SEYLAN

CORPORATE CREDIT CARD APPLICATION FORM

Bank Use Only

LG/ LC Code

Tracking Code

Branch Abbreviation

CHOICE OF CARD & LIMIT

☐ Corporate Credit Card ☐ Corporate Fuel Credit Card ☐ Corporate Fuel and Taxi Credit Card

Expected Limit : _____

COMPANY RELATED INFORMATION

Name of the corporate entity

_____

Business registration No

Corporate Name to appear on the Card(Max. 20 Characters Including Space)

Company registered address _____

_____

Authorized email address/es to communicate card related information

_____

CARDHOLDER DETAILS

TO BE COMPLETED BY THE INDIVIDUAL WHO SHALL BE DULY RESOLVED AND APPOINTED BY THE COMPANY TO HOLD AND USE THE CARD ("CARDHOLDER")

Title: Mr. ☐ Mrs. ☐ Ms. ☐ Dr. ☐ Rev. ☐

Name in Full: _____

***Name to Appear on the Card:**
(Max. 20 Characters Including Space)

***NIC/ Passport Number:**

***Tax Identification Number (TIN) :**

***Home Address:** _____ ***District**

_____

***E-mail Address:** _____

***Card to be Delivered to:** Office ☐ Branch ☐

Nationality: _____ ***Date of Birth:** D D M M Y Y Y Y

***Office Tel:** ***Mobile Phone:**

* This will be your registered mobile number

_____

Cardholder's signature

***Mother's Maiden Name:** _____

Income source

Salaried ☐ Any other ☐ If 'Any other', please specify below

_____

Total monthly income (LKR)

☐☐☐☐☐☐☐☐☐☐

Department

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Designation

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

OTHER INFORMATION

Are you involved in politics/ holding a position in any political party OR a member of the Cabinet/ Parliament/ other local government authority OR holding an executive position in a government institution.

Yes ☐ No ☐

Related in any way to any of the persons referred to above

Yes ☐ No ☐

If yes, please state the relationship:
(PEP EDD form to be filled and attached)

STANDING ORDER INSTRUCTIONS THROUGH CORPORATE ACCOUNT

Account Number

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Branch

_____

NOTE : The total statement balance will be deducted from the above account

VALUE ADDED SERVICES

By default, our Bank will provide Value Added Services including SMS Alerts and PDF E-statements. Indicate the facilities that you DO NOT wish to subscribe for,

SMS Alert Facility ☐

Transaction Alert ☐

Monthly Payment Reminder ☐

PDF E-statement ☐

If you do not wish to receive PDF E-statements, kindly notify the address to send the paper statement

_____

Cardholder's signature

DECLARATION BY THE COMPANY

We the Company hereby agree and undertake that;

The provided details are true and correct and are given in support of our application to Seylan Bank PLC Sri Lanka ("the Bank") for a Credit Card account, subject to the respective Credit Cardholder Agreement which outlines the terms and conditions of use, and is available in www.seylan.lk (Bank's Website)and any subsequent amendments thereto which will be published in the Bank's website from time to time. We hereby accept and undertake to be bound by the aforesaid terms and conditions.
We hereby acknowledge and agree that it is the duty of ourselves and the Cardholder/s duly appointed by us, to be aware of and acknowledge ourselves of the said terms and conditions and the subsequent amendments in a timely and regular manner. We also agree that in the event of us refusing and/or not agreeing to the said terms and conditions we will immediately return the said Credit Card/s to Seylan Bank PLC. We further acknowledge that not returning the Credit Card by us would amount to our due acceptance of such terms and conditions and/or any amendments to terms and conditions applicable to Seylan Bank Credit Cards.

In the case of a Corporate Credit Card, Corporate Fuel Card or similar Card ("the Credit Card") shall be issued solely at the request of the Corporate entity ("the Company") and we the Company shall accept full responsibility for all transactions including Withdrawal/ transfer/ payments made and shall be effected/processed with the use of the Credit Card with or without the use of the Personal Identification Number ("PIN") and we hereby authorize you to debit our Credit Card account with the amounts of all the charges associated with the issuance and usage of Credit Card inclusive of legal fees or other statutory charges, (if any).
We further authorize you to debit our said Credit Card account with all charges relating to transactions made internationally using the Credit Card and/or through any other local networks except the Bank's network (whenever applicable).

The Statement of Credit Card Account or other notifications relating to the Credit Card shall be sent to the Company. We acknowledge that it is our responsibility to review the Credit Card statement and to bring any issues and concerns in relation to the Credit Card statement to the Bank's notice within 30 days from the date of dispatching. The Bank shall not be held liable for any losses, costs, damages or claims incurred by the Company due to its failure to act in the manner herein stated.

We the Company do hereby consent to share the monthly Credit Card statement with the Cardholder/s.

Credit Card/s issued hereunder shall not be used by the Cardholder/s to purchase goods and services in commercial quantities both locally and internationally and to transfer capital out of Sri Lanka. We agree that any enhancement of the credit limits of Credit Card will be solely at the request of the Company by way of a fresh board resolution. We are aware that certain ATM machine/bank counter restrictions may apply to usage of the Credit Card/s in Sri Lanka and in overseas.

The Credit Card issued shall at all times remain the property of the Bank and shall be returned to the Bank unconditionally and immediately upon the Bank's request
As duly resolved by the Company, we the Company acknowledge that the Credit Card shall be used by the Cardholder/s only for official purposes, where the Company shall obtain acknoledgement/s from the Cardholder/s to such effect. Irrespective of the said restriction imposed on the Cardholder/s the Company shall accept full responsibility of all transactions of the Cardholder/s that shall be effected/processed with the use of the Credit Card by the Cardholder/s duly appointed by the Company.

Credit Card which shall be issued hereunder shall not be transferrable. It shall not be used for any purpose other than for transactions designated by the Bank.

The PIN requires to be kept strictly confidential by the Cardholder/s and also we have obtained an independent undertaking from the said Cardholder/s that such number shall not be revealed to any person at any time or under any circumstance.

The Cardholder/s shall use the Credit Card only up to the arranged limit available for the said Credit Card. Any Credit Card limit enhancement shall be considered by the Bank only at the sole request of the Company and granting such enhancement shall solely be at the discretion of the Bank.

The Bank's Credit Card statements and records of all transactions processed by the use of the Credit Card as conclusive and binding on us, the Company for all purposes.

If the Credit Card is stolen or lost or used without the authority of the Company or the Cardholder/s , we hereby accept and under take that the Bank immediately be notified on same by the Cardholder/s which shall be subsequently followed by a written confirmation by the Company We agree to accept liability of all transactions processed or effected using the Credit Card until reporting to the Bank of such loss, stolen, unauthorized usage of the card/s by the Cardholder/s.
In an event of failure either by the Cardholder/s or by the Company to act as stated herein, we hereby undertake and agree to accept full responsibility for all transactions processed or effected with the use of the Credit Card howsoever affected thereby. At any event we shall not hold the Bank liable for such transactions and shall at all times keep the Bank indemnified for any losses, damages, costs, charges, expenses or any liabilities which may thereafter be suffered or incurred by the Bank and/or any actions proceedings claims, demands whatsoever which may thereafter be brought or made against the Bank by whomsoever or any detriment of whatsoever kind or nature which may arise in connection with the said Credit Card.

The Bank shall at any time be entitled to amend, supplement or vary any of these terms and conditions of the Credit Cardholder Agreement that shall be available in the Bank's website which shall become binding and applicable on the Company immediately thereafter. Additionally, the use of the Credit Card shall be subject to the Bank's prevailing policies, guidelines, rules, regulations and any terms and conditions governing Bank's services, facilities and transactions.

All the replacements and renewals of the Credit Card shall be subject to the terms and conditions which shall be in force at such time.

The Bank shall have the full discretion to cancel, withdraw or renew the Credit Card without any prior notice or assigning any reasons to us or to the Cardholder/s duly appointed by us. In the event of the death, resignation, retirement, removal, termination of services of duly appointed Cardholder/s or upon occurrence of any event of similar nature the Company shall submit seven (07) days' prior written notice of termination/cancellation of the Credit Card, together with a Company Board Resolution and forthwith return the Credit Card and shall obtain valid receipt thereof. We hereby undertake to surrender the Credit Card to Seylan Bank upon Company's liquidation, bankruptcy, acquisition, amalgamation and upon occurrence of any event of similar nature.

The Bank shall determine the privileges attached to the use of the Credit Card and shall have absolute discretion to charge, vary or amend these privileges and conditions attached thereto, from time to time, as the Bank deems fit.

The Bank shall direct us the Company and/or the Cardholder/s duly appointed by us to seek prior written permission from the Director - Department of Foreign Exchange, for any payment to a resident outside Sri Lanka through Credit Card for any purpose which falls outside the purview of directions No. 2 of 2017 of Foreign Exchange Act, No. 12 of 2017.

E-mail Indemnity

We, the Company do hereby authorize the Bank to accept and execute the instructions given by us through email or scanned document as an attachment to email from the following officers being the email User/s duly authorized by the Company and form their designated email addresses stated below, which the Bank shall in its sole discretion believe to be an email emanated from the said officers duly authorized by the Company.

E-mail address	Name of e-mail User

We hereby undertake to keep the Bank fully indemnified and free from all claims, damages, charges and expenses which the Bank may incur, directly or indirectly, by reason of complying with this request/instruction or any incorrect or improperly authorised instruction generated from the Company and received by the Bank via email or as a scanned document sent through email which the Bank believe in good faith to be aan email emanated from the duly authorized officers of the Comapny.

Notwithstanding the foregoing, the Bank may at any time at its absolute discretion decline to execute any request or instruction given via email or as a scanned document sent through email pursuant to this request/instruction.

This request/instruction shall remain in force until we, the Company give the Bank written notice to the contrary. We assume all risks in relation to any such communication via email in the manner stated above in particular and without prejudice to the generality of the foregoing risk, due to the errors or breakdown in transmission.

Declaration by the applicant Company for electronic fund transfer cards (EFTC)

To: Director-Department of Foreign Exchange
(To be filled by the Applicant/s to obtain foreign exchange against Credit/Debit or any other Electronic Fund Transfer Card)

We ..... bearing Company Registration No ..... and having its registered address at..... do hereby declare that all details given above by us on this form are true and correct. We hereby confirm that we are aware of the terms & conditions imposed under the provision of the foreign exchange act No.12 of 2017 (The Act) on Electronic Fund Transfer Cards (EFTCs) (Directions No 13 of 2021 Dated 18 March 2021) subject to which the card may be used for transactions in foreign exchange and we hereby undertake to abide by the said conditions.
We further agree to provide any information on transactions carried out by our Director/Authorized personnel duly appointed by us on our behalf in foreign exchange on the card issued to us as Seylan Bank PLC may require for the purpose of the said act.

We are aware that the authorized dealer (Bank) is required to suspend availability of foreign exchange on EFTC if reasonable grounds exist to suspect that unauthorized foreign exchange transactions are being carried out on the EFTC issued to us which are not permitted under the FEA and to report the matter to the Director Department of Foreign Exchange.
We also affirm that we undertake to surrender the EFTCs to Seylan Bank PLC if the Company is under liquidation/ bamkruptcy and/or occurrence of any event of similar nature.

We the Company have read and understood the above declaration and Terms and Conditions.

DD.MM.YY

Signature of the Directors (with Seal)

Signature of the Directors (with Seal)

Declaration by the Cardholder

I, the Cardholder, agree and consent that the Statement of Credit Card Account or other notifications relating to the Credit Card shall be sent to the Company. However, I acknowledge that it is my responsibility to review the Credit Card statement, which will be duly shared by the Company, and to ensure that any issues and concerns in relation to the Credit Card statement are brought to the Bank's notice within 30 days from the date of dispatching, through the Company.

I acknowledge and agree that the Bank shall not be held liable for any losses, costs, damages or claims incurred by the Company due to its failure to act in the manner herein stated.

Declaration by the Cardholder/s Applicant(s) for Electronic Fund Transfer Cards (EFTC)

To: Director-Department of Foreign Exchange
(To be filled by the Applicant/s to obtain foreign exchange against Credit/Debit or any other Electronic Fund Transfer Card)

I ---------- (Cardholder), declare that all details given above by me/us on this form are true and correct.

I hereby confirm that I am aware of the terms and conditions applicable for the use of Electronic Fund Transfer Cards (EFTCs) as detailed in the **Directions No. 03 of 2021 dated 18 March 2021 (Annexed) issued under the provisions of the Foreign Exchange Act, No. 12 of 2017** (the FEA) subject to which the card may be used for transactions in foreign exchange and I hereby undertake to abide by the said conditions.

I further agree to provide any information on transactions carried out by me in foreign exchange on the card issued to me as Seylan Bank (bank) may require for the purpose of the FEA..

I am aware that the bank is required to suspend availability of foreign exchange on EFTC if reasonable grounds exist to suspect that foreign exchange transactions which are not permitted in terms of the annexed Directions issued under the provisions of the FEA are being carried out on the EFTC issued to me and to report the matter to the Director- Department of Foreign Exchange. I also affirm that I undertake to surrender the EFTCs to the bank,if I migrate or leave Sri Lanka for permanent residence or employment abroad, as applicable. Further, I / we also agreed to notify my/our change in residential status to the bank, if any, accordingly.

I the Cardholder have read and understood the above declaration and Cardholder Terms and Conditions

..... **DD/MM/YYYY**	..... **Signature of the Cardholder**

I, as the Authorized Officer of the bank have carefully examined the information together with relevant documents given by the applicant Company and satisfied with the bona-fide of these information and documents. Further, I as the Authorized Officer of the bank undertake at all times, to exercise due diligence on the transactions carried out by the cardholder/s on his / her EFTC in foreign exchange and to suspend the availability of foreign exchange on the EFTC if reasonable grounds exist to suspect that foreign exchange transactions which are not permitted in terms of **Directions No. 03 of 2021 dated 18 March 2021** issued under the provisions of the **Foreign Exchange Act, No. 12 of 2017** are being carried out on the EFTC, in violation of the undertaking given by the cardholder/s and to **bring the matter to the attention of the Director - Department of Foreign Exchange.**

Date **Signature of the Authorised Officer**

For Bank Use Only

Ref. No.: | | | | | | | | | | |

Branch: _____

Card No.: | | | | | | | | | | | | | | | | |

Credit Limit: | |

Card Activated		Date	Issued

Banker's Comments & Recommendation