

PRODUCT DISCLOSURE SHEET
Read this Product Disclosure Sheet before you decide to take out the HSBC World Corporate MasterCard. Be sure to also read the Corporate Card Programme Agreement

HSBC Bank Malaysia Berhad World Corporate MasterCard 1st September 2018

1. What is this product about?

This is a World Corporate MasterCard is a charge card ("Card") with a pre-set limit ("Corporate Limit") granted to you as an employer ("Employer") that can be used to make payments for goods and services at participating merchants either locally or internationally. Under this programme, a Card will be issued to each of your employees that have been nominated by you as a cardholder ("Cardholder") in accordance with the individual limit that has been assigned by you for each Cardholder, provided however that all such individual limits in aggregate shall not exceed the Corporate Limit.

2. What are my obligations?

- Outstanding balance must be settled in full by due date.
- The Employer shall be liable to the Bank for all amount debited to each and every Cardholder's Card accounts in respect of all purchase transactions and cash advances made under this programme.
- The Employer must ensure that and the Cardholder shall abide by the terms and conditions of the programme and will at all times take reasonable steps to keep the Card and the Cardholder's personal identification number ("PIN") secured. The Employer must ensure that and each Cardholder must always take reasonable precautions to prevent forgery, lost or theft of the Cards and the respective PIN. If any of the Cards or PIN is/are lost or stolen or there are unauthorized transactions charged to any of the Cards, the Employer or Cardholder(s) must (a) report to the Bank immediately; (b) lodge a police report; and (c) thereafter notify the Bank in writing with a copy of police report.

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

Annual Fee	RM120 per card per annum
Cash Advance Fee	5% of the amount advanced or a minimum of RM15, whichever is higher. This is incurred for each cash advance transaction
Conversion of Overseas Transaction	If the Cardholder uses the World Corporate MasterCard Charge Card for transactions outside Malaysia in a currency other than Ringgit Malaysia, such amount shall be converted at the exchange rate as determined by MasterCard International on the date of conversion in addition to foreign currency conversion cost of 1.25% as well as any transaction fee charged by MasterCard International.

Finance Charges	<p>Purchases: A flat rate of 15% p.a. of the outstanding amount calculated on a daily basis from posting date of the respective retail transactions. Retail transactions exclude cash advances. The 20 days interest-free period applies if there is no carried forward balance in the account.</p> <p>Cash Advance: 18% p.a. of the cash advance amount calculated on a daily basis from the date of disbursement until full repayment.</p>
Additional Statement Request Fee	< 12 months old: RM 2 per page > 12 months old : RM20 per request + RM2 per page
Sales Draft Retrieval Fee	RM20 per copy
Service Tax	RM25 per card per annum
Card Replacement Fee	RM50.00 per card

4. What if I fail to fulfil my obligations?

i) Late Payment Fee / Default Charges

Minimum of RM10.00 or 1% of the total outstanding balance due, whichever is higher, subject to a maximum of RM100.00. The late payment fee will not be added to the outstanding amount for the purpose of computing late payment fee/ default charges. The late payment fee/ default charges will be charged on the day after the expiration of 4 days from the due date.

ii) Right to Set-Off

HSBC Bank Malaysia Berhad has the right to set-off any credit balance in the Employer's account(s) maintained with HSBC Bank Malaysia Berhad against any outstanding balance in the World Corporate MasterCard Charge Card account(s).

iii) Liability of Unauthorised Transactions

The Employer will be fully liable to the bank for any unauthorized card transaction effected before the relevant reports were made if the cardholder has:

- acted fraudulently or negligently in using or safeguarding card and/or the PIN;
 - delayed, knowingly or failed to make a report as soon as reasonably practicable;
 - recorded the PIN on the Card, or on anything kept in close proximity with the Card, and could be lost or stolen with the Card;
 - left the Card or item containing the Card unattended, in places visible and accessible to others; or
 - voluntarily allowed another person to use the Card and/or PIN,
- Failure to follow any measures to safeguard a Card and PIN or the usage thereof as recommended by the Bank in any communication to the Cardholder and/or Employer from time to time may be treated as negligence for the above purpose.

5. What are the major risks?

- The Employer and/or the Cardholder is required to settle the full amount by the due date. If it is not settled in full by the payment due date, the Employer shall be liable for the full amount together with the late payment fee or default charges imposed on the Card account(s).
- The Employer and/or Cardholder(s) should notify the Bank immediately after having found that any of their Card(s) is lost or stolen.

6. What do I need to do if there are changes to my contact details? (Applicable for the Employer and/or the Cardholder(s))

It is important that you (the Employer) and/or Cardholder(s) inform the Bank in writing of any changes in your and/or the Cardholder(s)' contact details to ensure that all correspondences reach you (the Employer) and/or the Cardholder(s) in a timely manner.

7. Where can I get further information?

- If you wish to complain on products/ services provided by us or if you have problems paying for your World Corporate MasterCard Charge Card balances, contact us early to discuss repayment alternatives.

You may contact us at :

HSBC Bank Malaysia Berhad - Card Services
P.O.Box 13688, 50818 Kuala Lumpur
Tel : 03-83215511 or 1300-88-1128
HSBC Website : www.hsbc.com.my

- Alternatively, - Agensi Kaunseling dan Pengurusan Kredit (AKPK), -has been established by Bank Negara Malaysia to provide free services on money management, credit counselling, financial education and debt restructuring for individuals. For enquiries, please call:
Tingkat 8, Maju Junction Mall
1001, Jalan Sultan Ismail, 50250 Kuala Lumpur
Tel : 1800-88-2575; e-Mail : enquiry@akpk.org.my
- If your query or complaint is not satisfactorily resolved by us, you may contact Bank Negara Malaysia LINK or TELELINK :
Block D, Bank Negara Malaysia
Jalan Dato' Onn, 50480 Kuala Lumpur
Tel : 1300-88-5465; Fax : 03-21741515
e-Mail : bnmtelelink@bnm.gov.my
- Should you require additional information on Charge Card, please refer to the banking info booklet on 'Charge Cards', available at all HSBC Bank Malaysia Berhad branches and website, www.bankinginfo.com.my

IMPORTANT NOTE: LEGAL ACTION MAY BE TAKEN AGAINST YOU (THE EMPLOYER) IF YOU (THE EMPLOYER AND/OR CARDHOLDER) DO NOT KEEP UP REPAYMENTS ON THE CHARGE CARD BALANCES.

The information provided in this disclosure sheet is valid effective 1st September 2018