

## PRODUCT DISCLOSURE SHEET

Read this Product Disclosure Sheet before you decide to take the Master Purchasing Card. Be sure to also read the general terms and conditions. Seek clarification from your institution if you do not understand any part of this document or the general terms.



GST Registration No. : 000141295616

Card : **Master Purchasing Card**  
July 2015

### 1. What is this product about?

Master Purchasing card allows the company to manage their expenditures with customized purchasing and budgetary controls. It is a charge card with a line of credit granted by the Bank to your company. Any amount of the credit utilized which has not been settled in full on or before the due date, the total unpaid retails and cash withdrawals transactions outstanding balance will be subject to Late Payment Changes.

#### Eligibility:

Master Purchasing card

- All types of Corporations (except Sole-Proprietorship and Partnership)
- Sole Liability : The Company is solely liable for all the liabilities arising from the cards and is responsible to pay all cardholder's charges

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

#### a) STREAMLINE COMPLICATED PURCHASE ORDER PROCESS

- > Eliminate time and paperwork associated with requisitions, approval, purchase orders and invoices processing
- > Deliver process efficiency and turnaround time to procure goods and services
- > Increase staff productivity

#### b) EASIER TO CONTROL AND MONITOR

- > Empowering purchasing control and departmental expenses compliance
- > Discretionary preset for employee entertainments and spending limits by restricting type of industry and parameterized credit limits
- > Consolidated statement to improved management audit and reporting analysis
- > Centralized local and global spending

#### c) FLEXIBILITY OF DEMAND FINANCING

- > Enjoy up to 60 days Interest Free period from first transaction day
- > Provides immediate payment to suppliers to increase negotiation leverage
- > Improved cash flow
- > Reduce risk of overdue payment

### 3. What are my obligations?

- Late payment changes will be imposed if the Company or Cardholder fails to make FULL payment on or before the due date as stated in the statement
- The Company or Cardholder should notify Maybank within 20 days from the closing date of billing period as stated on the statement of the account should there be disputes or discrepancies
- The Company or Cardholder is to take all reasonable precaution to prevent loss or theft of the Purchasing Card. The Company or Cardholder shall notify Maybank by telephone, fax or email immediately upon discovery of lost or theft and confirm the same in writing to Maybank
- Interest free period: Up to 30 days from the monthly billing statement, provided there is no outstanding balance in the credit card account
- The Company or Cardholder shall oblige to pay The Malaysian Goods and Services Tax (GST) will be imposed on all fees/charges charged by Maybank to the Cardholder under this Agreement from 1 April 2015 and the Cardholder agrees to pay Maybank the GST amount as and when notified by Maybank

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

Annual Fee	RM160.00 (charged when the card is issued, on anniversary or upon renewal)
Late Payment Charge	Flat rate of 2% of the total unpaid retail/cash withdrawal transactions outstanding balance or minimum RM50.00, whichever is higher.
Dishonored Cheques	RM100.00
Card replacement fee	RM100.00 for every card replacement.
Sales draft retrieval fee	Original Sales draft at RM15.00 per copy / Photocopy of sales draft at RM5.00 per copy.
Additional statement request fee	RM5.00 per statement.
Overseas transaction conversion rate	Transactions conducted outside Malaysia will be converted to Ringgit Malaysia on the date the transaction is received and/or processed. The converted amount is shown in the cardmember's statement. The exchange rate may differ from the rate charged on the date of transaction due to market fluctuation. The exchange rate used to convert the transaction made in foreign currency represents a bundling of currency conversion components of 1% imposed by Visa International or MasterCard International and 1% or at such other rate imposed by Maybank.
Mastercard Smart Data On Line Fee	A fee of RM350.00 per annum (optional service).
Customized Card Design Fee	A one-time fee which agree by the parties. (Refer to Corporate Agreement)
Standard-rated	The Malaysian Goods and Services Tax (GST) will be imposed on all fees/charges charged by Maybank to the Cardholder under this Agreement from 1 April 2015 and the Cardholder agrees to pay Maybank the GST amount as and when notified by Maybank.

Please refer to the table below for list of fees and charges with Standard-rated 6% GST imposed:-

1	Annual fee
2	Card Replacement fee
3	Sales draft retrieval fee
4	Additional statement request fee
5	Mastercard Smart Data On Line Fee
6	Customized Card Design Fee

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

- Late payment charges: 2% of the total unpaid retail/cash withdrawal transactions outstanding balance as at your statement date or a minimum of RM50.00, whichever is higher.
- Right to set off: We have the right to set-off any credit balance in your account maintained with us against any outstanding balance in this credit card account by giving 7 (seven) calendar day prior notices on our intention to set off.
- Sole Liability: The Company is solely liable for all the liabilities arising from the cards; company is responsible to repay all cardholder's charges.
- If you fail to abide by the terms and conditions of the credit card, we have the right to terminate your card.
- Maybank will suspend the usage of the card if FULL payment is not received within 25th or 35th day (refer to corporate Agreement) after the previous payment due date.

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

It is important that you inform us of any change in your contact details to ensure that all correspondences reach you in a timely manner. To update your contact details, you may reach us via one of the following channels:-

- Telephone **1800 88 9559** (calling from Malaysia) or **+603-7844 3595** (calling from outside Malaysia)
- Email **businesscard@maybank.com.my**
- Write-in attention to **Head, Customer Engagement**  
7th Floor, Menara Maybank, 100 Jalan Tun Perak, 50050 Kuala Lumpur
- Fax **+603-7953 860**
- Any nearby Maybank Branch

## 7. Where can I get further information?

- i. Should you require additional information or enquiry on credit card, please refer to [www.maybank2u.com.my](http://www.maybank2u.com.my) website or call **1800 88 9559**
- ii. If your query or complaint is not satisfactorily resolved by us, you may contact Bank Negara Malaysia LINK or TELELINK at  
**Bank Negara Malaysia, Blok D, Jalan Dato' Onn, 50480 Kuala Lumpur**  
Tel : 1300 88 5465 • mail : [bnmtelelink@bnm.gov.my](mailto:bnmtelelink@bnm.gov.my)
- iii. Alternatively, you may seek the services of Agency Kaunselling dan Pengurusan Kredit (AKPK), an agency established by Bank Negara Malaysia to provide free services on money management, credit counseling and debt restructuring for individuals. You can contact AKPK at:-  
**Tingkat 8, Maju Junction Mall, 1001, Jalan Sultan Ismail, 50250 Kuala Lumpur**  
Tel : 1800 88 2575 • email : [enquiry@akpk.org.my](mailto:enquiry@akpk.org.my)

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

The information provided in this disclosure sheet is issued on 31st July 2015 and will be valid until the next periodical review.