

Corporate Credit Card Terms and Conditions

anb issues the credit card according to the following terms and conditions:

1. Basic Definitions

- 1.1. **Central Bank:** The Saudi Central Bank.
- 1.2. **Customer:** A natural or legal person applying for a credit card or obtaining it from the Bank.
- 1.3. **Bank:** Arab National Bank.
- 1.4. **Company:** It is the authorized authority to request and issue the card, in whose name the business card account was opened, and the company is fiduciary responsible for all due amounts of money resulting from the use and issuance of the card(s).
- 1.5. **Card:** It is the credit card issued by anb to legal entities through which the customer can obtain goods, services or cash according to the credit limit, and then pay the due amount according to the agreed payment arrangements.
- 1.6. **Cardholder:** The person in whose name the card is issued at the request of the entity.
- 1.7. **Company Card Account:** It is the created corporate card account and is a separate account from the company's accounts, in which all details of transactions made by cards and other fees incurred on the card are recorded.
- 1.8. **Cost Center Account:** It is an account that is opened for the company's cost centers and is linked to the company's credit card account to organize the cards issued at the company's request, and the total outstanding balance of each cardholder's account is reflected in the cost center account through the account statement cycle.
- 1.9. **Cardholder Account:** An account opened for the Cardholder linked to the Company's credit card account through a cost center account detailing the transactions made using the card and all amounts due.
- 1.10. **Company Credit Limit:** It is the maximum credit limit set by the bank according to the policy based on the company's solvency to be used to obtain goods, services or cash. The Bank has the right to amend the Company's credit limit without the need for the Company's prior approval and notify the Customer in advance through any of the documented channels with justifications.
- 1.11. **Cardholder Credit Limit:** The credit limit set by the Company for the amount that can be used by the Cardholder to obtain goods, services or cash., which is part of the company's credit limit.
- 1.12. **International Transaction:** Any transaction made with a merchant registered outside the Kingdom of Saudi Arabia or any transaction made in non-Saudi Riyals.
- 1.13. **Amount due:** The total amount used via credit card plus any fees or charges in favor of the issuer that the customer must pay in accordance with the payment arrangements agreed with the issuer.
- 1.14. **Minimum:** The minimum amount of the amount due that the customer must pay on or before the due date.
- 1.15. **Due Date:** The end date of the payment period on which the customer must pay the amount due in accordance with the agreed payment arrangements.

- 1.16. **Annual Percentage Rate (APR):** The total cost of a credit card calculated in accordance with the provisions of the rules for calculating the annual percentage rate issued by the Central Bank.
- 1.17. **Grace Period:** The period during which the outstanding amount can be paid in accordance with the agreed payment arrangements without any fees or charges.
- 1.18. **Initial Disclosure:** Basic and clear information about the credit card, such as fees, charges, credit limit, and payment terms, provided to the customer before the credit card agreement is concluded.
- 1.19. **Account Statement:** A periodic document addressed to the customer including data of transactions made via credit card within a certain period of time.
- 1.20. **Cash withdrawal:** Take advantage of your credit limit by withdrawing from an ATM, making a transfer to a current account or recharging an e-wallet.
- 1.21. **Credit History:** A report issued by credit information companies containing the customer's credit information.
- 1.22. **Authenticated channels:** A registered means of communication that can be verified and retrievable in paper or electronic form.
- 1.23. **Unauthorized Use:** Operations carried out using a credit card without the consent or authorization of the customer.
- 1.24. **Key feature:** Features and services that are part of the basic credit card services, which are automatically offered without the need to order or pay additional fees.
- 1.25. **Optional:** Features and services that are not part of the credit card's core features or services, provided at the customer's request.
- 1.26. **Day:** A calendar day that includes weekends and public holidays.
- 1.27. **Working Day:** A calendar day that does not include weekends and public holidays.

2. Account Statement & Card Payment

- 2.1. The bank issues the card statement on the last day of each Gregorian month, and the company agrees to receive the statement through the electronic means approved by the bank, and the company can view the card statement through the Visa Spend Clarity platform, where the statement includes details of the amounts of purchases and cash withdrawals, any amount above the credit limit, and any fees or other amounts that have been credited to the card as shown in the card user manual, The company can also request a paper statement by contacting ELARABY phone or the relationship manager.
- 2.2. The company undertakes to pay the dues on credit cards either with the total amount due or by paying the minimum amount to be paid by the company, which represents a percentage (5% or 100 riyals, whichever is greater) of the total amount due, provided that the due amount is paid within the time specified in the monthly account statement.
- 2.3. In the event that the company does not pay the full amount due, this is considered an acceptance by the company to conduct the Tawarruq process to pay the dues of the card with a specific monthly profit margin as mentioned in the schedule of fees, taking into account that the Tawarruq procedures are not taken into account until after the grace period (25 days) from the date of issuance of the account statement.

- 2.4. The Company authorizes the Bank to deduct the full amount or minimum amount due on the Card Account on the due date from the Bank Account without the need to obtain the Company's approval and the Company undertakes to pay the full amount or minimum amount due on the Cards in accordance with the Bank's records within the time frame specified in the monthly statement of account.
- 2.5. The full amount due on the card must be paid in case the credit limit is exceeded, and in case of non-payment, the amount will be deducted from the company's current account or any other account owned by the company with the bank and the card will be permanently canceled.
- 2.6. The Bank is committed to updating the Company's credit history periodically and if the Company fails to pay, it will negatively affect the credit history in the SIMAH Credit Bureau report, which means that it will affect it in the future to obtain any facilities or financing from other banks.
- 2.7. The Bank's relationship with the Company under these Terms and Conditions is completely independent of the Card User's dealings with others through the Card, and the Bank shall not be liable for the refusal of any commercial establishment to accept the Card nor shall it be liable in any way for the goods or services provided to the Cardholder and the Cardholder/Company shall resolve any such complaints. Directly with the commercial establishment, the bank will not incur any liability in this regard and no claim by the cardholder/company against the commercial establishment will be the subject of a claim or compensation against the bank, and the bank will not credit any refund amount to the company's card account until after passing a credit in favor of the company.

3. Fees and Financial Commitments

- 3.1. The Company shall be responsible for all credit or other facilities granted by the Bank in connection with the Card and for all related expenses regardless of the termination or termination of this Agreement.
- 3.2. The Bank sets a limit for the credit facilities of the Card (Credit Limit) and the Company sets the credit limit required for the Cardholder, which forms part of the Company's credit limit, and the (Credit Limit) is subject to change from time to time at the sole discretion of the Bank and the Company is notified of the change.
- 3.3. The Bank does not allow the company to exceed the credit limit prescribed on credit cards.
- 3.4. The credit limit of the cardholder is determined by the company which forms part of the credit limit of the card, and all cards issued to the company are linked to the company's cards account and are all subject to the company's credit limit.
- 3.5. The Bank may cancel the Card if the Company does not activate it after 90 days from the date of issuance, without any legal liability vis-à-vis the Company.
- 3.6. **International Transactions:** In the event that the Cardholder uses the Card for international purchases or cash withdrawals outside the Kingdom or at a merchant registered outside the Kingdom of Saudi Arabia, the transaction value in Saudi Riyals will be immediately deducted from the Card Account at the exchange rate determined by the Visa/MasterCard authorities at the time of the transaction with

the addition of international usage fees as mentioned in the Schedule of Fees. The Company bears the differences resulting from the difference in exchange rates between currencies on the day of operation.

3.7. The Bank calculates the annual fees immediately upon activation of the Card as mentioned in the Schedule of Fees for the Card and is credited to the Card Account annually.

3.8. Fees and Costs:

Card Type	Signature Credit Card	Signature Low Credit Limit (Prepaid) Card
Annual Fees ^{*1}	300 SAR	300 SAR
Tawarruq Monthly Profit Fees	1.95%	Not applicable
Annual Percentage Rate (APR) ^{*2}	25.32%	Not applicable
Cash withdrawal fee ^{*1}	3% of the transaction amount up to a maximum of (75) riyals	
Cash transfer fees ^{*1}		
E-wallet Top Up fees	Free	
Dispute Process Fees ^{*1}	25 riyals (if the result of the objection is incorrect)	
International transaction fees ^{*1}	2% added to the transaction value	
Credit Card Enquiry via ATM	1.5 SAR	
Credit card statement less than one year	Free	
Credit card statement from one to five years ^{*1}	50 SAR	
Credit card statement over five years ^{*1}	100 SAR	
Late payment fees (Late Penalty)	50 SAR	Not applicable
Card Replacement fee missing, damaged, PIN error ^{*1}	15 SAR	
Minimum repayment	Not applicable	5% of the total amount due or SAR 100, whichever is higher
Available cash withdrawal limit	30% of the credit limit allocated to the card (maximum limit for one withdrawal is SAR 5,000). Taking into account the maximum daily withdrawal through ATMs according to the regulations of the place where the ATM used is located.	
Available Cash transfer/ E-wallet Top Up	30% of the credit limit allocated to the card	
Card Credit Limit	It will be shown on the account statement and appear with the sent card	
Statement issuance date	At the end of every Gregorian month	
Due Date	On the 25th of each Gregorian month	

^{*1} Excludes VAT

^{*2} The example used to calculate the annual percentage rate was based on assuming a credit limit of SAR 30,000 and a monthly Tawarruq profit rate of 1.95%, assuming a grace period of 37 days.

3.9. Example of international transaction fees:

Transaction Amount/ Exchange Rate	Amount in SAR	Service fee on international operations	Value Added Tax (VAT)	Amount due
1,000 USD /3.75	$1000 * 3.75 = 3,750 \text{ SAR}$	$\text{SAR } 3,750 * 2\% = \text{SAR } 75$	$75 \text{ SAR} * \text{VAT}15\% = 11.25 \text{ SAR}$	$\text{SAR } 3,750 + \text{SAR } 75 + \text{SAR } 11.25 = \text{SAR } 3836.25$

*1 Excludes VAT

3.10. Warnings and tips:

- A- Failure to comply with the terms and conditions of the credit card may result in the cancellation of the card and the suspension of the credit card account.
- B- If you do not maintain a good payment history, this will have a negative impact on the credit history of the Saudi Credit Bureau (SIMAH).
- C- Simply paying the minimum amount due on the card account will prolong the life of the card's indebtedness to the bank – e.g. if the cardholder executes a purchase(s) for SAR 7,000, and the company chooses to pay the minimum amount due (5% of the total amount due or SAR 100, whichever is higher), and after adding the monthly percentage (1.95%), the company will take 65 months to pay the full purchase amount and will also have to pay an amount SAR 3,756 for term cost.

4. Elaraby Programs

- 4.1. The terms and conditions of the global service providers (Visa and/or MasterCard) apply in relation to the benefits and services provided by them or their affiliates or contractors.

5. Authorization and Compensation for Instructions Issued Through the Bank's Approved Channels

- 5.1. The Company authorizes the Bank to act in accordance with any notice, instruction, request or other message that the Company may issue from time to time through the Bank's approved channels or believed to be issued on its behalf (the Instructions) without inquiry by the Bank, and without prejudice to the generality of the authorization or identity of the person issuing the Instructions or believed to be issued by him regardless of the circumstances prevailing at the time of delivery of the Instructions.
- 5.2. The Bank has the right to consider that the instructions are issued with full authorization and binding on the company and the bank has the right to take the necessary steps in connection with the instructions or based on them as the bank deems appropriate, whether the instructions include instructions to pay funds or debit any account, or they relate to the disposal of any funds, securities or documents or are understood to bind the company to any other type of transaction or arrangement whatsoever, regardless of the nature of the transaction, arrangements or amount. associated with that.

- 5.3. At the Bank's disposal in accordance with the terms of this Authorization and Indemnity, the Company undertakes an irrevocable undertaking to indemnify and hold the Bank harmless at all times from and against all losses, claims, suits, legal proceedings, claims, damages, costs and expenses incurred or incurred by the Bank of whatever nature or cause arising in connection with the Instructions.
- 5.4. The terms of this authorization and indemnity shall remain in full force and effect until the Bank receives notice of termination from the Company in accordance with the terms of the Authorization, provided that the Bank has the appropriate time to act accordingly, otherwise such termination shall not relieve the Company of any liability resulting from such authorization.

6. Lost or Stolen Cards

- 6.1. The Cardholder must report the loss or theft of the Card to the Bank's Banking Department on phone number 8001244040 (within the Kingdom) or +966 11 271 8614 (from outside the Kingdom) and the Cardholder shall be responsible for any transactions executed with the Card before the Bank's Banking Department receives a notice through the Bank's official channels (branch, telephone or ArabiNet) stating that the Card has been lost or stolen.
- 6.2. In the event of loss of the card, mobile or any accessories that accept payment (in the event that the card is registered in such wallets), the cardholder undertakes to notify the bank immediately of the request to stop the operations of electronic wallets, remove the canceled card from the application and add the new card, as the bank is not responsible for any transactions that take place on the card through the mentioned applications after stopping the card via phone banking or ArabiNet, and the cardholder is Responsible for any transactions carried out by mobile (electronic payment wallets) before the Bank's Banking Department receives a request stating that the mobile phone has been lost or stolen.

7. General Provisions

- 7.1. The Bank shall have the right, at its absolute discretion, to transfer and waive in any capacity in part or in full any amounts due from the Company and the Company shall pay all unpaid amounts if necessary to demand payment through collection agents or resort to the law to execute payment.
- 7.2. The Bank sends marketing offers messages for credit cards or other financing products and banking services and the Cardholder acknowledges his consent to receive such offers unless he declares or notifies the Bank that he does not agree to receive them, by contacting Al-Arabi Phone.
- 7.3. The Company irrevocably agrees that the Bank may, in its absolute and complete discretion, exchange any information or data relating to the Company and/or the Cardholder or its transactions with any member or affiliate, (including for the purpose of preventing fraud, auditing, providing services by third parties, collecting a debt or at the request of any competent governmental or regulatory authority).

- 7.4. The VIP lounge access program at airports depends on the type of card and the service provider (Visa/MasterCard) and is subject to the terms and conditions provided by them, including but not limited to: the number of free accesses , participating lounges and others. Please visit Al Arabi website for a list of approved and updated lounges by service providers.
- 7.5. Atheer service (Contactless) allows the cardholder to use it to make electronic payments not exceeding the payment limit for the Atheer service specified by the bank without entering the password through the Near Field Communication technology, where the cardholder swipes the card in front of the relevant device and the cardholder acknowledges his knowledge of the risks associated with conducting transactions through this service and bears full responsibility for the operations carried out through it. The Bank has the right to amend the payment limit in accordance with the laws and regulations Related without the need to fulfill the company's approval.
- 7.6. Registering (adding) the card with electronic payment wallets such as ApplePay, mada Pay and others similar in their mechanism of operation is an unconditional and irrevocable authorization issued by the cardholder to the person using the mobile or any accessories that accept payment at any time for any transaction. The Cardholder shall therefore be directly responsible for all obligations arising from such Wallets as if such obligations had arisen from the Cardholder himself.
- 7.7. Non-moving accounts on which customers have not made an actual debit transaction will be transferred according to the following:-
- Transactions shall be deemed active if the last financial transaction (withdrawal or deposit - depending on the nature of the relationship) carried out by the cardholder himself, his authorized agent or his heirs has not passed for a period of (twenty-four) calendar months registered or by reliable and notarized correspondence.
 - Transactions shall be considered dormant if they complete a period of (twenty-four) calendar months starting from the date of the last financial transaction (withdrawal or deposit - depending on the nature of the relationship) carried out by the cardholder himself, his authorized agent or his heirs registered or by reliable and notarized correspondence.
 - Transactions shall be considered unclaimed if they complete a period of (five years) Gregorian (sixty months) including the stage of dormant accounts from the date of the last financial transaction (withdrawal or deposit - depending on the nature of the relationship) carried out by the cardholder himself, his authorized agent or his heirs registered or a reliable and notarized correspondence, and the bank was unable to identify the company and exhausted all means of communication with it.
 - The credits, relationship or dealing with credit cards shall be deemed to be abandoned and the holder is cut off from the bank if he completes an unclaimed period of ten calendar years (i.e. the sum of fifteen calendar years from the date of the last financial transaction).
- 7.8. The Bank shall have the right to change or amend any provision of these Terms and Conditions from time to time and the Bank shall notify the Company/Cardholder

of the new amendments in the manner deemed appropriate by the Bank, and such amendments shall become effective after (30) days from the date of notification to the Cardholder, at which time the Cardholder shall be bound by the amendments, unless the Company pays the full amounts owed to the Bank for transactions made using the Card(s) and cancels the Card before the effective date of such amendments. The customer has the right to terminate the credit card agreement within (14) days from the date of notice and to return the annual fees of the card after deducting the fees for the period used in it if the customer wishes to terminate the agreement.

- 7.9. The Bank shall have the right at any time to request from the Company or the Cardholder any document(s) deemed necessary by the Bank to enforce this Agreement or any of the transactions to be executed by the Company or the Cardholder by means of the Card and if the Company does not comply with its implementation, the Bank shall have the right to cancel the Card and oblige the Company to pay the full amount of the indebtedness immediately.
- 7.10. In the event of a difference between the Arabic text and the English text of these Terms and Conditions, the Arabic text shall prevail.
- 7.11. This Agreement supersedes any similar agreement previously entered into by the Company with the Bank regarding the issuance or use of the Card(s) and the foregoing Agreement shall be deemed void.
- 7.12. The Bank shall not be liable for any loss incurred by the Company in the event that the Bank prevents or delays in providing the Company and the Cardholder with any banking or any other services due to events and causes of force majeure such as disturbances and the issuance of regulations, decrees, directives, regulations or judgments from competent authorities, or for any reasons beyond its control.
- 7.13. The Company shall remain liable for the applicable fees if, for any of the reasons stated in clause 7.12, the Bank is unable to submit or send a statement of account to the Company.

8. Cancellation and Termination of the Agreement

- 8.1. The Bank may terminate this agreement with the Company at any time by canceling the Card with at least 30 days' prior notice, and the Company may terminate the Agreement at any time by giving official notice through the Bank's official channels (Branch, Phone or Arabi Net).
- 8.2. All outstanding amounts owed by the Company shall become due and payable to the Bank immediately upon termination of this Agreement. The Company agrees that the Bank shall have the right to withhold any amounts deposited in the Current Account or any other account held by the Company with the Bank or any deposits held with the Bank as collateral for the issuance of the Card and/or Supplementary Cards for a maximum period of 45 days after the Card and any Supplementary Cards are physically returned to the Bank and set off all amounts due by the Company. to the bank against any such amounts without notice to the company.

- 8.3. Where this Agreement relates to the use of multiple cards, the Company may cancel the connection with multiple cards from this Agreement by giving an official notice through the Bank's official channels (branch, telephone or Arabi Net) and the Agreement shall remain in force under these Terms and Conditions, which were made using multiple cards and the Bank shall receive such amounts in full. If this Agreement is not terminated, the Bank will renew the multiple Cards. For cardholders from time to time.
- 8.4. If, for any reason, the Company fails to comply with the terms and conditions of this Agreement, the Bank may terminate this Agreement and require the Company to pay all amounts owed by the Company under it. The Company shall be responsible for all expenses, fees and expenses incurred by the Bank including legal fees on a full compensation basis.

9. Legitimate Agency

- 9.1. Entrust the Islamic banking operations of Arab National Bank to buy and sell goods in the event that there is a debit balance on the credit card on the due day of each month according to the bank's records, and the bank has the right to authorize third parties and this power of attorney remains valid and valid as long as the credit card agreement is valid.

10. Company Declaration

- 10.1. The Company agrees that anb shall inquire and verify the Company's information with the Saudi Credit Bureau (SIMAH), the National Information Center or any other entity approved by the competent authorities for the purpose of establishing, reviewing, managing and/or applying for any product or service provided by the Bank, and the Company authorizes anb to inquire Obtain any information related to the company from time to time to review and update the company's private, credit or other data as the bank deems appropriate.
- 10.2. The Company agrees that anb may inquire and verify all Company information with anb Capital and authorize anb to inquire and obtain any information related to the Company from time to time to review and update the Company's private, credit or other data as the Bank deems appropriate.
- 10.3. The company agrees to receive phone calls and text messages from Arab National Bank for the purposes of marketing and selling the products and services provided by the bank, and the company also acknowledges its consent to record all calls made between it and the bank, and the recorded calls are considered official documentation that can be referred to and acted upon when needed.
- 10.4. The Company agrees to receive the terms and conditions and the initial disclosure form through electronic means approved by the Bank, such as email, text messages, notifications or approvals through the application or the Bank's approved channels.

- 10.5. Each Company/Cardholder acknowledges that they have read and agree to these Terms and Conditions and the contents of these Terms and Conditions and the obligations and responsibilities arising thereunder. Activating the Card is an acknowledgment by them to read, understand and agree to the terms and conditions of the Card.
- 10.6. The Cardholder agrees and undertakes to maintain his card password or temporary codes that he receives to complete his daily transactions at all times with his commitment not to disclose, write or record them by any means, which makes him and the Bank vulnerable to unauthorized use. The Company also bears full responsibility for transactions (financial or non-financial) resulting from the disclosure of the PIN or temporary codes.
- 10.7. The company undertakes to pay the value of all transactions credited to its account resulting from the use of the credit card, whether the cardholder is issued a receipt or not, and the cardholder undertakes when he makes a purchase through websites or digital wallets or enters a temporary passcode to confirm the electronic purchase is an acknowledgment of his approval of the purchase and is not entitled to claim any compensation from the bank.
- 10.8. If the company does not receive the card statement, this is not considered an excuse for non-payment, and the company can know the amounts due on the card through the phone, Arabi Net, or by visiting the branch. The Company is also obligated to update personal contact data such as P.O. Box, mobile number and e-mail in the Bank's records of the Card Account, and the Bank shall not be responsible for not informing the Company of any amendments to this Agreement as a result of a breach of this obligation.
- 10.9. The Cardholder undertakes not to use or assist in the use of the Card or Cards directly or indirectly in any area of money laundering and/or terrorist financing.
- 10.10. The Company acknowledges that all personal information and data mentioned herein are complete and correct and is obliged to notify the Bank in writing of any change or amendment in such data and information and in the event that it does not do so , it assumes full responsibility for what happens as a result, and acknowledges that it has reviewed the terms and conditions of the corporate credit card in this form and its attachments and that it has been I fully understand and agree to it and its signature on this form is an existing and irrevocable obligation to these Terms.
- 10.11. The Bank reserves the right not to accept this request. The bank also has the right to keep the documents provided by the company even if the card is not issued.