



PRODUCT DISCLOSURE SHEET

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

Public Bank Berhad (6463-H)

- **PB Visa Commercial Card**
- **Date: 27 September 2019**

1. What is this product about?

This is a Visa Commercial 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 and late payment 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 Commercial 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) 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) Monthly Repayment
Company must settle in full on or before a specified date.
- (ii) Interest-Free Period For Retail Transaction
Enjoy an interest-free period of 25 days for all new retail transactions from statement date.
- (iii) Finance charges
The finance charge of 18% p.a. calculated on daily rest is applicable to all outstanding balances.

(iv) Late Payment Charges

Late payment charges of RM25-00 levied on companies were not settled full amount on or before due date of every month.

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 Commercial Card | RM 150-00 |

(ii) Charge Card Service Tax

With effect from 1 September 2018, there will be service tax imposed on charge 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 charge card issued effective from 1 September 2018. For existing charge cards issued before 1 September 2018, the service tax shall be levied upon anniversary for card issuance.

(iii) Over Limit Fee

Not Applicable

(iv) 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.

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

(vi) 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) Right to Set-Off

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

(ii) 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 commercial 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 commercial card. If you have problems paying for your commercial 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**

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
Website: www.pbepbank.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

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 COMMERCIAL CARD BALANCES.

The information provided in this disclosure sheet is valid as at 27 September 2019.