

PRODUCT DISCLOSURE SHEET



Read this Product Disclosure Sheet before you decide to take the Maybank Visa Corporate 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 : **Maybank Visa Corporate Card**

1. What is this product about?

Maybank Visa Corporate Card is a card which offers you the convenience and spending power you need to pay for your travel, entertainment and business related expenses locally and overseas.

It is a corporate credit 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 outstanding balance of retail and cash withdrawal/advance transactions will be subjected to Finance charges.

Eligibility:

Visa Corporate Card - All types of Corporations and liability options to suit your business needs;

- a) Sole Liability: Applicable for Company with established > 2 years.
- b) Joint & Several Liability: Applicable for Company with established > 2 years.

2. What do I get from this product?

- i. Your company can now combine all the cardholders spending to earn cash rebates of up to 0.5% on all retail transactions, excluding petrol and government services.
- ii. Complimentary Personal Travel Accident Insurance of up to RM700, 000, as well as Travel Inconvenience coverage for missed connections, luggage delay and luggage loss when airfare is booked through your Maybank Visa Corporate Card.
- iii. Exclusive travel and dining privileges when your employee's pay for products or services via their Maybank Visa Corporate Card at selected merchants.
- iv. Introducing the specially developed Visa Commercial Solution by Visa of business experts, this comprehensive suite of privileges is designed to enhance the efficiency of your business processes and improve your bottom line. Offers ranging from Accommodations, Business Travel, Business Services, office Supplies, F&B, and IT & Communications.
- v. Flexible Cash Flow Management – Enjoy up to 56 days interest free period if you have paid the previous month's statement in full.
- vi. Enjoy 0% EzyPay Installment Plan with Maybank Visa Corporate Card which allows easier financial planning. The tenure of the 0% Installment Plan is applicable up to 36 months and varies on individual outlets (up to 50% of available Credit Limit).
- vii. A dedicated Corporate Customer Service hotline for enquiries and advices about your Visa Corporate Card account.
- viii. The Visa Corporate Card has several liability options designed to cater to your organization's needs. Ranging from full company responsibility for charges to full individual Cardholder responsibility for charges:
 - a) Sole Liability - The Company is solely liable for all charges.
 - b) Joint and Several Liability - The company is liable for the total debt of every card issued in its name, couple with each cardholder (the employee) being jointly liable for debts incurred under the card issued to the individual.
 - c) Individual Liability - Individual cardholders are solely responsible for repayment and the company bears no repayment obligation (applicable only) for business owner sole proprietor and approved MNC client endorsement.

Cash rebates are calculated at the end of the calendar month and will be credited at the beginning of the following month into your card account and it will be reflected in your account statement of the month.

Maybank will debit or deduct the cash rebates for merchant refund transactions. The amount will be charged to Cardholders in the following month account statement.

Below are illustration of cash rebate calculation:-

E.g. June Transaction(s) in the aggregate sum of RM1,000

Card Statement as of July	(RM)
June Transactions	1,000.00
June Rebate 0.5%	-5.00
Total Payment Pay	995.00

E.g. June Transaction(s) in the aggregate sum of RM1,000 and Merchant Refunded transaction amount of RM200

Card Statement July	(RM)
June Transactions	1,000.00
June Rebate 0.5%	-5.00
Refund	-200.00
Cash Rebate Charge Back	+1.00
Total Payment Pay	796.00

The total accumulated monthly transactions with less than RM200 will not be entitled for Cash Rebate.

3. What are my obligations?

- Minimum payment is subject to 5% of the outstanding balance or RM50, whichever is higher
- Late payment charge will be imposed on unpaid retail and cash withdrawal/advance transactions if the Company or Cardholder fails to make minimum 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 Corporate 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 56 days, provided there is no outstanding balance in the credit card account.
- All the outstanding transactions on retail and cash withdrawal/advance transactions will be imposed with Finance Charge calculated on daily basis if payment not received in FULL on or before statement due date.
- 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.

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

Annual Fee	RM 130.00
Cash Advance Fee	Flat rate of 5% of the total amount of cash advance or minimum RM18.00, whichever is higher.
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	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	The currency of transactions conducted outside Malaysia will be converted into U.S. Dollars before being converted into Ringgit Malaysia on the date the transaction record is received and/or processed by us. The converted amounts will be shown on your statement. The exchange rate used for the conversion may differ from the rate prevailing on the date of the transaction, due to market fluctuation. The exchange rate used for the conversion reflects a bundling of (i) currency conversion components of 1.25% imposed by Visa International or Mastercard International (in the case of Visa or Mastercard Credit Cards), (ii) 1% or other rate imposed by us from time to time.
Service Tax	The Service Tax of RM25.00 is governed by the Sales Tax Act 2018 and the Service Tax Act 2018 is imposed upon issuance of card and every subsequent year or part thereof.

Finance charges; please refer to the table below

	Interest Rate	
	Per Month	Per Annum
For prompt repayment of 12/12 months	1.25%	15%
For prompt repayment of 10/12 months	1.42%	17%
For Prompt repayment of less than 10/12 months	1.50%	18%
Cash Advance	1.50%	18%

Note: To enjoy lower Finance charges, you should make at least 10 prompt payments in the last 12 months. Finance Charge is imposed on the outstanding retail and cash advances/withdrawal transaction that is not paid after the payment due date. For retail transaction, finance charge is calculated from posting date till full payment is made. For cash advance/withdrawal transaction, finance charge is calculated from the transaction date till full payment is made.

5. What if I fail to fulfill my obligations?

- Late payment charges: 1% of the unpaid outstanding balance as at your statement date or a minimum of RM10.00., whichever is higher up to a maximum of RM100.00.
- 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 calendar day prior notices on our intention to set-off.
- Joint & Several Liabilities: The company and Cardmember shall be liable for all charges and advances whatsoever arising from all transactions effected with the Credit Card.
- Individual Liability: The Cardmember shall be liable for all charges and advances whatsoever arising from all transactions effected with the Credit Card.
- If you fail to abide by the terms and conditions of the credit card, we have the right to terminate your Card.

6. What if I fully settle the balance before its maturity? (For balance transfer or flexi payment plans)

- Instalment tenure : up to 36 months.
- Early settlement penalty: NA.
- To avoid finance charge being imposed, all Cardmembers who have subscribed to a 'zero interest/interest free' monthly repayment plan(s), are required to make payment of the monthly instalment specified by the Bank at the time the Instalment Payment Plan is entered into 'Monthly Instalment' in full. In the event, a Cardmember opts to only pay the minimum amount of five percent (5%) of the balance remaining unpaid under the Instalment Payment Plan ('Outstanding Balance') or Ringgit Malaysia Fifty (RM 50), whichever is higher, instead of the Monthly Instalment in full, the Cardmember will be liable for the interest charges on the Outstanding Balance.

7. What are the major risk?

- By paying only minimum monthly repayment, the interest amount and time taken to settle the full amount will increase. Think about your repayment capacity when charging on the Credit Card.
- The finance charges imposed on the outstanding retail and cash advance for this credit card is based on a tiered pricing structure in accordance to your repayment history.
- If you have problems paying for your credit card balances, contact us early to discuss repayment alternatives.
- You should notify us immediately after having found that your credit card is lost or stolen.

8. 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
- Any nearby Maybank Branch

9. Where can I get further information?

- Should you require additional information or enquiry on credit card, please refer to **www.maybank2u.com.my** website or call **1800 88 9559**
- 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**
- 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**

10. Other Credit Card product available?

- Malaysia Airlines American Express Business Card
- Visa Purchasing Card
- Master Purchasing Card

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 December 2018 and will be valid until the next periodical review.