

## PRODUCT DISCLOSURE SHEET



Read this Product Disclosure Sheet before you decide to take the American Express® 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.

Card : American Express® Purchasing Card

### 1. What is this product about?

American Express® 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:

American Express® 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

#### 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

### 2. 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 charge card account
- The Service Tax of RM25 governed by the Service Tax Act 2018 shall be imposed on each Principal and Supplementary Credit/Charge Cards upon card issuance and card anniversary effective 1 September 2018

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

Annual Fee	No charge.
Late Payment Charge	3.5% of the total unpaid outstanding balance or minimum RM40.00, whichever is higher.
Dishonored Cheques	RM100.00
Card replacement fee	RM50.00 for every card replacement.
Sales draft retrieval fee	Original Sales draft at RM15.00 per copy.
Additional statement request fee	Charge Card Statement Request - Ringgit Malaysia Five (RM5.00) per copy per month (statement period within 2 years) and Ringgit Malaysia Ten (RM10.00) per copy per month (statement period beyond 2 years).
Overseas transaction conversion rate	All foreign charges converted by American Express apply a conversion factor of 2% to the converted amount. A charge that is made in foreign currency other than U.S Dollars will, when the conversion is by American Express, be converted into U.S. Dollars before being converted in the Cardmember billing currency.
Data Feed Fee	Monthly ranging from USD100 to USD1,000
Program Implementation Fee	A one-time setup fee of US\$10,000
Service Tax	Principal Card: RM25 per Card Note: Service tax will be imposed on each Principal and Supplementary Credit / Charge Cards upon card issuance and card anniversary.

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

- Late payment charges: 3.5% of the total unpaid outstanding balance or a minimum of RM40.00, 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 charge 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 and is responsible to pay all cardholder's charges
- If you fail to abide by the terms and conditions of the charge card, we have the right to terminate your card
- Maybank will suspend the usage of the card if FULL payment is not received within 60 days (refer to corporate Agreement) after the previous payment due date

#### 5. What are the major risk?

- Late payment charges: 3.5% of the total outstanding balance or a minimum of RM40, whichever is higher.
- If you have problems paying for your charge card balances, contact us early to discuss repayment alternatives.
- You should notify us immediately after having found that your charge card is lost or stolen.

#### 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 **corpsvc@maybank.com.my**
- Write-in attention to **Head, Customer Engagement**  
7th Floor, Menara Maybank, 100 Jalan Tun Perak, 50050 Kuala Lumpur
- Any nearby Maybank Branch

#### 7. Where can I get further information?

- i. Should you require additional information or enquiry on charge card, please refer to [www.americanexpress.com.my](http://www.americanexpress.com.my) or [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)

#### 8. Other Charge Card product available?

- American Express Corporate Green Card
- American Express Corporate Gold Card
- American Express Meeting Card
- American Express Business Travel Account

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

The information provided in this disclosure sheet is issued on December 2018 and will be valid until the next periodical review.