance charges and late payment charges imposed on the outstanding balance for this business card. If you have problems paying for your business card balances, contact Public Bank early to discuss repayment alternatives.

## 7. What do I need to do if there are changes to my contact details?

It is important that you inform Public Bank in writing of any change in your contact details to ensure that all correspondences reach you in a timely manner.

You may contact Public Bank at :

**Commercial Cards, PB Card Services, 10th Floor, Menara Public Bank,  
146 Jalan Ampang, 50450 Kuala Lumpur, Malaysia.**

**Tel: 603-2176 8066**

**Fax: 603-2164 7960**

**E-mail: [commprd@publicbank.com.my](mailto:commprd@publicbank.com.my)**

## 8. Where can I get further information?

If you have any enquiries, please contact Public Bank at:  
**Commercial Cards, PB Card Services, 10th Floor, Menara Public Bank**  
**146 Jalan Ampang, 50450 Kuala Lumpur, Malaysia.**  
**Tel: 603-2176 8066**  
**Fax: 603-2164 7960**  
**E-mail: [commprd@publicbank.com.my](mailto:commprd@publicbank.com.my)**  
**Website: [www.pbebank.com](http://www.pbebank.com)**

If your query or complaint is not satisfactorily resolved by Public Bank, you may contact Bank Negara Malaysia LINK or TELELINK at :  
**Block D, Bank Negara Malaysia**  
**Jalan Dato' Onn**  
**50480 Kuala Lumpur**  
**Tel : 1-300-88-5465**  
**Fax : 03-2174 1515**  
**E-mail : [bnmtelelink@bnm.gov.my](mailto:bnmtelelink@bnm.gov.my)**

## 9. What are the documents required for submission?

For processing, please remember to enclose:

### For Sole Proprietor And Partnership

- NRIC / Passport (with valid working permit)
- Business Registration Form (SSM, Form D)
- Latest 2 years Profit & Loss & Balance Sheet
- Form B (Sole Proprietorship) / Form P (Partnership) with Tax Receipts

### For Private Limited And Listed Company \*\*

- Business Registration Certificates
  - M&A or Constitution,
  - Form 9 or Section 17,
  - Form 24 and 49 or Section 14, 58 and 236(2)
- Audited Financial Statements (Latest 2 years)
- All Directors NRIC / Passport (with valid working permit) as per Form 49 or Section 58

### \*\* Eligibility:

- i) Minimum of 2 years in Business Operation
- ii) Minimum Paid-Up Capital of RM100,000

**IMPORTANT NOTE: LEGAL ACTION MAY BE TAKEN AGAINST YOU IF YOU DO NOT KEEP UP REPAYMENTS ON YOUR BUSINESS CARD BALANCES.**

The information provided in this disclosure sheet is valid as at 11 March 2019.