

CORPORATE CARD APPLICATION FORM

Welcome to the world of Doha Bank Cards

FILL OUT THIS APPLICATION FORM

Branch _____

Br. Code: _____

Date: _____

Doha Bank Card Center, P.O. Box: 3818, Doha, Qatar

Hello Doha: (+974) 4445 6000, E-mail: support@dohabank.com.qa, www.dohabank.com

COMPANY NAME (THE "CUSTOMER")

COMPANY'S COMMERCIAL REGISTRATION NUMBER
(CR NO.)

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BRANCH CODE

CUSTOMER NUMBER

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--	--	--	--	--	--

Card Type:

☐ Corporate Credit Card

COMPANY ADDRESS

☐ Rented ☐ Owned

Building Number _____

Building Name _____

Street Number _____

Street Name _____

Area Name _____

City _____

P.O. Box _____

Nearest Landmark _____

Email Address _____

We request Doha Bank to issue us Corporate cards as per the name requested on the card and we understand and accept the terms and conditions governing the use of the Doha Bank Corporate Credit Card stated with the application form duly signed.

1 The (Card User) persons named below are authorized and designated to use the card for transactions pertaining to the business of the company.

CARD USER 1

Name _____

Name on Card _____

Limit on Card _____

Card Limit Option ☐ Shared ☐ Separate

Company Designation _____

Passport Number _____

Expiry Date ____/____/____

Date of birth ____/____/____

Qatar National ID / PR ID Number _____

Expiry Date ____/____/____

Mobile _____

Email address _____

CARD USER 2

Name _____

Name on Card _____

Limit on Card _____

Card Limit Option ☐ Shared ☐ Separate

Company Designation _____

Passport Number _____

Expiry Date ____/____/____

Date of birth ____/____/____

Qatar National ID / PR ID Number _____

Expiry Date ____/____/____

Mobile _____

Email address _____

CARD USER 3

Name _____

Name on Card _____

Limit on Card _____

Card Limit Option ☐ Shared ☐ Separate

Company Designation _____

Passport Number _____

Expiry Date ____/____/____

Date of birth ____/____/____

Qatar National ID / PR ID Number _____

Expiry Date ____/____/____

Mobile _____

Email address _____

CARD USER 4

Name _____

Name on Card _____

Limit on Card _____

Card Limit Option ☐ Shared ☐ Separate

Company Designation _____

Passport Number _____

Expiry Date ____/____/____

Date of birth ____/____/____

Qatar National ID / PR ID Number _____

Expiry Date ____/____/____

Mobile _____

Email address _____

2 Short Messaging Service messages (SMS) for the transaction alerts, One time password (OTP) for Online transactions will be sent to the mobile number that is approved by the authorized signatory and available as per our banking system records.

3 For all requests related to card activation, card cancellation, card replacement, Limit enhancement, Temporary Block, Unblocking, PIN Re-issuance etc., these will be carried out through a request letter addressed to the bank signed by the authorized signatory.

UPON AVAILABILITY OF THE DOHA BANK Corporate Credit Card & PIN, WE REQUEST YOU TO

(Please check)

☐ Hold the Card & Pin at card center for collection

☐ Send the Card & Pin to our branch of account

CARD USAGE REQUIREMENTS
☐ Point of Sale Machines

☐ ATM Cash withdrawal

☐ e-Commerce transactions

☐ Cash Deposit through ATM

AUTO PAYMENT ENROLLMENT FORM

Total Monthly payments due as per your Doha Bank Corporate Credit Card statement will be deducted from the bank account indicated below on the monthly due date.

(Please check one)

Account Type

Account Number

☐ Savings Account

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☐ Current Account

Should the bank be unable to enforce the order on due date, the card will be blocked automatically till further payment is made.

The bank does not undertake to advise the applicant of non-payment for any reason including non-processing days, Bank Holidays or insufficient funds. The applicant is responsible to confirm payment details are applied in the Auto Payment Details.

We authorize the Auto Payment Enrollment and confirm that we have read and accept the Doha Bank Corporate Credit Card terms and conditions.

We certify that all information in this application form is true and correct in all respects and that we shall be bound by the terms and conditions mentioned over leaf and will be liable for all transactions and charges incurred by use of the Doha Bank Corporate Credit Card.

Name _____

Name _____

Designation _____

Designation _____

Date ____/____/____

Date ____/____/____

Authorized Signatory

Authorized Signatory

Name _____

Name _____

Designation _____

Designation _____

Date ____/____/____

Date ____/____/____

Authorized Signatory

Authorized Signatory

Terms and Conditions for Corporate Credit Cards

The customer is obligated under the following terms and conditions.

1. THE CUSTOMER ACCEPTS AND AGREED TO BOUND BY THE FOLLOWING

- 1.1. An authorization letter issued by the customer carrying his signature and authorized signatories signatures shall be given to the bank designating a person to use the card and mentioning his authorities that would be the customer instruction for using the card until another letter issued with another instruction.
- 1.2. Customer subsidiaries and affiliates are hereby held responsible for any result arising from using the card.

2. THE CARD

- 2.1. The bank will issue a card for the customer upon the latter's request and send the card to any of the bank's branches as requested by the customer in the application form to issue a card.
- 2.2. Customer is solely responsible for keeping the card its number, PIN Code and CVV2 Code secret and safe at all times and is hereby held responsible for any disclosure of the above and/or any use of the card by others.
- 2.3. If all or any of the information comprising the card is disclosed to any person, or the card was misplaced or lost, the customer shall immediately notify the bank on the Hello Doha number +974-4445-6000 and ask them to deactivate the card. Customer is also under obligation to inform the police of the country where such disclosure occurred. Such notification shall be followed by a signed written confirmation or email message from the customer to the bank on the email address hellodoha@dohabank.com.qa (found at the back of the card) with a maximum 12 hours of such loss or disclosure. During the period between disclosure, loss or misplacement or until receipt of such confirmation by the bank, Customer shall be liable for all Card Transactions and all related fees, charges and taxes.
- 2.4. As the card will be deactivated upon informing the bank of its disclosures, loss or misplacement, the customer may not use the Card after notifying the bank of such event and a new card may be issued subject to these or such other terms and conditions as the bank may consider appropriate and at a fee determined by the bank from time to time.
- 2.5. Customer shall be liable for all and any amounts charged to the card account arising from transactions made by the customer or any third party using the card whether with or without the customer's knowledge, authority or consent, as long as the bank did not receive any written confirmation from the customer to deactivate the card.
- 2.6. We understand and accept the terms and conditions governing the use of the Doha Bank Corporate Credit Card stated with the application form duly signed.
- 2.7. We certify that all information in this application form is true and correct in all respects and that the Customer shall be bound by the terms and conditions and will be liable for all transactions and charges incurred by use of the Doha Bank Corporate Credit Card

3. USE OF THE CARD

- 3.1. The customer undertakes to act in good faith at all times in relation to all dealings with the bank while using the card
- 3.2. Notwithstanding the available balance in the customer's card, and without any liability on the bank whatsoever, the bank may, at any time without further notice withdraw and/or restrict the right to use the card or refuse to authorize any transaction/s, without in any way affecting customer's obligations towards Merchants and Third Parties already existing prior to such withdrawal and/or restriction.
- 3.3. The Bank shall hold no liability towards the customer for any

suffering, financial loss, cost or damage due to internet gambling, fake purchases, fraud or any other reason whatsoever arising from the use of the card.

4. PAYMENTS AND FEES

- 4.1. The customer undertakes to pay the bank a non-refundable annual fees as prescribed by the bank for the card when issued, re-issued or renewed.
- 4.2. The Bank shall have the right at its own discretion and whenever it deems fit to debit the Card Account (or any other accounts existing with the bank) with the amounts of all customer's transactions, costs, charges, losses, and liabilities incurred by the bank or accrued up to that date, either arising from the use or misuse of the card in addition to any arrears
- 4.3. A statement of Card Account will be made available for Customer or sent by e-mail if available, showing particulars of the available balance and all card transaction and operations. The Bank shall in no way or manner whatsoever, be held responsible for any delay or non-receipt of the statement of account for customers. The Bank reserves its right to debit the customer's card account or any other account that a customer might hold with the bank, with any charges for further services provided by the bank from time to time including additional statements of account. However, the bank might prescribe that such charges or any additional charges be paid and settled immediately by the customer.
- 4.4. The bank reserves the right to vary the rate, method of calculating annual fees, handling charges, additional charges or any other charges as well as the period of time within which these fees and charges are payable.
- 4.5. All fees and charges pursuant to or in connection with the Card Account or Card use, misuse, non-use or cancellation are non-refundable.
- 4.6. If a card transaction which was disputed by the customer (as in case of double entry) is subsequently proven to have been originated by the customer, the bank reserves its right to charge back the principal amount as from the date when the transaction took place. However, the Bank will credit customer's card account with the amount of any refund upon only receipt of a properly issued credit voucher from the merchant or member establishment.
- 4.7. The customer agrees that the bank's records of any transaction effected by the use of the card shall be conclusive and binding and hereby revokes from raising any claim, contestation or objection on such records.

5. REPRESENTATIVES AND WARRANTIES

- 5.1. Customer warrants that during the period of card usage and after its cancellation or termination for any reason either by the bank or by the customer, the latter undertakes that he/she is not involved in money laundering activities or financing of terrorism or any suspicious transactions, by means of using the card or depositing such suspicious funds in the card account.
- 5.2. Customer undertakes to provide the Bank even after the card termination or cancellation with all or any documents or information required by the bank, regulatory authorities or court of justice whenever transactions by using the card or funds deposited in the card account are suspicious or the bank has evidence that such transactions or funds underlie money laundering or financing of terrorism.
- 5.3. Customer hereby undertakes to hold the Bank harmless and indemnified. Customer also restrains from raising any contestation, objection, allegation, claim or counter claim against the bank for taking any necessary measures and precautions as the Bank deems fit as per local laws and

regulations whenever the Bank finds that the card holder is involved in money laundering, financing of terrorism and other suspicious transactions which include and not limited to card cancellation and card account closure.

6. TERMINATION AND RENEWAL

- 6.1. The Customer may at any time notify the bank of his intention to terminate the use of the card and close the card account subject to the termination fee. In such a case the Customer shall be responsible for any credit amount remaining in the Card Account, which shall be refunded to the Customer after deducting the Termination Fees and any other charges.
- 6.2. The Bank reserves its right at any time without prior notice and without assigning any reason to the Customer, to terminate or suspend the Customer's right to use the Card and close the card account. In such conditions the Bank shall refund all amounts in the Card Account to the customer less annual membership/renewal fee and any transactions, costs, charges, arrears, losses and liabilities incurred by the Bank, arising from the use, non-use or misuse of the Card.
- 6.3. The Customer's use of the card shall be terminated by the Bank, the Card cancelled and Card Account closed without notice upon death, bankruptcy and insolvency or when the whereabouts of the Customer become unknown to the Bank, due to any cause not attributed to the bank.
- 6.4. The card will not be automatically renewed. The Customer shall inform the Bank's branch one month prior to the Card Expiry date to renew it, if the Customer intends to maintain the use of the Card. If no request for Card renewal was received by the Bank from the Customer three months after the Expiry Date, the Card will be cancelled by the bank and the Card Account closed.
- 6.5. After the Card Cancellation and Card Account closure, any available credit on the Card Account will be transferred to the Customer's Account less the cancellation or termination fee as determined by the Bank in addition to any other fees and charges. Shall the Customer have no account or such account is inactive, not known to the Bank or not provided by the Customer or the Customer's whereabouts become unknown to the Bank due to any cause not attributable to the Bank, the Card Account and all funds in it, shall be treated as unclaimed funds, and the Bank is hereby discharged from any liability whatsoever towards the Customer in such cases. For the avoidance of doubt, any fees and charges including the cancellation fees will be charged to such Card Account before any action is being taken by the bank.
- 6.6. This agreement will be directly terminated when the Card Account closed in consequence of Card Cancellation or pursuant to any other event which is a sufficient cause for the bank at its sole discretion to take such action.

7. EXCLUSION OF LIABILITY

- 7.1. The bank shall not be liable or responsible for any loss or damage that might be suffered by the Customer, merchant/s, other company/ies or financial institution/s or any other third party by reason of the bank refusing to allow or accept any Card Transaction.
- 7.2. The bank shall not be responsible for the refusal of any merchant or member institution of Mastercard to honor or accept the Card or for any defect or deficiency in the goods or services supplied to the Customer by any merchant or where applicable, for any breach or non-performance by a merchant of card transactions.
- 7.3. Customer shall hold the bank free and harmless against any cost, liability, damage, judgement and penalty or fine as a result of the customers negligence, fraud, bad faith or illegal use of the card.

8. CONFIDENTIALITY

- 8.1. All communications, information or data, in any form, whether tangible or intangible, which as disclosed by one party to other party including their affiliates and subsidiaries and which are to be protected hereunder against unrestricted disclosure or competitive use by the receiving party shall be deemed to constitute "Confidential Information". The receiving party shall not disclose, reproduce or disseminate such confidential information to any third party.

9. FORCE MAJEURE

- 9.1. The Bank will not be liable for its failure to perform any of its obligations under this agreement if such failure is the direct and unavoidable result of an event of force majeure, which includes any act or event out of the bank's reasonable control.

10. NOTICES

- 10.1. Any notice or other document to be served under this agreement may be delivered or sent by recorded delivery post or swift or fax or email to the party to be served, at his address appearing in this agreement or such other address as it may have notified to the other party in accordance with this agreement. Provided that any such change shall take effect only fourteen days after delivery of such written notice.

11. LAWS AND JURISDICTION

- 11.1. All dispute arising in connection with this agreement shall be finally settled in accordance with Qatari Laws within territorial jurisdiction of the State of Qatar, it has been agreed between the parties (the Bank & the Customer) that this clause does not forbid the Bank from tracing defaulted Customers and applying for judgements executing outside the State of Qatar.

In witness whereof the parties have caused this agreement to be executed on the date above mentioned.

For Doha Bank:

Name: _____

Signature: _____

For Customer:

Name: _____

Signature: _____

Company Seal



