

CORPORATE CREDIT CARD APPLICATION FORM

Please ensure that you:

- 1) Complete ALL sections and write N/A in areas not applicable to you
- 2) Countersign all modifications or corrections you make
- 3) Please tick the appropriate box

Requirements:

- Bank statements for the last 6 months
- Assessment of company's credit worthiness
- Memorandum and Articles of Association
- Certificate of Incorporation
- Audited accounts for the last two years
- Board Resolution
- Copy of National Identification or Passport of directors and authorised users
- One passport size photograph of applicant

Company Details:

Name of company.....

Nature of Business

Company RRA TIN No.....

Physical address

Building name Street

Floor no. County Town

Telephone No. Telephone No. 2

Email address..... Company website

Postal address Postal code Town

Authorising Signatures:

Name

Position

Signature

.....
.....
.....

List of Directors (if different from Authorised Signatories)

Name

Signature

.....
.....
.....

Board Resolution Dated:

Company Seal:

TERMS AND CONDITIONS FOR CORPORATE CREDIT CARDS

1. INTERPRETATION

- 1.1. "Application Form" means the application form through which the Company and the Cardholder request that a Card be issued to the Cardholder.
- 1.2. "ATM" means an Automated Teller Machine.
- 1.3. "Bank" means BPR Bank Rwanda plc of P.O. Box 1348 Kigali..
- 1.4. "Business Day" means, with the exception of public holidays, any day falling between Monday to Friday 08.00 Hours to 18.00 Hours and Saturday 09.00 Hours to 15.00 Hours. Business Days shall be construed accordingly.
- 1.5. "Card" means the corporate credit card issued by the Bank to a Cardholder nominated by the Company in accordance with these Terms and Conditions.
- 1.6. "Cardholder" means the natural person mandated on the Application Form as the person to whom the Card is to be issued.
- 1.7. "Card Account" means the account maintained by the Bank for a corporate entity in connection with Card Transactions.
- 1.8. "Card Centre" means a separate unit of the Bank that is responsible for the management, control and processing of Cards and Card Transactions.
- 1.9. "Card Transaction" means any payment made or cash advance obtained by the use of the Card or any other transaction completed using the Card including a request for Statement.
- 1.10. "Company" means your company.
- 1.11. "Credit Limit" means the maximum debit balances from time to time permitted on the Card Account as determined by the Bank in its absolute discretion and notified to the Company and the Cardholder from time to time.
- 1.12. "Due Date" means fifteen (15) days after the Statement Date or such other or earlier date as shall be notified to the Company in writing.
- 1.13. "RWF" means Rwanda Francs..
- 1.14. "PIN" means the Personal Identification Number allocated to the Cardholder by the Bank to enable them use the Card.
- 1.15. "Statement" means the monthly statements of the Card Account sent to your Company in accordance with these Terms and Conditions.
- 1.16. "Statement Date" means the date on which the statement is rendered.
- 1.17. "Terms and Conditions" mean these Terms and Conditions or any amendments thereto and/or other terms and conditions governing the Card as made by the Bank from time to time.
- 1.18. Unless the context otherwise so requires:
 - i. Singular includes the plural and vice versa
 - ii. Masculine gender includes the feminine gender and vice versa
 - iii. References to the Company and BPR include their permitted successors and assigns; and
 - iv. References to statutes and/or statutory provisions include those statutes and/or statutory provisions as amended or re-enacted.
- 1.19. These Terms and Conditions shall prevail in the event of conflict between them and any other terms and conditions.
- 1.20. The headings in these Terms and Conditions do not affect its interpretation. Save where the context otherwise requires, references to conditions and schedules are to conditions and schedules of these Terms and Conditions.

2. CONDITIONS CONSTITUTING AGREEMENT

- 2.1. These Terms and Conditions, as varied from time to time, constitute the agreement between the Company and the Bank with respect to the issue and use of the Card.
- 2.2. The Company, including its officers and Cardholders, shall be deemed to have read, understood and agreed to be bound by these Terms and Conditions upon signing the Application Form.
- 2.3. The Company confirms, in particular, that it has considered the rate of interest specified in condition 7 and that the charges levied by the Bank, as specified in the tariff document, are fair, reasonable and necessary to enable the Bank to continue affording the Card facility to its employees. Accordingly, neither the Company nor the Cardholder shall dispute a claim by the Bank on grounds that the charges and or rates of interest are unfair or unreasonable.

3. THE CARD

- 3.1. The Bank shall issue the Card to the Company and Cardholder at its sole discretion to enable the Cardholder to obtain facilities and benefits made available by the Bank and to make purchases from merchants who accept Visa International/MasterCard Cards.
- 3.2. The Card may also be issued to withdraw cash from cash dispensers and ATMs operated by the Bank and other members of Visa International/MasterCard to such limit as the Bank may notify the Company from time to time in writing.
- 3.3. The Card is and remains the property of the Bank at all times and must be returned to the Bank on request. The Card may be repossessed at any time without notice by the Bank or by any person acting on the Bank's behalf.
- 3.4. Until and unless this Agreement is terminated, the Bank may renew the Card from time to time and debit the renewal and all other applicable charges to the Card Account.

4. CREDIT LIMIT AND STATEMENT OF ACCOUNT

- 4.1. The Bank shall advise the Company and Cardholder of the Credit Limit upon issuance of the Card. The Bank shall, each month, prepare and send to the Company a Statement showing the Card Account status.
- 4.2. The Company must, on the Due Date, pay to the Bank the total outstanding sum on the Card Account.
- 4.3. Although the Company may at any time apply for an increase of the Credit Limit, the Bank is under no obligation to effect the same. Any increase of the Credit Limit will take effect on the date when the Bank notifies the Company of the increase in writing.
- 4.4. The Bank may at any time and without giving any reasons vary the Credit Limit without any or advance notice to the Company.
- 4.5. The Company and Cardholder must raise any issues, queries or complaints relating to entries in the Statement within fifteen (15) days from the Statement Date.

Regulated by the National Bank of Rwanda

- 4.6 The Credit Limit should under no circumstances be exceeded. Any amounts utilized by the Company or Cardholder in excess of the Credit Limit shall be immediately due and payable to the Bank whether or not demanded. In calculating whether the Credit Limit has been exceeded, the amount of every Card Transaction not debited to the Card shall be taken into account and the Bank may demand that the same be paid on the Due Date or such earlier date as the Bank may determine.
- 4.7 The Company shall not make any payment to any person except the Bank in respect of goods and services obtained using the Card.
- 4.8 Non receipt of a Statement shall not discharge the Company from obligations to pay any amounts due including interest and late payment charges, it being understood that the Company shall at times keep records of the Card Transactions.

5. USE OF THE CARD

- 5.1 The Company and all Cardholder shall comply with the following conditions:
- 5.1.1 Sign the Card upon receipt with a black or blue ballpoint pen.
- 5.1.2 Keep the Card and PIN secure at all times.
- 5.1.3 In using the Card, the Cardholder should not exceed the Credit Limit.
- 5.1.4 Not use the Card before or after the period for which it is stated to be valid or after any notification of its cancellation or withdrawal is given to the Company by the Bank or any person acting on the Bank's behalf.
- 5.1.5 Destroy the slip advising the Company and Cardholder of the PIN immediately upon receipt and always keep any record of it separate from the Card.
- 5.1.6 Not discard used carbon copies containing the Card details carelessly as that information could be used to perpetrate fraud.
- 5.1.7 When making a purchase, ensure that the merchant destroys any spoilt vouchers or receipts in the Cardholder's presence.
- 5.1.8 Cut the Card in two upon expiry.
- 5.1.9 The Company and Cardholder shall be jointly and severally liable in respect of all amounts payable on the Card.
- 5.1.10 The Card is not transferable and is valid for use only by the person whose name is embossed on it.
- 5.1.11 The use of the Card is subject to the Bank's absolute discretion to withdraw the right to use the Card or to refuse any request for authorization of any Card Transaction at any time and without prior notice.

6. CARD ACCOUNT

- 6.1 The Bank shall be entitled to debit the Card Account each month with the value of all Card Transactions arising from the use of the Card, including interest due and other charges incurred by the Company and the Cardholders(s).
- 6.2 Your Company or Cardholder can make payments into the Card Account:
- 6.2.1 Using any payment method authorized by the Bank from time to time.
- 6.2.2 Payments made into the Card Account after 4.00 O'clock (Rwandan time) on a Business Day or at any time on a day that is not a Business Day will, unless another time is specified at the time of the payment, be treated as if made on the following Business Day.

7. INTEREST CHARGES

- 7.1 If the Company shall repay the whole amount outstanding on the Statement by the close of business on the Due Date, no interest shall be charged on any items appearing on the Statements.
- 7.2 The interest payable on any unpaid amounts on the Due Date shall be 3.5 % per month until payment in full.
- 7.3 Any change of interest rate shall be notified to the Company on the Statement or such other means as the Bank may find appropriate within thirty (30) days from the effective date.

8. APPROPRIATION OF REPAYMENTS

- 8.1 Repayment shall take place when remittances are credited to the Card Account in the following order of priority:
- 8.1.1 In repayment of all interest shown on the latest and previous Statements.
- 8.1.2 In repayment of all charges under this agreement.
- 8.1.3 Towards repayment of all Card Transactions shown on any previous Statement.
- 8.1.4 Towards repayment of all Card Transactions authorized but not shown on any Statement.

9. LOST OR STOLEN CARDS

- 9.1 If a Card is lost or stolen, or a Card is for any other reason liable to be misused or the Cardholder has any reason to suspect that the PIN may have been discovered by an unauthorized person, The Company shall immediately notify the Contact Centre, P.O. Box 1348, Kigali, Telephone 0788187200 / 0788140000 or the nearest branch of the Bank by telephone and confirm such telephone call in writing within seven (7) days quoting the Card number.
- 9.2 Until and unless such notice is received, the Bank remains authorized and shall debit the Card Account with Card Transactions effected prior to receipt of the notice. The Company accordingly remains liable for Card Transactions effected prior to receipt of the notice.
- 9.3 The Company shall give the Bank and any person acting on the Bank's behalf all necessary assistance in any investigations, avail all information as to the circumstances of the loss, theft or possible misuse of the Card and take all reasonable steps to assist the Bank to recover the Card.
- 9.4 The Company and Cardholder consent to the disclosure to third parties of such information as is relevant concerning the Card or Card Account in connection with such loss, theft or possible misuse of the Card.
- 9.5 If the Card is lost and reported to the Bank and the Company subsequently finds it, it shall cut it into two and return it to the Card Centre or the nearest branch of the Bank.
- 9.6 The Bank will as soon as practicable, replace any lost or stolen Card subject to payment of the applicable replacement charge.

10. VISA INTERNATIONAL / MASTERCARD REGULATIONS

- 10.1 Use of the Card is regulated by the terms of Visa International/MasterCard and the Company agrees to abide by those terms as amended and issued from time to time. The Visa International/MasterCard terms are available on www.visa.co.ke and www.mastercard.com respectively and the customer

acknowledges having read, understood and agreed to be bound by the same.

- 10.2. Any charges made by Visa International/MasterCard on foreign currency Card Transactions shall be debited to the Company's Card Account. The amount of Card Transactions and charges levied involving foreign currency shall be converted into RWF at the exchange rate quoted by the Bank on the date payment is received and exchange risk charge is debited to the Card Account.

11. PAYMENT OF AMOUNTS DUE

- 11.1. Your Company shall within fifteen (15) days from the Statement Date pay to the Bank all amounts as shown on the Statement (including any debit balance in excess of the Credit Limit or the amount of any Card Transaction made in breach of these Terms and Conditions) whether or not the Company or Cardholder signed the relevant vouchers or receipts.
- 11.2. In the event of any act of bankruptcy, death, liquidation appointment of a receiver or other event of insolvency the total amount due on the Card Account shall become immediately payable.
- 11.3. Payments shall only take effect when received at BPR Card Centre or any branch of the Bank in cleared funds and credited to the Card Account. The Company shall be liable to pay a handling fee if a cheque or other remittance is dishonored on presentation.
- 11.4. Any amounts unpaid on the Due Date or part thereof (including unpaid interest and charges) shall be included in the next Statement and shall attract interest as provided in condition 7 above in addition to any other charges provided under this agreement. This means that interest will be payable on any interest and charges remaining unpaid after the Due Date, which interest shall be calculated on a daily basis.
- 11.5. In the event of any act of insolvency and/or appointment of a liquidator, administrator or receiver, the total amount due on the Card Account shall become immediately payable without notice to the Company or Cardholder.
- 11.6. In determining Due Date the Bank may, in its absolute discretion and without reference to your Company or Cardholder, select a date in each calendar month as the Statement Date.

12. LIABILITY

- 12.1. The Bank shall not be liable in any way:
- 12.1.1. If a third party does not honor the Card;
- 12.1.2. For goods or services purchased using the Card;
- 12.1.3. In respect of any dispute between your Company, the Cardholder and/or any merchant;
- 12.1.4. In relation to the supply, use or quality of goods or services;
- 12.1.5. In respect of any indirect or consequential loss, costs or expenses that the Company or Cardholder may suffer or incur as a result of the Bank failing to carry out its obligations under these Terms and Conditions.
- 12.1.6. For any loss, costs or expenses incurred by the Company as a result of the action or inaction of any third party or as a result of any matter which is outside the Bank's reasonable control;
- 12.1.7. If it is unable to perform its obligations under this agreement due to the failure of any machine, data process system, transmission link, industrial dispute, terrorist action or anything outside its direct control or that of its agents or subcontractors.
- 12.2. The Company shall be liable for any damage, loss or cost suffered by the Bank, as a result of any breach of this agreement.

13. CARDHOLDERS CLAIMS

- 13.1. If the Company disagrees with any amount charged to, or shown as being paid into the Card Account, it must forward a complaint to Card Centre within 28 days from the Statement Date. The Company must provide Card Centre with written confirmation of the claim and any supporting evidence upon request.
- 13.2. Where the Bank determines, on reasonable grounds, that the Company's claim is a legitimate claim against any merchant, the Bank may at its discretion assist the Company to pursue that claim provided that the Company notifies the Bank of its claim within 28 days from the Statement Date. Where, in the Bank's reasonable opinion, the claim is against the merchant, the Company shall not be entitled to withhold payment of the disputed amount.
- 13.3. The Card Account shall only be credited with a refund in respect of a Card Transaction if the Bank receives a refund voucher or other refund verification acceptable to it.
- 13.4. No claim by the Company against a third party may be the subject of a defense or counter claim against the Bank.
- 13.5. The Company may not assign or otherwise dispose of any of its rights and obligations under this agreement.
- 13.6. The Company shall not be entitled to any interest on any credit in the Card Account.
- 13.7. The Company shall not return for cash refund any goods and tickets obtained with the use of the Card.



14. CHARGES

14.1. At present the following charges apply:

Fee Type	BPR Classic	BPR Gold	BPR Platinum	Corporate	Tax
Joining fee	10,000	20,000	40,000	50,000	EXEMPT
Annual fee	15,000	25,000	45,000	50,000	EXEMPT
Debit Interest rate	3,5%	3,5%	3,5%	3,5%	EXEMPT
Late payment fee	5% of amount due	5% of amount due	5% of amount due	5% of amount due	EXEMPT
Cash disbursement fee ATM	6% of amount withdrawn	6% of amount withdrawn	6% of amount withdrawn	6% of amount withdrawn	EXEMPT
Cash disbursement fee POS	5% of amount	5% of amount	5% of amount	5% of amount	EXEMPT
Supplementary card annual fee	20,000	20,000	20,000	20,000	EXEMPT
Over limit fee	2,5%	2,5%	2,5%	2,5%	EXEMPT
		0	0		
Bpr Bank Cards on KCBR/Bpr bank ATMs (FRW CARDS)	FRW 250	FRW 250	FRW 250	FRW 250	EXEMPT
Bpr bank Cards on international ATMS	USD 3	USD 3	USD 3	USD 3	EXEMPT
Bpr Bank Cards on Rwanda non KCBR/Bpr Bank ATMs	FRW 1,000	FRW 1,000	FRW 1,000	FRW 1,000	EXEMPT
Other KCB subs. Cards - intercompany	FRW 1,500	FRW 1,500	FRW 1,500	FRW 1,500	EXEMPT
Bpr Bank Cards on KCBR/Bpr Bank ATMs (USD CARDS)	USD 1	USD 1	USD 1	USD 1	EXEMPT
ATM Mini statement	FRW 100	FRW 100	FRW 100	FRW 100	EXEMPT
ATM Receipt print out	FRW 100	FRW 100	FRW 100	FRW 100	EXEMPT
Card replacement	FRW 10000	20,000	FRW 40000	FRW 50000	EXEMPT
Card Stop fee	FRW 0	FRW 0	FRW 0	FRW 4,000	EXEMPT
Credit Life Insurance fee (mandatory)	N/A	N/A	N/A	N/A	N/A

1.1.1. Credit card additional features

Structure	Description
Credit Limit	Classic Card: FRW 250,000 – FRW 1000000 Gold Card: FRW 1,000,001 – FRW 5,000,000 Platinum Card: FRW 5,000,000 – FRW 10,000,000 (to be agreed by business)
Selection Criteria	Credit Limits for salaried customers will be 50% of their monthly net salary. For Self-employed persons, limited companies and corporation customers, the credit limits will be assessed based on the collateral presented and depending on the repayment capacity of the cardholder. Note: another consideration is installments from existing facilities that the customer enjoys in the bank. This shall be well assessed into the context that the bank is not supposed to charge a customer more than 50% of his/her net salary. For salary earners the repayment shall be monthly when the salary hits the account.
Statements and credit card repayments	Customers will be provided with options to either pay a minimum amount of 10% of outstanding balance or a customer selected rate between 10% and 100% in multiple of 10%. Customers who pay their outstanding balance in full can avoid interest charges and get interest-free days on purchases for future statement periods. A credit card statement will include details of credit card repayments to indicate how long it would take to pay off the balance. Statements can be emailed or set to customers via post. They can also be physically printed when the customer visits a branch for an additional fee.
Rewards and other offers	Whilst not available now, as the rewards platform is being developed at group, once in place it will be rolled in Rwanda for all our card products. This will provide incentives for our customers for using our card products in several different forms: loyalty points to redeem, and discounts on future purchases. Customers can earn rewards on some or all of their purchases and redeem once they accumulate a certain amount depending on the rewards program.
Interest free period	45 days

Description	Classic	Gold	Platinum	Corporate
Card Expiry Period (months)	36	36	36	36
Single Transaction limit @POS (Rwf)	Unlimited	Unlimited	Unlimited	Unlimited
No. of POS Transactions per day per card	Unlimited	Unlimited	Unlimited	Unlimited
No. of ATM transactions per day	3	3	3	3
Max. ATM withdrawal per day	FRW 500,000	FRW 500,000	FRW 500,000	FRW 500,000
Max. transaction amount/day via Online, POS & ATM	100% of the approved limit	100% of the approved limit	100% of the approved limit	100% of the approved limit
Open to buy Replenishment period	Daily	Daily	Daily	Daily
New card activation required (True/False)	True	True	True	True
Renewed card activation required (Yes/No)	yes	yes	yes	yes
Suppress PIN reprint (Yes/No)	Yes	Yes	Yes	Yes
Allowed over limit excess %	50% of the approved limit	50% of the approved limit	50% of the approved limit	50% of the approved limit
Maximum credit limit	RWF 250,000	RWF 1,000,001	RWF 5,000,001	RWF 250,000
Minimum credit limit	RWF 1,000,000	RWF 5,000,000	RWF 10,000,000	RWF 10,000,000
Online (Mail order / Telephone order) (Rwf)	100% of the approved limit	100% of the approved limit	100% of the approved limit	100% of the approved limit
No. of PIN retries	3	3	3	3

14.3. The Bank may limit the value of cash withdrawals made on the Card.

14.4. If a cash withdrawal is made and there is a difference between the amount of cash dispensed by the ATM and the amount shown on the receipt, the Company or Cardholder must report this to the Bank as soon as possible through Card Centre.

14.5. The Company or Cardholder accept that:

14.5.1. cash withdrawal may be subject to other Terms and Conditions and any limitations where an ATM other than the Bank's ATM is used to effect the cash withdrawal;

14.5.2. not all ATMs will have money available; and

14.5.3. Any money dispensed at an ATM is at the Company's and Cardholder's risk once it becomes available for collection at the ATM.

15. SUSPICIOUS TRANSACTIONS

15.1. The Bank need not honor suspicious transactions (and need not notify the Company or Cardholder if this is the case).

15.2. The Bank may publish any information in connection with the Card in the warning bulletin notifying the merchants to seize the Card. The Bank need not give any reason for doing so.

15.3. The Bank may block the Card Account if it considers there is any reason for doing so, in which case no Card Transactions will occur.

16. LATE PAYMENT FEES

16.1. In addition to interest charged pursuant to condition 7 above, a late payment charge of five percent (5%) of the total amount outstanding on the Card Account at the end of each month shall be charged if such amount is still unpaid on the Due Date.

16.2. If the Bank accepts late or partial payment this shall not affect any of its rights under this agreement or at law even if the payment is described as being in full or partial settlement of any sum due.

17. INDEMNITY AND RECOVERY OF COSTS

The Company shall indemnify and keep the Bank safe and harmless from and against all actions, claims, demands, proceedings, loss, damages, costs, charges and expenses whatsoever which the Bank may at any time incur, sustain, suffer or be put to as a consequence of or arising out of acting in good faith or acting on or omitting or refusing to act in respect of any Card Transaction and/or arising out breach of these Terms and Conditions by the Company or Cardholder.

18. MAIL ORDER

18.1. The Bank will honor Card Transactions effected by the Company through mail and other orders and debit the Card Account in the usual manner.

18.2. The Company agrees to be liable for all such Card Transactions and, in proving that the Card Transaction was authorized by the Company, the Bank shall be entitled to rely on such documentary evidence as may be available to it which confirm that the Company gave the Card number to a merchant by mail or other order and the Bank's rights shall not be affected or defeated by reason of the Company not having placed, confirmed or renewed that order or received the goods in question.

19. STANDING ORDERS

All instructions to vary or cancel existing standing orders effected through the Card Account must be received by the Card Centre latest 10 days before the Statement Date.

20. EXECUTION BY A BODY CORPORATE

The Company and Cardholder hereby warrant that all corporate actions necessary for the lawful signing of the Application Form hereunder have been complied with.

21. ADDITIONAL OBLIGATIONS OF THE COMPANY

- 21.1. The Card is the Bank's property and accordingly shall not be assigned or transferred to any other person by the Company or Cardholder.
- 21.2. The Company must use its best endeavors to ensure that the Cardholder complies with his or her obligations under these Terms and Conditions and any other terms that apply to the use of the Card.
- 21.3. The Company must advise the Bank immediately on the Cardholder ceasing to be employed by the Company for whatever reason and request the Bank to cancel the Card.
- 21.4. If this agreement is terminated the Company must take all reasonable steps to promptly recover the Card and return it to the Bank.
- 21.5. The Company and Cardholder must not, without the prior written consent of the Bank, use for any purpose, the Bank's name or any trademarks, trade names, logos, copyright or other intellectual property which the Bank owns or is authorized to use.
- 21.6. The Company must immediately provide the Bank with details of any changes to its ownership, control and/or any other details provided in the Application Form. Provided that listed companies will only be required to inform the Bank of changes to its ownership where such changes confer on any person more than 25% shareholding therein.

22. VARIATION

- 22.1. The Bank shall notify the Company of any changes made to these Terms and Conditions within thirty (30) days from the effective date, but failure to make such notification shall not invalidate the changes.
- 22.2. The Company and Cardholder agree to access the amended/varied Terms and Conditions at www.kcbbankgroup.com and shall signify acceptance thereof by continuing to use the Card after receiving a written notice of the variations/amendments, which shall be issued by the Bank in writing within thirty (30) days from their effective date.

23. BREACH OF CONDITIONS

In the event of any breach by the Company or Cardholder of any of these Terms and Conditions the Bank may require immediate repayment in full of the outstanding balance on the Card Account.

24. SUSPENSION

The Bank may at any time and without notice cancel or suspend the right to use the Card entirely or in respect of specific facilities or refuse to re-issue, renew, or replace any Card without affecting the Company's obligations under this agreement.

25. TERMINATION

- 25.1. The Company may terminate this agreement at any time on written notice to the Bank accompanied by the return of all the Cards and on repayment of the full outstanding balance on the Card Account.
- 25.2. Termination shall only be effective upon the return of all the Cards issued and discharge of all the outstanding liabilities in respect thereof.