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T BANK LIMITED

POST BOX: 631

HEAD OFFICE : TCC Complex Building, Samten Lam,

THIMPHU: BHUTAN

VISA CORPORATE CREDIT CARD APPLICATION FORM

The Branch Manager

..... Branch

T Bank Limited

Sir/Madam,

..... hereby requests T Bank Ltd. to kindly issue a VISA CORPORATE CREDIT CARD with limits in USD, INR and BTN.

A. PERSONAL INFORMATION OF THE OWNER IF APPLICABLE

Salutation* [] HRH [] Lyonpo [] Dasho [] Mr [] Miss [] Mrs [] Dr [] Lam [] Others
Name*
Date of Birth* Day Month Year
Gender* [] Male [] Female Nationality
Legal Status [] Resident [] Non-Resident Marital Status [] Single [] Married
CID No. Validity
Passport No.
Email ID Contact No.
TPN No.

B. ORGANIZATION/CORPORATE DETIALS

Organization Name
Address
Category of Organization [] Government [] Corporation []vt. Company []thers
Years of Employment No. of Years No. of Months
Department/Branch TPN No.*
Contact No. License No.*

C. SETTLEMENT INSTRUCTIONS

Avail Auto Debit Settlement Account Type []urrent Account
Account No.
Payment Option [] Total Amount Due []Minimum Amount Due

Note: Monthly statement will be sent to your registered email ID

T BANK'S CORPORATE CREDIT CARD AGREEMENT

THIS AGREEMENT is executed on.....day of....., in the Kingdom of Bhutan, between a company, having its registered office atand Corporate office atAND T Bank limited, having its Head office in Thimphu, Bhutan.

The Company and the Bank are hereinafter individually referred to as a "Party" and collectively as the "Parties.". WHEREAS the Bank is engaged in the business of banking including processing and issuing various cards including Corporate Credit Cards and other financial products to various customers throughout the kingdom of Bhutan. WHEREAS the Corporate is engaged in the business ofservices.

Both Parties have agreed that the Bank will shall provide Corporate Credit Cards and extend such credit facilities as agreed to under various contracts to the employees of the corporate and such other persons as may be authorized in writing by the corporate for official use by the card holders.

I hereby provide my pre-consent to CIB to use my personal information/data submitted herein this documents today and hereafter for official requirement within its jurisdiction. This consent clause constitutes waiver of my right to make any objection for using my personal information/data hereafter until withdrawn the same in writing.

All information provided is correct and true to the best of my knowledge. The Bank reserve the right to accept or reject the application. Accepting the application by the Bank would not guarantee the sanction of Visa Corporate Credit Card.

1. DEFINITIONS

- a) **Billing Period:** Starting from the 1st day of one calendar month and ending on 30th day of the same calendar month.
- b) **Charges:** All spending and fees on the corporate cards, including interest and service fees.
- c) **Confidential Information:** Any private information about either party, their business, employees, or card use. Doesn't include public information or things already known legally.
- d) **Intellectual Property:** Such as logos, software, trademarks, and trade secrets owned by either party.
- e) **Services:** Services provided by the bank under this contract.
- f) **Corporate Liability:** The Company is fully responsible for all card use.

2. SERVICES & BANK'S RESPONSIBILITIES

- a) The Bank will issue Corporate Credit Cards and offer credit services for official use, following its rules and guidelines and extend such credit facilities as per terms and conditions agreed to under this contract, to the cardholder for official purpose. The Corporate Credit Card can be used for payments at hotels, for transportations and at restaurants.
- b) The Bank will provide these services professionally and as agreed between the parties.
- c) The Bank and its employees must keep all the information strictly confidential and not disclose it unless required by law.

3. BILLING & PAYMENT

- a) The Company must open a current account with T Bank or use an existing one to pay for all Corporate Credit Card charges.
- b) The Bank will deduct amount recovered (Total amount due & Minimum amount due) from the account every month and will credit any payments or refunds back to it. The company must maintain an adequate balance in their account.
- c) The Company agrees to pay the payable amount due on the Corporate Credit Card on time. It is the Company's responsibility to inform employees about the allowed card uses. If an employee makes an unauthorized purchase, the Company can recover the money from the employee, but it must still pay the full bill to the Bank.
- d) If there's not enough money in the account by the 15th of the following month after the bill has been generated to cover the charges, the unpaid balance will be considered overdue and will be subject to interest and late fees.

4. DURATION & ENDING OF THE CONTRACT

- a) This contract starts on.....and valid for three years, unless terminated based on the contract terms.
- b) The contract can be renewed for another three years (or for another agreed period) before it expires.
- c) The contract can be terminated immediately in the following cases:
 - i) If the Company gives the Bank a one-month written notice of intent to terminate the contract.
 - ii) If either party breaches a major term and doesn't make good within 14 days of a written request.
 - iii) If either party goes into liquidation, bankruptcy, or has similar financial issues.
- d) When the contract ends, both parties must return all service-related records to each other without extra charges.

5. CONFIDENTIALITY

- a) Any confidential information shared will remain the property of the party sharing it. The party receiving the information must keep it private and protect it, using at least the same care as they would with their own confidential information. The receiving party can only use the information for the purpose of this contract and can't share it unless necessary, with the other party's written approval.
- b) Both the parties agree to keep each other's confidential information secret even after the contract ends. When the contract ends or if asked by the other party, the receiving party must return or destroy any confidential information. They can only share it within their company on a need-to-know basis to fulfill the contract.
- c) Both the parties will take the necessary steps, including administrative, technical, and physical actions, to protect the confidentiality and security of the information from unauthorized access or use.

6. DISPUTE RESOLUTION/JURISDICTION

- a) If any dispute or claim arises from this Agreement, both Parties shall resolve amicably through discussions between their authorized representatives. If such matter can't be settled mutually, the dispute shall be referred to the Alternative Dispute Resolution Center, Thimphu for adjudication and final award. The arbitration will take place in Thimphu, and the decision will be final and binding. Each Party will cover its own costs, including legal fees.
- b) The contract shall be governed by the laws of the Kingdom of Bhutan.

7. LOST OR STOLEN CARDS

- a) In the event that the Card is lost or stolen or Card data is compromised, the Cardholder shall immediately notify the Bank via mail at contactcenter@tbank.bt or toll-free no. 7070 or WhatsApp at +975- 77170099. However, the Cardholder will be liable for the transaction prior to the receipt and record of such notification by the Bank.
- b) For the Card lost or stolen, the Bank may in its absolute discretion issue a replacement for any loss or stolen Card. However, the Bank may charge a certain applicable fee for each Card replacement.

8. DOCUMENT CHECKLIST

- | | |
|---|--------------------------|
| 1. Duly filled in application form | <input type="checkbox"/> |
| 2. Copy of license | <input type="checkbox"/> |
| 3. Copy of citizenship card(proprietor/shareholders) | <input type="checkbox"/> |
| 4. Tax assessment/filed report | <input type="checkbox"/> |
| 5. Authorization letter for lien noting (if the card is requested against account lien) | <input type="checkbox"/> |
| 6. Copy of ownership certificate (if the card is requested against a fixed asset) | <input type="checkbox"/> |
| 7. Consent letter (if the card is requested against securities already mortgaged with the bank) | <input type="checkbox"/> |
| 8. Authorization letter for lien noting (if the card is requested against fixed deposit) | <input type="checkbox"/> |

9. MISCELLANEOUS

- a) The Bank cannot transfer or assign any part of this Contract to anyone else unless it follows its own business rules, which won't affect the terms of this Contract. The Corporate/Organization, however, can transfer its rights, responsibilities, and liabilities to its affiliates or subsidiaries by notifying the Bank in writing.
- b) If either party doesn't enforce a right in this Contract, it doesn't mean they've given up that right.
- c) This Contract doesn't create a partnership or any joint venture between the parties.
- d) Neither party can use the other party's intellectual property for public statements, ads, or marketing without getting prior written approval.
- e) This Contract replaces all previous agreements related to this subject and is the only valid agreement between the parties.
- f) Any changes to this Contract must be in writing and agreed by both the parties

IN WITNESS WHEREOF, the parties have agreed and set their signature on the date first written above.

SIGNED, SEALED AND
DELIVERED FOR
T BANK LIMITED

Signature:

Signature:

Name:

Name:

Title:

Title:

Date:

Date:

In the presence of:

In the presence of:

Witness

Witness

Name:

Name:

CID No:

CID No:

Mobile no:

Mobile no: