

Commercial Cards - Application Form



Please complete this application in full and ensure that this application form is signed by an authorized signatory(ies) of the company.

Company Details

Account with Al Rajhi Bank	CIC Number	Account Number
Company Name (As per CR / Trade license)		
Unified National Number	CR Number	Date of Incorporation
VAT registration Number		

National Address

Building Number	Street Name	District	City
Zip Code	Additional Number	Unit Number	

Corporate Card Product

Please select the Product

<input type="radio"/> Corporate Charge Card – PLATINUM	<input type="radio"/> Corporate Charge Card – SIGNATURE	<input type="radio"/> Corporate Prepaid Card
<input type="radio"/> Purchasing Card	<input type="radio"/> Mada prepaid Card	<input type="radio"/> Travel Account

Requested Limit (Applicable for Charge Card)

Company Name (English only)
As It is to appear on the Card

Portal Administrator Detail's

Name	Position	Date of birth
ID Type	ID Number	ID Expiry
City	Telephone N.	Mobile N.
Email		

Customer acknowledges and agrees that the Portal Administrator shall enjoy the following powers:

- | | |
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| 1. Activate and deactivate Cardholders. | 7. Enable and restrict POS transactions. |
| 2. Activate and deactivate department under the Customer which the Cardholders are working at. | 8. Enable and disable eCommerce. |
| 3. Issue Card request. | 9. Enable and disable cash withdrawal. |
| 4. Activate and deactivate Card. | 10. Enable and disable cross-border transactions. |
| 5. Top up for Prepaid Card. | 11. Enable and disable currency of the card. |
| 6. Set and amend Card limit for Charge Card. | 12. Enable and disable country where the card shall be used. |
| | 13. Review transactions & statements. |

Customer Declaration

- (a) The Customer wishes to apply for Commercial Card Account(s).
- (b) The Customer requests that the Bank opens Commercial Card Account(s) in the name of the Customer as per the details provided in the Application Form. The Customer confirms that the Application Form has been duly completed and signed by an authorised signatory of the Customer.
- (c) The Customer requests that the Bank issues Commercial Card(s) to those persons named in the Application Form and the further details provided in the relevant Employee Application Forms submitted along with this Application Form.
- (d) The Customer understands, acknowledges, agrees and confirms that the Customer will be jointly and severally liable for all charges payable in respect of Commercial Card Account(s) and/or incurred on all Commercial Cards issued pursuant to this application.
- (e) This declaration is made subject to the Terms and Conditions attached to the Application Form and such terms and conditions may be amended from time to time and a copy of the Terms and Conditions and any subsequent amendments and modifications can be found at www.alrajhibank.com.sa
- (f) Capitalised terms not defined in this declaration shall have the meaning given to them in the attached Terms and Conditions. This application is made subject to the Terms and Conditions.
- (g) The Customer represents and warrants that the information provided in this Application Form is true, complete and correct and authorises the Bank or any other party mandated by the Bank to obtain the information they require to open this Commercial Card Account(s). The Customer also agrees to provide the Bank with any information that they require for the purposes of establishing and/or auditing and/or administering the Commercial Card Account(s) and authorises the Bank to obtain and collect any information as they deem necessary or need regarding the Customer or the Commercial Card Account(s) from the Saudi Credit Bureau ("SIMAH"), Bayan Credit Bureau ("Bayan") and electronically through Al-Elm Information Security Company ("Elm") and to disclose to and share (inclusive of data pooling) that information with SIMAH, Bayan, Elm and any collection agencies authorised by the Bank, or to any other agency approved by the Saudi Central Bank ("SAMA").
- (h) The Customer understands that the Bank reserves the right to decline this application at its sole discretion.
- (i) The Customer' s application and all supporting documents shall constitute integral parts of the Customer' s application for the Commercial Card Account(s) and will remain the Bank' s property even if the application is declined or if the Customer closes the Commercial Card Account(s).
- (j) The Customer acknowledges and agrees that it shall abide by this declaration and the Terms and Conditions.
- (k) To help in the prompt processing of this application for establishing Commercial Card Account(s), the Customer will provide the Bank with all enrollment documents and any other documents or information requested by the Bank for purposes of satisfying "know your customer" information checks or other similar checks under all applicable laws and regulations.
- (l) By completing and submitting this application, you confirm that: (i) you are authorised to sign this application, provide the declaration and authorisations herein on behalf of the Customer; (ii) you are authorised to provide the information and personal data included in this application to the Bank; and (iii) you acknowledge that information and personal data provided in this application may be processed in accordance with applicable law for the purposes of establishing, operating and administering Commercial Card Account(s).

Internal Use:

Reference #	Submission Date	Branch	RM ID / Name
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TERMS AND CONDITIONS

Commercial Card(s) are issued in accordance with these commercial card terms and conditions ("Terms and Conditions") and are the property of Alrajhi bank.

1. Definitions

Capitalised terms used in these Terms and Conditions shall have the following meanings:

"Application Form" means any application form(s) relating to Commercial Cards including appointing Programme Administrator(s) and/or any Delegation(s) of Authority as may be required.

"ATM" means Automated Teller Machine.

"Bank" means Alrajhi banking and Investment Corporation operating through its branches in the Kingdom of Saudi Arabia including its subsidiaries, associated and affiliated companies.

"Billing Currency" means the currency in which the Bank bills Card Transactions to the Commercial Card Account as identified in Application Form.

"Billing Period" has the meaning given to it in clause 10.1.

"Business Day" means a day on which banks are open for general business in the Kingdom of Saudi Arabia.

"Cardholder" means the holder or designated user of an eligible Commercial Card issued by the Bank as instructed by the Customer or the Customer itself.

"Card Limit" means the maximum debit balance permitted in respect of each Commercial Card as specified in Application Form.

"Card Security Details" means the Commercial Card number, the PINs, any internet password, internet identity number and any user ID.

"Card Transaction" means any purchases of goods and/or services, and of all Cash Advances or fees and charges.

"Cash Advance" means any cash withdrawal, or transfer made at the Cardholder's request.

"Commercial Card(s)" means all or any of the following type of commercial cards issued by the Bank to a Cardholder as per instructions by a Customer:

Card name	Card type	Designated purposes
Corporate Card (Platinum)	charge card	A corporate card to manage all business travel and entertainment spend
Corporate Card (Signature)	charge card	A corporate card to manage all business travel and entertainment spend
Prepaid card	Prepaid card	A Prepaid card to manage procurement process
Travel Account	charge card	A travel account to facilitate online travel bookings and any other type of expenses
Purchasing Card	charge card	A Purchasing card to manage procurement process
Mada prepaid Card	prepaid card	A MADA prepaid card to manage petty cash expenses

"Commercial Card Account(s)" means an account designated by the Bank to the Customer under which all the Commercial Cards are issued to the Customer's employees as instructed by the Customer.

"Commercial Card Portal" means the online system provided to Customers as further described in the Product Guide.

"Customer" means the name of the company (as applicant of Commercial Card(s)) as referred to in the Application Form.

"Customer Credit Limit" means the total of the Card Limits.

"Commercial Card Features" means any general product benefit (including but not limited to, travel benefits, insurance, special offers and promotions) the Bank offers, or makes available, to the Cardholder from time to time in conjunction with the Cardholder's use of a Commercial Card.

"Conditions of Use" means any instructions issued by the Bank from time to time applicable to the use of a relevant Commercial Card, to each Cardholder to whom a card is issued.

"CTA" means central travel account.

"Delegation of Authority" means where a Customer delegates specific limited actions with regard to the use of Commercial Cards to an individual by completing a delegation of authority form.

"Foreign Currency Transaction" means any transaction in a currency other than the Billing Currency, unless the Cardholder agrees that the currency conversion is done at the point of sale or withdrawal and agree the rate at that time.

"Nominated Account" means the Customer's bank account or Cardholder's account with the Bank for settlement of Commercial Cards with debit balances outstanding if the Customer so elects.

"PIN" means personal identification number issued with each Commercial Card.

"Product Guide" means any marketing materials, supplemental guide or any other documents which may be issued by the Bank relating to Commercial Cards including the Commercial Cards Portal.

"Programme Administrator" means any person identified to the Bank and authorised in writing by the Customer who can provide instructions to the Bank through the Commercial Card Portal regarding the application, issue and renewal of certain Commercial Cards as nominated in an Application Form and as further described in the Product Guide.

"SAMA" means the Saudi Central Bank and any successor forum.

"Schedule of Charges" means the Bank's corporate banking schedule of charges and fees attached hereto as Appendix A (Schedule of Charges) and such Schedule of Charges may be amended or modified from time to time by the Bank and a copy of an up-to-date schedule of charges can be obtained from the Bank's corporate branches.

"Unauthorised Transaction" means any use of a Commercial Card by a person other than the Cardholder, who does not have actual, implied or apparent authority for such use and for which the Cardholder or the Customer received no benefit.

2. Issuing of Commercial Cards

2.1 Where applicable, the Bank will issue Commercial Cards and renew and replace them unless cancelled and, if requested and appropriate for the Commercial Card type, issue a PIN to each Cardholder, unless the Bank otherwise objects or refuses, which it may in its absolute discretion. Issuance of Commercial Cards is subject to:

- the Customer authorising each proposed Cardholder to receive and use a Commercial Card; and
- the Customer's compliance with the Bank's account opening procedures from time to time in force.

2.2 The Bank is under no responsibility to the Customer to:

- ensure that Cardholders and Programme Administrators comply with any Conditions of Use or Product Guide or any variation or supplement to them;
- ensure that a Commercial Card is used for the purposes of the Customer's business; or
- review, monitor or investigate the use of a Commercial Card.

2.3 The Bank shall maintain a Commercial Card Account in the name of the Customer under which separate accounts shall be maintained in respect of each Commercial Card to which the value of all Card Transactions, any other liabilities arising under these Terms and Conditions and any loss incurred by the Bank arising from the use of the Commercial Card or Commercial Card number shall be charged and to which the value of credit vouchers issued in respect of the Commercial Card will be credited.

3. Using the Commercial Card Account and authorising transactions

3.1 The Customer shall be responsible without limitation for payment to the Bank for all amounts properly debited to the Commercial Card Account in respect of each Commercial Card notwithstanding that the Card Limit may be exceeded or that any such debits may have arisen as a result of the Cardholder using the Commercial Card without the Customer's authority or contrary to these Terms and Conditions or the Conditions of Use.

3.2 The Customer is responsible for all credit or other facilities granted by the Bank in respect of the Commercial Cards and for all related charges hereunder, notwithstanding the termination of these Terms and Conditions.

3.3 The Cardholder must not use the Commercial Card for unlawful purposes, including purchasing goods or services which are illegal in the Kingdom of Saudi Arabia or elsewhere or are prohibited under the principles of Shari'ah. If the Cardholder does make an unlawful or prohibited purchase, the Bank may cancel the Commercial Card immediately and may report the Cardholder to the relevant authorities. The Customer will be responsible for any unlawful use and may be required to reimburse the Bank or Visa for any amount which the Bank or they incur as a result of the use of the Commercial Card.

- 3.4 Where applicable the Cardholder must sign a sales slip, cash advance slip or mail order coupon whenever the Commercial Card is used and should preserve a copy of the same. Copies of sales or cash advance slips may be provided at the sole discretion of the Bank subject to an additional charge. Provision of a copy of a sales voucher may take a minimum of forty-five (45) Business Days subsequent to the Customer's written request to the Bank. The Cardholder's failure to sign any sales slip, cash advance slip or mail order coupon will not relieve the Customer from liability to the Bank in respect thereof.
- 3.5 For each chip enabled Commercial Card the Cardholder will be required to use the PIN issued for that Commercial Card rather than a signature to authorise the transaction at chip enabled point of sale machines.
- 3.6 The Bank's authorisation process takes account of transactions which have been authorised but not yet applied to the Commercial Card Account.
- 3.7 Provided that the Cardholder has correctly authorised a transaction, the Bank will be responsible for the correct execution of the payment to the payee.
- 3.8 Where a Cardholder authorises a transaction and the amount of the transaction is not specified when the authorisation is given then if the amount of that particular transaction is unexpectedly higher than could reasonably be expected in the circumstances the Bank will investigate and, if required, provide a refund of the amount and apply the transaction as originally authorised by the Cardholder.
- 3.9 The Bank's record of transactions processed by the use of the Commercial Card at an ATM shall be conclusive and binding for all purposes. If the Customer wishes to dispute an ATM transaction, the Customer should call the Bank within thirty (30) days of the last Commercial Card Account statement date.
- 3.10 The Bank shall not be responsible for any loss or damage arising directly or indirectly from any malfunction / failure of the Commercial Card or ATM arising out of the Cardholder's mistake, the temporary insufficiency of funds in such machines or otherwise howsoever arising.
- 3.11 The Cardholder can use the Commercial Card at ATM's on the same networks abroad, so long as they are situated in countries where withdrawals are permitted pursuant to the laws of the Kingdom of Saudi Arabia and such use would not involve a breach of international financial sanctions or the Bank's policy.
- 3.12 When asked to authorise a transaction or Cash Advance, the Bank will take into account any other transactions or Cash Advances already debited to the relevant or any other Commercial Card Account opened under these Terms and Conditions, whether that transaction has been completed or not. This may lead to the transaction or Cash Advance being declined. The Bank may refuse to authorise use of a Commercial Card if it considers that the Commercial Card or the Commercial Card Account has been or is likely to be misused. As part of the decision making process and in an effort to minimise the misuse of cards, the Bank may refer an authorisation request back to the supplier for further information. This may result in the Cardholder being asked to produce further means of identification. This may also be done on a random basis for fraud prevention purposes.
- 3.13 When a Card Transaction is made on the internet with designated participating organisations (designed to prevent fraud), the Cardholder may be invited to register for this service. If the Cardholder does not do so, as part of the Bank's fraud prevention measures the Bank may not authorise further internet transactions with participating organisations.
- 3.14 The Customer must promptly notify the Bank in writing of any changes in the Customer's mailing address, telephone numbers and email addresses.
- 3.15 Any notice given by the Bank with regard to these Terms and Conditions will be deemed to have been received by the Customer five (5) Business Days after dispatch by the Bank to the Customer's address last notified in writing to the Bank.
- 3.16 The Bank will not be liable for any act or omission of any merchant including without limitation any refusal to honour the Commercial Card or any defect or deficiency in any goods or services provided. Any claim or dispute which the Cardholder may have against or with a merchant shall not relieve the Customer of the obligation to pay the amount incurred hereunder to the Bank without deduction.
- 3.17 Any request by mail, telephone or email made by the Cardholder to the merchant for the supply of goods and/or services to be charged to the Commercial Card shall constitute authority for the merchant to issue a sales voucher for the amount to be charged and an acknowledgement that the sales voucher, if endorsed "Mail Order" or "Telephone Order" or "Email Order" as the case may be, shall be treated as having been duly signed by the Cardholder.

- 3.18 The amount of any purchase or Cash Advance made using the Commercial Card will be charged to the Commercial Card Account. If any purchase is subsequently cancelled, a refund will only be credited to the Commercial Card Account as and when the refund credit is received by the Bank from the third party.
- 3.19 Any refunds or reversals of a Card Transaction that are not in the Billing Currency will be subject to the rate of exchange against that Billing Currency as determined by the Bank when the refund or reversal is made to the Commercial Card. Any refunds or reversals of a Card Transaction are also subject to processing fees.

4. Unauthorised Transactions

- 4.1 The loss or theft of the Commercial Card(s) must be reported to the Bank's helpdesk immediately upon discovery by either the Cardholder or anyone who has a Delegation of Authority.
- 4.2 The Customer and the Cardholder must cooperate with the Bank and the police with regard to the lost or stolen Commercial Cards, and to investigate any Unauthorised Transactions. If the Customer or the Cardholder are asked to report Unauthorised Transactions to the police, this must be done immediately and in any event within seven (7) days of being asked. If the Customer or the Cardholder recover the Commercial Card it must not be used and must be returned to the Bank.
- 4.3 After a reasonable time following receipt by the Bank of notification of loss or theft of the Commercial Card(s), the Customer will have no further liability for transactions charged to the reported Commercial Card(s) provided that the Cardholder has acted in good faith and with all reasonable care and diligence in safeguarding the Commercial Card(s) and in promptly reporting its loss to the Bank as determined by the Bank in its sole discretion. The Bank reserves the right to cancel the Commercial Card(s) once reported.
- 4.4 The Customer will be responsible for payment in full of any Unauthorised Transactions made before the notice of the loss or theft of the Commercial Card(s) has been received by the Bank.
- 4.5 Notwithstanding anything to the contrary contained herein, in addition to all sums recoverable pursuant to these Terms and Conditions, the Customer will be liable for all losses incurred by the Bank arising from the use of the Commercial Card(s) by any person obtaining possession of it with the consent of the Customer or the Cardholder or as a result of the Cardholder acting fraudulently. Should the Bank become aware of evidence that shows the Bank is not responsible for any Unauthorised Transactions, the Bank will recover an amount equal to any refund from the Commercial Card Account.
- 4.6 The Bank may at its absolute discretion agree to issue a replacement Commercial Card for any lost or stolen Commercial Card which shall be issued on the same Terms and Conditions as the original Commercial Card or as may be amended from time to time. The Bank reserves the right to charge a replacement fee to the Commercial Card Account at a rate as set out in the Schedule of Charges.

5. Refusing or revoking transactions

- 5.1 The Bank has the right to restrict or refuse a transaction on any Commercial Card at any time. Without restricting this general right, the Bank is likely to restrict or refuse a transaction on any Commercial Card in the following circumstances:
 - (a) the use is causing, or would cause a breach of these Terms and Conditions;
 - (b) the Bank believes that there is significantly increased risk that the Customer may not be able to fulfil its duty to settle the dues or repay the credit in line with these Terms and Conditions;
 - (c) if any of the information the Customer has given to the Bank turns out to be incorrect or is suspected to be untrue or misleading;
 - (d) if any Customer bank account with any affiliate of the Bank is frozen;
 - (e) if adverse information is received from a credit reference agency about the Customer;
 - (f) if the Bank has reasonable grounds for suspecting that the Customer or any Cardholder has committed or is about to commit a crime or other abuse, including but not limited to, a regulatory breach, international sanctions, bribery or money laundering offence;
 - (g) if the Bank suspects fraud or misuse of any Commercial Card (and the Bank may ask the Cardholder to provide further information, including verification of identity, when the Bank is asked to authorise a transaction);
 - (h) if a Cardholder does not use the PIN with a chip and PIN Card; or
 - (i) for any other reason as determined by the Bank.

- 5.2 If a transaction is refused by the Bank, the Bank will give notice of this refusal via the supplier, retailer or other organisation with whom the Cardholder attempts to make the transaction. If a merchant or third party refuses to accept the Commercial Card, the Bank is not responsible to the Customer or the Cardholder. If the Customer has a complaint this should be discussed directly with the third party or merchant.
- 5.3 If the Bank restricts a Commercial Card, the Bank will try to give the Cardholder reasonable notice, but there may be circumstances where the Bank is not able to give notice (e.g. for regulatory reasons) and the Commercial Card will be restricted immediately. The Bank will not be liable for any loss the Cardholder or the Customer may suffer as a result of this action.
- 5.4 The Cardholder cannot rescind or revoke a purchase or other transaction using the Commercial Card once the transaction authorisation has been received by the Bank or the payee (for example, a retailer or supplier). The Bank will credit the Commercial Card Account with a refund only if the payee refunds the Bank. The Bank may charge the relevant Schedule of Charges on such a transaction amount and any applicable processing fee that may include a foreign exchange fee if the transaction was not made in the Billing Currency.
- 5.5 If a transaction is refused by the Bank and the Cardholder was not made aware of this at the time the transaction was refused, the Cardholder can seek details of the refusal by calling the Bank's helpdesk or call centre.

6. Protecting the Commercial Card and the Commercial Card Account

- 6.1 The Customer and the Cardholders must take all reasonable precautions to prevent the Commercial Card and Card Security Details from being misused or being used fraudulently.
- 6.2 If any Commercial Card is lost, stolen or liable to be misused for any reason, the Customer or the Cardholder must follow corporate service channels (including call centre, help desk, relationship manager, Programme Administrator and the relevant branch of the Bank) to immediately report lost, stolen or misused of the Commercial Card.
- 6.3 Commercial Cards must be destroyed, cut in half or returned immediately if the Bank asks the Customer or a Cardholder to do so.

7. Card Limit and Customer Credit Limit

- 7.1 The total balances outstanding for all Commercial Card Accounts shall not exceed the Customer Credit Limit.
- 7.2 If the Customer or the Cardholder exceeds the Card Limit or Customer Credit Limit without the Bank's written prior agreement, the Bank may at its discretion cancel one or any number of the Commercial Cards which are issued to the Cardholders at the request of the Customer, immediately, without notice to the Customer and all outstanding amounts will thereupon become immediately due and payable.
- 7.4 Where any Commercial Card limit is secured by cash collateral, the Customer (at the discretion of the Bank) may be required to sign a separate pledge agreement prior to the issuance of a Commercial Card as security. This cash collateral cannot be used to settle the monthly Outstanding Amount of the Commercial Cards.
- 7.5 The Bank reserves the right to amend any Card Limit assigned from time to time, at its discretion with notification to the Customer.

8. Fees and Charges

- 8.1 The Customer shall pay to the Bank fees, costs, charges, profits and expenses in connection with using Commercial Cards. These will be the Bank's standard fees and charges as set out in the Schedule of Charges unless the Bank separately agrees different fees and charges with the Customer. Unless otherwise stated, all amounts payable pursuant to this clause are exclusive of value added, sales, use, goods and services, business, stamp or any similar taxes or duties that may be applicable. All such taxes or duties will be applied in accordance with applicable legislation and the Bank will issue valid invoices or other documents as appropriate. Payment of all amounts due pursuant to this clause will be made clear and free of any deduction or withholding for or on account of tax, set-off, counterclaim or other charges so the Bank receives such amounts in full. If a deduction or withholding for or on account of tax is required to be made by law, the payment shall be increased to an amount which after making any deduction or withholding leaves an amount equal to the payment which would have been made if no withholding or deduction had been required. The Customer shall make any payment required in connection with such tax deduction or withholding within the time allowed by law.
- 8.2 The Customer agrees and confirms that the Bank may amend the Schedule of Charges by:
- posting a copy of such amendments (or new version) on the Bank's website; or
 - sending a copy of the proposed amendment (or new version) to the Customer by regular mail or email, and that such amendments to (or new version) of the Schedule of Charges shall become effective on the date falling thirty (30) days after the sending or posting, as the case may be, of the notice of the amendments or new version, as the case may be.

- 8.3 The Customer agrees and confirms that the Bank is not required to provide the Customer with any other notice (or seek any additional consent from the Customer) to amendments or new versions of such Schedule of Charges.
- 8.4 The Customer hereby agrees and confirms that the Bank may deduct any fees, costs, charges, profits and expenses payable by the Customer from any account advised by the Customer for such purposes and/or any other account(s) maintained by the Customer with the Bank.
- 8.5 Foreign Currency Transactions (other than ATM transactions) are converted into the Billing Currency by the card scheme using their applicable exchange rates on the day conversion is made (which may involve a conversion to US dollars first). In addition to this exchange rate conversion, the Bank will charge a processing fee (as a percentage of the transaction amount) as set out in the Schedule of Charges.
- 8.6 Foreign Currency Transactions performed at an ATM will be converted into the Billing Currency by the Bank using the Bank's applicable exchange rate. The Card Transactions may have first been converted to US dollars either by the Bank or by the card scheme using their applicable exchange rates on the day conversion is made. When making Foreign Currency Transactions at ATMs on certain networks, (such as GCCnet), the conversion may be completed by a local regulatory authority at a rate and time determined by them. In addition to this exchange rate conversion, the Bank will charge a processing fee (as a percentage of the transaction amount). A Cash Advance fee will also apply, as set out in the Schedule of Charges. Some cash machine operators may apply a direct charge for withdrawals from their ATMs. This should be advised and accepted on screen at the time of the withdrawal.
- 8.7 The Cardholder shall be entitled (subject to limits set by the Bank) to use a valid Commercial Card to receive a Cash Advance in the domestic currency of the country in which such advances are made. Where an ATM facility has been granted in respect of any Commercial Card, the Cardholder may use the Commercial Card to obtain a Cash Advance (which shall be debited to the Commercial Card Account) at any ATM in the global access network as well as participating ATMs linked to international commercial card scheme networks or any other ATMs, and as advised from time to time.
- 8.8 Certain Card Transactions will be charged as if they were a Cash Advance, including purchases at exchange houses, any purchase of foreign currency or any other transaction classified by Visa as a Card Transaction which should be charged as if it were cash.
- 8.9 The Bank will charge a fee for each cash withdrawal or Cash Advance as set out in the Schedule of Charges.

9. Payments

- 9.1 The Bank will, on a monthly basis, make available to the Customer a Commercial Card Account statement detailing all Card Transactions effected during the preceding calendar month (the "Billing Period") and the current total amount outstanding ("Amount Outstanding") in respect of each Commercial Card and the date on which the Commercial Card Account statement is due for settlement (the "Payment Due Date"). If there has been no Card Transactions in a particular Billing Period, the Bank may not issue or send the Customer a statement for that Billing Period.
- 9.2 Payments made by the Customer will only take effect when received by the Bank in cleared funds. The following table illustrates the process of calculating the foreign currency transaction:

Transaction Amount	Exchange Rate	Amount in Riyals	Foreign Transaction Fee	Due Amount
USD 100	SAR/USD 3.75	SAR 375	2%*375=8	SAR 383

* This is an example to illustrate the method of currency conversion and not the real exchange rate.

- 9.3 The Bank may allow third parties to make payments to the Commercial Card Account.
- 9.4 Payments in respect of all pre-paid Commercial Cards will be fully settled and paid on each applicable payment date. The Bank applies the Customer's payment to categories of balance in the following order:
- Fees and charges;
 - Cash advances; and
 - Purchases.
- 9.5 If the Customer fails to pay the Amount Outstanding in cleared funds by the Payment Due Date, the Customer will be liable to pay any applicable fee
- 9.6 Charges will be levied on Cash Advances and purchases at the rate set out in the Schedule of Charges.

- 9.7 The Bank may automatically deduct all or part of financial obligations on cardholder from any accounts, funds or deposits that belongs to cardholder without the need for any prior notice or warning for taking any required action for the recovery of the outstanding dues. No objection from cardholder shall be accepted regarding the conduct of this deduction whatever the cause was.
- 9.8 If the Customer disagrees with any charge or other sums or transactions indicated in the monthly statement, the same should be communicated to the Bank within thirty (30) days of the statement date, failing which the Customer shall not be entitled to query the charge or transaction.

10. Cancellation of a Commercial Card and terminating the Terms and Conditions

The cardholder has the right to request cancellation within 10 days after receiving the card and the bank does not have the right to deduct any fee unless the card gets activated.

- 10.1 Commercial Cards remain the property of the Bank and the Bank may suspend or cancel a Commercial Card or Commercial Card Account at any time for any reason without prior notice but shall inform the Customer of such suspension or cancellation as soon as reasonably practicable.
- 10.2 The Bank will cancel a Commercial Card upon receipt of:
- (a) a written request from the Customer; or
 - (b) a call to the Bank's helpdesk or call centre from the Customer or a Cardholder or anyone with a Delegation of Authority, requesting to cancel a Commercial Card.

11. Consequences of cancelling a Commercial Card

Upon cancellation of a Commercial Card:

- (a) all amounts outstanding on the Commercial Card will become immediately due and payable by the Customer;
- (b) the Customer shall be responsible for all costs charges and any expenses incurred by the Bank in recovering any amounts outstanding including legal fees on a full indemnity basis;
- (c) termination of the Terms and Conditions shall be without prejudice to any claims or rights of action of either party accrued prior to termination; and
- (d) the provisions of these Terms and Conditions shall continue to apply in relation to all sums due from either party to the other until they have been paid in full.

12. Right to Set-off

- 12.1 The Customer hereby authorises the Bank to, without notice, combine or consolidate the amount outstanding on the Customer's Commercial Card Account with any other account which the Customer maintains with the Bank and set-off or transfer any monies standing to the credit of the Customer's other accounts in or towards satisfaction of the Customer's liability to the Bank under these Terms and Conditions.
- 12.2 The Customer expressly agrees that the Bank shall have the right to retain any cash collateral placed in the Customer's current/term deposit or any other account with the Bank or deposits held as a security for the issuance of Commercial Cards for a period of up to forty-five (45) days after the Commercial Cards have been physically returned to the Bank, and to set-off against any such funds without notice to the Customer all amounts due from the Customer to the Bank.
- 12.3 In the event of the Customer's insolvency, liquidation or any attachment of the Customer's assets by a creditor or of a Cardholder's bankruptcy or Cardholder's death all outstanding amounts are immediately due and payable and, the Customer and Cardholder will immediately cease the use of such Commercial Card(s) and return it or them to the Bank and pay any amount that may be outstanding under these Terms and Conditions.

13. Delegation of Authority and Programme Administrators

- 13.1 The Customer authorises the Bank to rely upon and act in accordance with any notice, instruction or demand or other communication which may from time to time be, or purport to be given by telephone by the Cardholder or individual with a Delegation of Authority or by a Programme Administrator through the Commercial Card Portal (the "Instructions") without any enquiry on the Bank's part including, without prejudice to the generality of the foregoing, as to the authority or identity of the person giving or purporting to give the Instructions and regardless of the circumstances prevailing at the time of receipt of the Instructions. The Bank shall be entitled to treat the Instructions as fully authorised by and binding upon the Customer and the Bank shall be entitled to take such steps in connection with or in reliance upon the Instructions as the Bank may consider appropriate, whether the Instructions include instructions to pay money or otherwise to debit or credit any account, or relate to the disposition of any money, securities or documents, or purports to bind the Customer to any agreement or other arrangement with the Bank or with any other person or to commit the Customer to any other type of transaction or arrangement whatsoever, regardless of the nature of the transaction or arrangement or the amount of money involved and notwithstanding any error, ambiguity, misunderstanding or lack of clarity in the terms of the Instructions. The Bank is not obliged to accept and act upon the Instructions which include the following:

- (a) a change in mandate;
 - (b) a change in Delegation of Authority;
 - (c) a change to authorised signatory; and
 - (d) giving a power of attorney to another person/entity.
- 13.2 In consideration of the Bank acting in accordance with the terms of the Instructions the Customer hereby irrevocably undertakes to indemnify the Bank and to keep the Bank indemnified against all losses, claims, actions, proceedings, demands, damages, costs and expenses incurred or sustained by the Bank of whatever nature and arising out of or in connection with the Instructions.

14. Notices and demand

Where the Bank gives any notice to or makes any demand on the Customer such notice or demand shall be deemed properly served if served upon the Customer at the billing address on record with the Bank.

15. General

- 15.1 The failure of a party to exercise or enforce any right conferred upon it by these Terms and Conditions shall not be deemed to be a waiver of any such right or operate so as to bar the exercise or enforcement of it any time or times after the failure.
- 15.2 If any provision of these Terms and Conditions is or proves to be or becomes illegal, invalid or unenforceable, in whole or in part, under any enactment or rule of law, such provision or part shall to that extent be deemed deleted from these Terms and Conditions and the legality, validity and enforceability of the remaining provisions of the Terms and Conditions shall not be in any way affected.
- 15.3 Without prejudice to the Bank's rights to apply any previous agreements and/or documents relating to other outstanding amounts due to the Bank, these Terms and Conditions supersede any similar agreement with the Bank in connection with the issue or use of any existing Commercial Card(s).

16. Amendment and Variation

- 16.1 The Bank reserves the right to, at any time, to vary or amend these Terms and Conditions or to introduce new Terms and Conditions. Any such variations or amendments will become effective and binding on the Customer upon 30 days' notification to the Customer by any means the Bank deems fit, including being posted to the Bank's website at www.alrajhibank.com.sa. If the Customer is unwilling to accept any such variations or amendment, the Customer must return the Commercial Card(s) to the Bank for cancellation. The Customer will indemnify the Bank (notwithstanding any termination of these Terms and Conditions) against Card Transactions of the Commercial Card(s) prior to the return of the Commercial Card to the Bank.
- 16.2 Notwithstanding clause 17.1 above, the Customer hereby agrees and confirms that the Bank may make any amendments to these Terms and Conditions without complying with clause 17.1 above where such amendments are, in the Bank's sole opinion, required in order to comply with any law or regulation and any such amendments shall become effective immediately without any prior notice to the Customer.

17. Governing law

- 17.1 These Terms and Conditions and any non-contractual obligations arising out of or in connection with these Terms and Conditions are subject to, shall be governed by, the laws of the Kingdom of Saudi Arabia.
- 17.2 The parties submit to the exclusive jurisdiction of the judicial bodies in the Kingdom of Saudi Arabia.
- 17.3 Each of the Customer and the Cardholder agrees that the Bank may carry on collection procedures in any jurisdiction of its discretionary election, including any jurisdiction within which the Customer and/or the Cardholder may be found resident or domiciled from time to time.

18. Customer Information

- 18.1 The Customer irrevocably agrees that the Bank may transfer or subcontract the provision of any part of services provided to the Customer to any third party including to an affiliate of the Bank whether or not that third party operates in another jurisdiction or territory. The Bank shall remain liable to the Customer for any recoverable loss or damage incurred by the Customer as a result of the negligence, breach or default of any such third party and will require that any such third party will be required to maintain the confidentiality of any such information to the same extent as the Bank.
- 18.2 The Customer and the Cardholder authorises the Bank to disclose information concerning the Customer's Commercial Card Account and the Cardholder to such persons as the Bank may see fit, including any member of the Bank and any regulator or other authority applicable to it or other banks or financial institutions where the Customer has failed at any time to pay sums when due.

- 18.3 The Company authorises the Bank to obtain and collect information as deemed necessary in regard to the Company, the Company accounts and facilities with other financiers, credit checks through Saudi Credit Bureau ("SIMAH"), Bayan Credit Bureau ("Bayan") and through Al-Elm Information Security Company ("Elm") and to disclose the Company information to SIMAH, Bayan, Elm and to our authorised collection agencies or to any other agency approved by SAMA.
- 18.4 The Bank shall have the right at its absolute discretion to transfer, assign and sell in any manner, in whole or in part any amount outstanding in relation to the Customer's Commercial Card Account. The Customer hereby authorises the Bank to appoint collection agents for recovery of outstanding amounts. The Customer shall be liable and responsible for the payment of all the costs of collection of dues, legal expenses, fees and outstanding amounts, should it become necessary to refer the matter to a collection agency or to a legal recourse to enforce payment.

19. Complaints

If the Bank does not deliver the standard of service expected or if the Customer or a Cardholder thinks that the Bank has made a mistake, the Customer and/or the Cardholder should immediately notify the same to the Bank. The Bank will then investigate the matters and, if necessary, set about putting matters right as quickly as possible. In addition, the Bank will take steps, where appropriate, to prevent a recurrence. The Customer and/or the Cardholder should allow the Customer's Branch Manager, Relationship Manager, or the Manager of the department concerned the first opportunity to answer any concerns and put matters right.

20. Lodged Cards - only applicable to Lodged Cards

In the event that the Customer has lodged a card with a travel agency the Bank may treat any request by mail, email or telephone made by the Customer to the travel agency for the supply of tickets and/or services to be charged to the Commercial Card(s) as authority for the travel agency to issue a sales voucher for the amount to be charged and an acknowledgement that the sales voucher, shall be treated as having been duly signed by the Customer.

21. Commercial Card Portal

- 21.1 The Bank is not responsible or liable for any loss, damage suffered or incurred of whatsoever type in relation to the Commercial Card Portal, including any availability or unavailability of any service offered through the Commercial Card Portal or any errors inaccuracy or omission of any data of information.

- 21.2 The Bank may vary the amount of the relevant fee payable at its discretion, but any change will only be effective after notice has been given to the Customer in accordance with these Terms and Conditions.

- 21.3 The Customer and the Cardholder agree that the Bank will supply details of the Customer and/or Cardholder and any transactions completed using the Commercial Card to a third party for the purpose of providing the Commercial Card Portal which may include information being shared with our service provider wherever located.

- 21.4 The Customer agrees that additional terms and conditions may apply to the use of the Commercial Card Portal, as detailed in the Product Guide.

22. Commercial Card Features

Please refer to the Bank's website at www.alrajhibank.com.sa for details of the Commercial Card Features available. Separate terms and conditions apply to the Commercial Card Features which may be amended by the Bank from time to time. The Bank is not liable for representations or commitments to the Customer or a Cardholder made by third parties, including any Bank alliance partners. The Bank will mention on its website if any Commercial Card Feature is made available by a third party.

23. Declaration by Card Applicant:

The costumer hereby acknowledges that all the information and particulars he/she has mentioned herein are true and correct, and further undertakes to notify the Bank in writing of any change or alteration to the said information and particulars. Failing to do so, the card applicant assumes full liability for any and all potential consequences. The card applicant acknowledges that he/she has read and fully understands the terms and conditions cited in this form and related attachments and agrees on it. "The card applicant also confirms that he/she will use the commercial card for business purposes only.

On behalf of the Customer, I/We agree the Customer will be bound by these Terms and Conditions.

Signed for and on behalf of the Customer by its duly authorised signatory(ies)

Authorised Signatories - acting together/individually (delete as appropriate as per mandate from the Customer)

Signed by/for and on behalf of the Customer

Authorised signature(s) and seal

Full name:

Title:

Date:

Authorised signature(s) and seal

Full name:

Title:

Date:

Customer stamp:

APPENDIX A

SCHEDULE OF CHARGES

Corporate Card	Type of Fees	
	Issuance	Annual
Corporate Card - Platinum	SAR 200	SAR 200
Corporate Card - Signature	SAR 375	SAR 375
Prepaid card	waived	SAR 150
Travel Account	waived	waived
Purchasing Card	SAR 200	SAR 200
Prepaid mada Card	SAR 90	SAR 90
FX mark-up	Corporate Charge Card	2%
	Prepaid card	2.75%
Card Replacement Fee		SAR 50
Card Replacement Fee		SAR 45 (Prepaid mada Card)
Card Re-issuance Fee		SAR 50
Duplicate Statement		waived
Dispute Initiation Fee		SAR 30
Dispute Resolution Fee		SAR 50 (if investigation outcome is against cardholder)
Minimum Repayment		%100 for charge cards
Cash Withdrawal limit		Amount: Up to 10% of credit limit or SR 5,000
Cash Withdrawal Fees	Corporate Charge Card	Fee: SAR 21 on arb ATM SAR 30 on other banks
	Prepaid card	Fee: SAR 75 on arb ATM and other banks
Cash Withdrawal Fees Domestic	Mada prepaid card	4 free withdrawals; thereafter SAR 2
Cash Withdrawal Fees GCC Net	Mada prepaid card	SAR 10
Cash Withdrawal Fees International	Mada prepaid card	SAR 25
ATM Balance Inquiry	Mada prepaid card	SAR 0.80

Prices shown do not include applicable VAT

Enrollment document from the applicant / customer:

- 1- copy of commercial registration certificate
- 2- copy of articles of association / bylaws
- 3- copy of shareholders resolution / board resolution / power of attorney
- 4- copy of VAT registration
- 5- copy of the ID of authorized signatories