

PRODUCT DISCLOSURE SHEET Important Notice: You are advised to read and understand the terms and conditions of this Product Disclosure Sheet before you decide to apply for this banking product/services. If you do not understand any part of this documents or its content, you may seek clarification from CIMB Bank Berhad ("the Bank"). This Product Disclosure Sheet is further subject to CIMB SME BusinessCard Terms and Conditions in relation to this product which is available on the Bank's website at www.cimb.com.my.	CIMB Bank Berhad CIMB SME BusinessCard Date: 15 September 2021
1. What is this product about?	
CIMB SME BusinessCard facility is a credit card facility ("Corporate Card Facility") program without rewards point or cash back granted by the Bank to a small and medium enterprise or business entity ("Corporation"). The application of CIMB SME BusinessCard ("Card") is by invitation and subject to Bank's approval. The Bank reserves the right to reject or refuse the application and/or withdraw or cancel the approval for the application at its sole and absolute discretion. Under the Corporate Card Facility, the Corporation may request the Bank to issue the Card to its employees or other authorised nominees ("Cardholder"). If any amount of the credit utilised by the Cardholder is not settled in full on or before the due date by the Corporation, the unsettled amount will be subject to finance charges. The Corporation is solely liable for all charges incurred on the Card by the Cardholder. The Cardholder does not bear any liability for the charges incurred on the Card. Where necessary, the Bank may require the Corporation to place a fixed deposit with the Bank of an amount equal to the credit limit granted to the Corporate Card Facility. The fixed deposit must be placed with the Bank for as long as the Corporate Card Facility is available to the Corporation.	
2. What do we get from this product?	
Credit limit: To be determined at the sole discretion of the Bank. Finance charges: As indicated below: (a) Retail Transaction: (i) 1.25% per month or 15% per annum if the Corporation has promptly settled the minimum payment due for 12 consecutive months; (ii) 1.42% per month or 17% per annum if the Corporation has promptly settled the minimum payment due for at least 10 months in a 12-month cycle; and (iii) 1.50% per month or 18% per annum if the Corporation's payment record is not within either (i) or (ii) above. To enjoy lower finance charges for retail transactions, the Corporation should make at least 10 prompt payments in the last 12 months. (b) Cash Advance: Finance charge for cash transaction is 1.5% per month or 18% per annum. The amount of cash advance that the Cardholder can withdraw or apply for is subject to available credit limit in the Card account or 40% of the Card credit limit, whichever is lower. Subject however to: (i) the applicable withdrawal limit of any ATM of the Bank or of any other bank or institution with whom the Bank has an arrangement(s) for the use of the ATM of the said bank or institution in the case of cash withdrawal through an ATM; and (ii) the cash withdrawal at any one time not causing the aggregate outstanding balance of the Cardholder's obligation to the Bank to exceed the Cardholder's prescribed credit limit.	
3. What are our obligations?	
Minimum monthly repayment by the Corporation: 5% of the Current Balance* + 100% service tax and any other value added taxes imposed (if any) + 100% of all monthly instalments due for any programmes/arrangements operated by the Bank (if any) + any unpaid minimum payment specified in the preceding month's statement; or RM50, whichever is higher. *Current Balance = retail transactions amount (if any) + cash advance amount (if any) + finance charges and/or late payment charges and any other applicable fees and charges (if any) under the Card. Finance charges free period:	

- (a) For new retail transactions, the Corporation will enjoy 20 days' finance charges free period from the statement date, only if the Corporation pays the balance in full and on time. However, if the Corporation does not pay in full and on time, finance charges on such retail transactions will be calculated from the posting day of the transaction.
- (b) There is no finance charges free period on balance transfers or cash advances. The Corporation is liable for all transactions incurred by the Cardholders.

Obligations: Corporate and Cardholder are obligated to:

- (a) abide by the terms and conditions for the use of the Card;
- (b) take reasonable steps to keep the Card and PIN secure at all times, including at the place of residence. These include not:
- (i) disclosing the Card details or PIN to any other person;
 - (ii) writing down the PIN on the Card, or on anything kept in close proximity with the Card;
 - (iii) using a PIN selected from the Cardholder's birth date, identity card, passport, driving license or contact numbers; and
 - (iv) allowing any other person to use the Card and PIN;
- (c) notify the Bank as soon as reasonably practicable after having discovered that the Card is lost, stolen, an unauthorised transaction had occurred or the PIN may have been compromised;
- (d) notify the Bank immediately upon receiving short message service (SMS) transaction alert if the transaction was unauthorised;
- (e) notify the Bank immediately of any change in the contact number;
- (f) use the Card responsibly, including not using the Card for unlawful activity; and
- (g) check the account statement and report any discrepancy without undue delay.

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

Annual Subscription Fees	
CIMB SME BusinessCard	Waived

CIMB Bank	
Cash Advance Fee	The cash advance fee is 5% of the amount advanced or a minimum of RM15.00, whichever is higher. This is imposed for each cash advance transaction
Balance Transfer Fee	Not applicable
Over Limit Fee	Not Applicable
Card Replacement Fee	RM10 for first replacement & RM50 for every subsequent replacement
Dishonoured Cheque Fee	Not Applicable
Sales Draft Retrieval Fee	RM14.15 per copy

CIMB Bank	
Additional Statement Request Fee	RM5.00 per monthly statement
Other Fee & Charges	Not Applicable
Conversion for Overseas Transaction	The conversion rate as determined by Mastercard® International plus an administrative cost of 1% plus any transaction fee charged by Mastercard® Dynamic Currency Conversion (DCC) is a service offered by certain overseas merchants to provide a choice to pay in Ringgit Malaysia (including online purchases)

	for overseas purchase.
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Taxes

The Corporation shall be liable for any taxes (including but not limited to service tax of RM25 that will be charged upon activation for each new Card issued, and will be charged annually on the anniversary month of each subsequent year or part thereof. For existing Cardholders, service tax of RM25 will be charged upon annual renewal of each Card issued) and any other fees, expenses or recourse in respect of or arising out of the Cards issued to the Corporation or any accounts or services in connection therewith and the Corporation authorises the Bank to debit the Card account for the same.

5. What if we fail to fulfill our obligations?

Late payment charges: If the Corporation does not make the minimum payment due by the payment due date, the Bank will charge the Corporation a late payment charge of 1% on the unpaid balance arising from retail transactions and cash advance subject to a minimum of RM10.00 and a maximum of RM100.00.

The Bank shall however grant the Corporation a grace period of four (4) calendar days after the payment due date where the payment due dates fall on a weekend or a public holiday.

Right to set-off: The Bank has the right to set-off any credit balance in the Corporation's account maintained with the Bank against any outstanding balance in the Corporate Card Facility by informing the Corporation at least 7 calendar days in advance of the Bank's intention to set-off. At the same time, the Bank has the right to earmark the Corporation's available funds for this purpose.

Action the Bank may take: Legal action may also be taken against the Corporation if the Corporation does not keep up repayments on the Corporate Card Facility balances. The Bank may also (but are not obliged to):

- call the Corporation or Cardholder to remind the Corporation or Cardholder to pay the amounts outstanding;
- send the Corporation or Cardholder reminders by letters, short messaging service or emails; or
- have its staff and/or outsourced debt collection agencies personnel visit the Corporation at the place of business to remind the Corporation of the Corporation's payment obligations.

The Bank may earmark any monies the Corporation may have in any of the Corporation accounts with the Bank and exercise the right of set-off on these monies and/or blacklist the Corporation's name with any credit agency or bureau or database.

Please also note the Bank has the right to appoint external agents to collect debts due to the Bank and to sell the Corporation's debt owing to the Bank to a third party.

Liability for unauthorised transactions: The Corporation and Cardholder will be liable for:

(a) PIN-based unauthorised transactions if the Corporation and/or the Cardholder has:

- (i) acted fraudulently;
- (ii) delayed in notifying the Bank as soon as reasonably practicable after having discovered the loss or unauthorised use of the Card;
- (iii) voluntarily disclosed the PIN to another person; or
- (iv) recorded the PIN on the Card, or on anything kept in close proximity with the Card;

(b) unauthorised transactions which require signature verification or with a contactless credit card, if the Corporation and/or the Cardholder:

- (i) acted fraudulently; or
- (ii) delayed in notifying the Bank as soon as reasonably practicable after having discovered the loss or unauthorised use of the Card;

(iii) left the Card or an item containing the Card unattended, in places visible and accessible to others; or

(iv) voluntarily allowed another person to use the Card.

Suspension or termination of Card: If the Corporation defaults in its repayment or the Corporation and/or Cardholder breach any of the terms and conditions of use of the Card, the Bank may suspend or terminate the Card and/or the Corporate Card Facility and may decide not to reinstate the Card even after the Corporation has regularized its account.

If the Corporation and/or Cardholder use the Card for any unauthorised purpose or in an unauthorised manner (eg. for on-line gambling purposes, illegal activities, allowing another person to use the card, etc.) we may terminate the Card and/or the Corporate Card Facility immediately.

Use of Card and Personal Identification Number (PIN): The Cardholder is under a strict duty to keep the Card and PIN

safe at all times and to prevent the loss, theft or fraudulent use of the Card and to prevent the disclosure of the PIN. The Corporation and Cardholder must report any loss and/or theft of the Card or PIN disclosure to CIMB Bank and to the police immediately followed by written confirmation to the Bank together with a copy of the police report within seven (7) days from the date of the loss and/or theft and/or disclosure of the PIN. The Corporation may be held liable for any unauthorised transactions should the Corporation or the Cardholder fail to do so.

Monthly statements: The Corporation must check its monthly statements thoroughly and immediately. Any error, discrepancy or inaccuracy must be reported to the Bank within fourteen (14) calendar days as failure to do so may cause the Corporation to lose its right to challenge the discrepancy.

6. What are the major risks?

If the Corporation pays only the minimum amount due, it will take longer and cost more to settle the outstanding balance. Think about the repayment capacity when charging the Card.

The finance charges imposed on the outstanding balance for the Card is based on a tiered pricing structure in accordance with the Corporation's repayment history.

If the Corporation has problems paying for the Card balances, contact the Bank in advance to discuss repayment alternatives.

The Corporation and Cardholder should notify the Bank immediately after having discovered that the Card is lost, stolen, an unauthorised transaction had occurred or the PIN may have been compromised.

7. What do we need to do if there are changes to our contact details?

It is important that the Corporation and Cardholder inform the Bank of any change in the contact details to ensure that all correspondences reach the Corporation and the Cardholder in a timely manner.

8. Where can we get further information?

Should the Corporation and/or Cardholder require additional information on the Cards, please refer to the banking info booklet on 'Credit Cards', available at all CIMB Bank branches nationwide and the www.bankinginfo.com.my website or log on to www.cimb.com.my. If the Corporation and/or Cardholder have any enquiries, please call +603 6204 7788 or visit any of CIMB Bank branches nationwide. E-mail contactus@cimb.com

9. Other Corporate Card products and solutions available

Please refer to CIMB Bank website at www.cimb.com.my Corporate Card Solutions.

10. Notice On Paying Only Minimum Monthly Repayment

The following table illustrates the amount of interest incurred and the repayment period, under different outstanding amount scenarios if the Corporation continues to pay only the minimum amount. The computations are based on 5% minimum payment or RM50, whichever is higher, at a finance charge of 18% provided there are no new transactions. This calculation is based on 30 days a month.

Examples under different outstanding amount scenarios

Outstanding Balance (RM)	Repayment (RM)	Repayment Period (Months)	Total Interest Incurred (RM)
3,000	Min Pay 150	55	1,055
	Pay 250	14	333
5,000	Min Pay 250	69	1,912
	Pay 350	17	670
10,000	Min Pay 500	88	4,055
	Pay 600	20	1,594

11. Where can we get assistance and redress?

If the Corporation has difficulties in making repayments, the Corporation should contact us earliest possible to discuss repayment alternatives. The Corporation may contact the Bank at:

Customer Resolution Unit

Add : P.O. Box 10338, GPO Kuala Lumpur, 50710 Wilayah Persekutuan, Malaysia

Tel : +603 6204 7788

E-mail : contactus@cimb.com

If the Corporation's and Cardholder's query or complaint are not satisfactorily resolved by the Bank, the Corporation and the Cardholder may contact Bank Negara Malaysia LINK or TELELINK at:

Add : Block D, Bank Negara Malaysia Jalan Dato' Onn, 50480 Kuala Lumpur

Tel : 1 300 88 5465

Fax : +603 2174 1515

E-mail : bnmtelelink@bnm.gov.my

Alternatively, you may seek the services of Agensi Kaunseling dan Pengurusan Kredit (AKPK), an agency established by Bank Negara Malaysia to provide free service on money management, credit counselling and debt restructuring for SME. You can contact AKPK at:

Address : Tingkat 5 dan 6, Menara Bumiputra Commerce, Jalan Raja Laut, 50350 Kuala Lumpur

Telephone : +603 2616 7766

E-mail : enquiry@akpk.org.my

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

The information provided in this disclosure sheet is valid as at 15 September 2021.