



BCEL.CCT.20224 (V.1)

Department/Center/Branch:.....
Date):/...../.....

Visa Corporate Card Application Form for Entity

To: Banque Pour Le Commerce Exterieur Lao Public

I/We would like to apply for Visa Corporate Card that: Guaranteed by Account Non-Collateral
 Colleteral

Type of Entity: Government State Enterprise Company
 Organization Others (Please Specify).....

I. Organization/Entity Information:

Legal Entity Name (in Lao):

Legal Entity Name (in English):

Office Address, No: Unit:..... Village: District:

Province: Tel: Mobile:.....

Email:.....

Nature of Business (Product/Service):.....

Attached Documents: Business License Investment License Others:.....

No:..... Issue Date:...../...../..... Expiry Date:...../...../..... Place of Issue:.....

➤ Bank Account Information:

No.	Account Number	Account Name	Position
1.			
2.			
3.			
4.			

II. Term and Card Limits

Colleteral Amount:.....USD

(Write in words:))

Account Number:.....

Account Name:.....

- ✓ If guaranteed by USD, credit limit of card will be 85%
- ✓ If guaranteed by LAK, THB, RMB, credit limit of card will be 80%
- ✓ The Entity shall provide the confirmedly cardholder list to the bank.

➤ Visa Corporate Cardholder Nomination:

No.	Name and Surname of Employee (In Lao)	Name and Surname (In English)	Position	Credit Card Limit USD/Month
1				
2				
3				
4				
5				
6				

III. Term of Card Repayment:

Manual Payment (Pay by cash or BCELOne before due date)

Auto Payment (Deduct from automated account on Due date):

Account Number:.....

Account Name:.....

***Remarks: For the nominated Cardholders**

- Must be the Organization/Entity' Employee
- For Foreigner must have Work permit or Stay permit
- Cardholder must be at least 18 years old

IV. Card Resolution Representative Person's:

Name and Surname:..... Position:.....

Identity Card/Passport No.:..... Issue Date:...../...../..... Expiry Date:/...../.....

Section:..... Tel:..... Fax:.....

Card Statement Recieving Email No. 1:.....

Card Statement Recieving Email No. 2:.....

V. Daily Spend Limits:

Based on the conditions of use set forth by BCEL Bank.

Daily limit specified by Organization.

POS Transaction USD/time/day

E-commerce Transaction USD/time/day

Additional Options 1 (Please specify):

Additional Options 2 (Please specify):

Other Request (Please specify):

VI. Organization (Entity) Declaration

I/We confirm that all information stated herein is true and accurate. I/we authorize the Bank to obtain and verify my/our financial information which may be used for the bank's under writing purpose. I/We will be liable for the use of the Visa Corporate Card by my/our Cardholders and authorize the Bank to debit all outstanding debt from the collateral amount or other assets or all accounts of my/our Entity without approval and/or signature if the I/We fails to repay. If there is any information as required by the bank, I/We give consent to BCEL to process without any legal conflict.

Entity's contact person:.....
Tel/Mobile:.....

Signature and Stamp

Date:.....

Head of Division/Center/Branch

Head of Section

Bank Officer

Managing Director



Visa Corporate Card Application Form (For Cardholder)

To: Banque Pour Le Commerce Exterieur Lao Public

I/We would like to apply for Visa Corporate Card that: Guaranteed by Account Non-Collateral
 Colleteral

Organization/Entity's Abbreviation Name (Max 8 Characters):

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1. Visa Corporate Cardholder Information:

Sex: Male Female; Nationality:.....

Marital Status: Single Married

Name and Surname:

.....

Name and Surname on Card (CAPITAL LETTER, Max 20 Characters):

Credit Card Limits:

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.....USD/Month

Date of Birth:...../...../..... District:..... Province:.....

ID Card Passport Family Book Others.....

Number:.....; Issued Date:.....; Expiry Date:.....; Issued By:.....

Current Address: Village:; District:.....; Province:.....; Tel:.....

Education:; Email:.....

Other BCEL Credit Card No (If any):.....

2. Employment details:

Office: Position:.....

Address:..... Telephone/Mobile:.....

3. Acknowledgement:

I/We confirm that all information stated herein is true and accurate. I/we authorize the Bank to obtain and verify my/our financial information which may be used for the bank's under writing purpose. If there is any information as required by the bank, I/We give consent to BCEL to process without any legal conflict.

Remarks: Term and Conditions will be governed by the Entity's Policy.

Cardholder

Date:...../...../.....

Head of Division/ Center/Branch

Bank Officer

***Required Documents for Individual and Legal Entity to apply for Visa Corporate Card**

- Application Form for Legal Entity; Application form for Cardholder; 2 Copies of Legal Entity’s Agreement and 2 Copies of BCEL Visa Corporate Card Condition of Use.
- A copy of Tax License (Signed and Stamp)
- A copy of Business License
- A copy of ID card, Passport, Family book or other identity documents accepted by BCEL, Employment Certificate, and Earmark Form (In case guaranteed by Fixed Deposit Account, Kids Saving Account and Pension Saving Account)
- Other required documents by BCEL Bank (If any)

***Additional requirements for Foreigner(s):**

- A copy of Passport, Visa or Work permit or other documents according to BCEL Bank’s regulations.

Important Notice:

Expired identity documents will not be accepted. Customer must show original copies of the valid identity documents to Bank officer

- **For Bank Officer**

Please comment in case applicant can not provide any required documents:

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.....

.....

.....

Head of Division/ Center/Branch

Head of Section

Managing Director



VISA Corporate Card Conditions of Use

I. Guidance for VISA Corporate Card Application

Legal Entity can apply for Visa Corporate Card in three types: 1. Collateral Credit Card: bank accounts at other banks, real estate or other kind of assets can be put up as collateral based on terms and conditions set forth by the Bank. 2. Non-Collateral Credit Card: the bank may approve a credit line to a customer based on salary, revenue versus expenses and other considering factors. 3. Credit Card Collateralized by BCEL's bank account(s): The customers may use BCEL's bank accounts, such as Saving account, Fixed deposit account, Current account, Children's saving account and Pension saving account as collateral for Credit Card(s).

Notice: In case the collateral account is USD, the credit limit of card will be approved for 85% of total collateral amount, meanwhile the collateral account is LAK, THB or RMB, credit limit will be approved for 80% of total collateral amount.

II. VISA Corporate Card's Conditions of Use

- The Legal Entity must hold at least one account type at BCEL.
- To enhance own security in card payment, it is crucial for the cardholder to apply electronic products, such as, BCEL One application, SMS Banking, and/or other applicable products in order to track and manage own card transactions.
- The deposit/collateral amount at BCEL, which is used in accordance with the conditions of card issuance, is the guarantee amount only. This money cannot be used to settle the debt on credit card statement.
- The Bank shall send a credit card statement to the organization/entity via registered email(s) once a month (25th onwards) which covers all activities made to credit card within the billing cycle, such as, the purchases, payments, refund, interest, late payment and other relevant fees (if any). A statement also includes the minimum payment due, the payment due date, etc... Cardholder must pay at least the minimum amount or payment due as set out in the statement. Cardholder's liability to the Bank remains even if, for any reason, does not receive periodic statement.
- Timeframe of debt settlement is stated on the credit card statement as specified below:
 - Manual Payment**, a cardholder can pay credit card bill any time on 25th each month onwards but not later than Cash Payment Due date as stated on the statement;
 - AUTO Payment**, a cardholder need to deposit or maintain enough available balance in auto payment account before 12 PM of the Auto Payment Due date;
 - If the debt is settled after the due date, the cardholder shall be liable for the penalty fees and charges subjected to the unsettled debt such as late payment fee (2% of minimum due, min 5 USD), interest charge (16% of the unsettled amount per annum which is calculated from the transaction date until the payment date, min 1 USD). The interest rates charge is subjected to BCEL's regulation.
 - Minimum due for credit card is 10% of the current balance, min 20 USD.
 - In the case of primary card is locked due to a Write-Off or Locked for Debt reason, either supplementary or other co-limit cards (cards linked to same credit limit) shall be locked accordingly.
- Cash withdrawal (Cash advance) from ATM of other banks' networks and from EDC (Either BCEL or other bank's network) and other fees, such as, express issuance, replacement, change payment account or guaranteed account and other related fees that may applied will be charged based on the prescribed fees that BCEL bank has introduced periodically.

Please note: The transaction currency is different from local currency; please refer to the daily exchange rate at BCEL. In case transaction currency is Non-USD, conversion fee will be applied.
- Credit Limits and Fees

Card Type	Credit Limit	Joining Fee (USD)	Annual Fee (USD)
		Principle	Principle
Visa Corporate Card	≤ 50,000 USD	35	55

Description	Visa Corporate Card	
	Domestic	International
Daily purchase limits (USD)	30,000	40,000
Daily purchase counts (Times)	50	60
Purchase limits/transaction/day (USD)	30,000	36,000
Daily cash advance limits (USD)	4,000	4,000
Daily cash advance counts (Times)	20	30
Cash advance limits/transaction/day (USD)	4,000	4,000
Daily online transaction limits/day (USD)	15,000	18,000
Daily purchase counts (Times)	20	30

Please Note: * Fees and Credit limit are subjected to change based on the prescribed fees that BCEL bank has introduced periodically.

- In a case the Cardholder requests for a higher credit limit or other usage limits, the Cardholder has to notify the bank in a written request form for approval.
- The Bank reserves the right to terminate the card(s) prior notice to cardholder and all related fees will not be reimbursed if the Cardholder does not collect the card(s) at a bank **after 30 days** from the card issuance date.
- In terms of contract cancellation : the Cardholder may terminate the card(s) anytime by verbal written notice to the Bank accompanied by the return of the card and full clearance of all the outstanding and give BCEL consent to deduct the amount in any account of the organization/Entity for repayment.
- The collateral amount will remain blocked for 45 days counting from the submission date of the request form. The Bank may postpone a date to release the collateral if any details in a form or support documents is missing or a card is not in the condition to terminate.
 - These Conditions of Use and guidance have been made in 1 page, and 2 original copies with identical content. By signing herein, I, cardholder, have read and understand all the Conditions of Use stated, accept and agree to strictly obey rules and regulations set forth by the Bank.

(The Cardholder shall keep one copy)
Cardholder's Signature

BCEL.CCT.2024 (V.1)

BCEL CARDHOLDER AGREEMENT & DISCLOSURE

Banque Pour Le Commerce Exterieur Lao Public (BCEL), whose principal place of address is at No. 01, Pangkham Road, Xiengyeun Village, Chanthaboury District, Vientiane Capital, Laos. (hereinafter referred to as “**BCEL**”) - **and** -

Mr./Mrs./Miss.....
 (hereinafter referred to as “**Cardholder**”);

WHEREAS at the request of the Cardholder, the Bank has agreed to issue the Card to the Cardholder on terms and conditions set out hereinafter contained.

NOW IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES AS FOLLOWS:

Article 1: Definition

1. “**The Bank**” has its abbreviation as BCEL refers to The Banque Pour Le Commerce Exterieur Lao Public;
2. “**Individual**” means the applicant and the holder of both Principle and supplementary.
3. “**Legal Entity**” means the company who authorized and guaranteed for nominated cardholder of the company using a BCEL Card.
4. “**Cardholder**” means the person who authorized by Individual or Legal Entity to apply and use card (principal or supplementary) under the Bank’s agreement;
5. “**ATM**” is an abbreviation of Automatic Teller Machine, used to withdraw cash or other services through the Card using PIN Code;
6. “**EDC**” is an abbreviation of Electronic Data Capture. Shall mean an electronic device placed at the Merchant, which enables the Merchant to accept Cards for cashless payment authorized by PIN code or Cardholder’s signature.
7. “**BCEL Credit/Debit Card**” is an electronic device issued by BCEL that can be used as cash to access Cardholder’s account to pay for goods and services;
8. “**Statement**” means a document provided by the Bank to the Cardholder showing account information including Credit Limit, Available Credit, Card Activities during Billing Cycle, Minimum Payment Due and Payment Due Date.

Article 2: Purpose

1. The Cardholder applies for BCEL Credit/Debit card shall use the card (as the Type of Card stated in this application) for payment purpose, which is the part of this agreement and is subject to the regulations on the issuance, use, and payment through BCEL cards, and International Card Service Center’s Operating Regulations (Visa, Mastercard, UnionPay and JCB);
2. BCEL agrees to issue BCEL Credit/Debit Card to the cardholder under this agreement.

Article 3: Principal Card and Supplementary Card

1. The Principal Card means the card issued by the bank to the “Principal Cardholder”. The Bank may at the Principal Cardholder requests and at our discretion, issues up to two (02) Supplementary card(s) to the “Supplementary Cardholder(s)” nominated by the Principal Cardholder. The authorized Cardholder (by corporate/company or third-party accounts) shall not entitle to request for any supplementary card.
2. The Credit Limit assigned to the Principal Cardholder is inclusive of the Credit Limit of the Supplementary Cardholder. All transactions incur on both cards shall be shown on monthly statement and send automatically to Cardholder’s email(s) from 25th of each month onwards. The Principal Cardholder shall receive statements of Principal Card and Supplementary Card(s), meanwhile the Supplementary Cardholder receives only statement of his/her own Card. The Cardholder shall not receive a monthly statement if no card activities incur during that time.
3. The Principal Cardholder is liable for all transactions incur on a monthly statement and should pay the minimum payment due or full outstanding debt on or before the due date. The Principal Cardholder shall responsible for paying all charges incurred by Supplementary Card(s).
4. The Principal Cardholder may request in a written document at the Bank to terminate the Supplementary Card. The validity of the Supplementary Card is dependent on the validity of the Principal Card. The termination of the Principal Card shall terminate the Supplementary Card.
5. Notwithstanding the above, the Principal Cardholder and the Supplementary Cardholder must comply with this agreement and the regulations on the issuance, use, and payment through BCEL cards and International Card Service Center’s Operating Regulations (Visa, Mastercard, UnionPay and JCB and etc.).

Article 4: Interests, fees and Card transactions

1. The Cardholder shall make a minimum repayment-due or an entire outstanding debt by the due-date stated on monthly statement to avoid late payment fee or interest which may occur. Missing the repayment may result in mentioned fees and interest which are acknowledged and have a full liability by the Cardholder until the outstanding balance is Zero.
2. In the case of Cardholder pays less than the minimum payment due, the interest and late payment fee charges will be included in next billing statement. The unpaid balance will be charged interest beginning on the transaction date and will continue to be charged until the outstanding debt is paid in full, which The Cardholder has to repay all the outstanding debts including interest based on the regulations set forth by the Bank.

3. The Credit Card’s monthly statement shall be sent by the Bank via email meanwhile the account statement for Debit Card can request in written document and collect at the Bank (all branches). The virtual statement is also available to view via BCEL One application.
4. The Cardholder is liable for the interest, late payment and other applicable fees arising from non-payment or payment less than the minimum payment due of Credit Card.
5. The cardholder is liable for the fees arising from cash advance or withdrawal transactions from other ATMs network.

Article 5: Outstanding Repayment (Debt Settlement)

1. Payment shall include all transactions, such as, annual fees, interests, late payment fee, cash advance/withdrawal fee, cash advance/withdrawal transactions from other ATMs network, services and goods purchasing transactions, and follow chronological order of transaction when updating the Bank Card Management System.
2. Transactions completed by PIN entering or transactions either with or without the Cardholder’s signature shall be evidence that the Cardholder conducted or genuinely authorized on such cash withdrawal or goods and services purchasing transaction. The Cardholder shall be liable to settles all debts and charges on the card.
3. In the case of Cardholder makes the reservation for accommodation or book the flight/bus tickets but cannot travel or fails to cancel the booking on time, the merchants shall have the right to charge the Cardholder all related service fees under the merchant’s contract and agreement.
4. The Bank shall send the monthly statement from 25th of each month onwards. The Cardholder shall have responsibility to check email periodically and should pay the minimum payment due or full outstanding debt on or before the due date. Cardholder’s liability to the Bank remains even if, for any reason, does not receive periodic statement.
5. For Automatic Payment option of the Credit Card, the Cardholder should deposit money before 12 PM or maintain enough available balance in automated account of the Auto Payment Due Date.
6. In the case of Cardholder unsure or find unauthorized transactions, the Cardholder shall contact the Bank within 7 days after received the statement. The Cardholder may request for more information about the charges, which may escalate to chargeback. The Bank may require the Cardholder to submit a dispute resolution form along with a dispute fee. If such claim is not made within the time limit, the Cardholder will be taken to have agreed to pay for all transactions in the Statement without reservation.

Article 6: Rights and Responsibilities of the Cardholder

1. The Cardholder shall have the right to use the Card to pay for goods and services or withdraw cash from ATMs and cash outlets upon this agreement.
2. In order to pay for Credit Card’s outstanding debt shown on monthly statement, the Cardholder may either apply for **Manual Payment** (Paid by cash at counter or via BCEL One app, anytime) or **Auto Payment** (Auto debit from BCEL account on Auto Payment Date).
3. The Cardholder shall have the right to collect the Card by oneself or assign a person in written document to collect the card on the authority of Cardholder. In the case of the Cardholder requests the Bank to send the card by post, the Cardholder is responsible to pay a postal company all shipment fees. The card will be activated once the Cardholder notices the Bank by phone or email after receiving a card.
4. The Cardholder shall be obliged to sign on the signature panel at the back of the card. The Merchants shall ask the Cardholder to sign on the sale slip when purchases goods or services, or cash advance by Point-Of-Sale (POS)/EDC machine. This requirement does not include mail order/telephone order (MOTO) and E-commerce transactions.
5. The Cardholder shall have responsibility to keep information of card confidentially. The card’s PIN shall not be disclosed to others either directly or indirectly. The Cardholder shall aware of a potential risk relating with the card’s transactions. The Cardholder is responsible for every successful transactions arising on the card with or without an authorization. The Cardholder must comply with the regulations on the issuance, use, and payment of BCEL, and International Card Service Centers (VISA, Mastercard, UnionPay and JCB, etc.), and Laws of the Lao PDR.
6. In order to enhance own security, it is crucial for the Cardholder to apply electronic services, such as, BCEL One application, SMS Banking and/or other applicable services in order to track and manage own card transactions.

Restrictions: Transferring card possession or disclosure the card’s PIN is prohibited.

Article 7: Rights and Responsibilities of the Bank

1. Right and Responsibilities:
 - The Bank shall have the right to debit all outstanding debt from the collateral amount or other assets or all accounts of the Cardholder without Cardholder’s approval and/or signature if the Cardholder fails to make a Minimum Payment Due for over 90 days.
 - In the case of Cardholder does not collect the card at the Bank after 30 days from the card issuance date, the Bank shall have the right to terminate the card and all related fees will not be reimbursed.
 - The Bank shall have the right to lock or terminate the card without prior notice to keep the rights and benefits of the Bank or the Cardholder.
 - The Bank shall comply with all regulations on the issuance of card, conditions of use, to ensure the rights of the Cardholder under this Agreement and to keep confidential information of the

Cardholder.

2. The Exclusion of Liability:
 - The Bank will not be liable for a failure of the management, communication system or other reasons beyond the management capacity of the Bank.
 - The Bank will not be liable for all cases of negative impacts on the integrity, reputation, trustworthy of the Cardholder as a result of the recall or request for card termination;
 - The Bank will not be liable for the transportation of the goods, quality of the goods or services that purchasing through the Card. Whether the Cardholder received such goods or services or not, the Bank has the right to deduct money from the account once the transactions have settled in the Banking system.
 - The Bank will not be liable for any loss caused to the Cardholder by any Merchant or Cash Outlet. The Cardholder should handle any claim against or dispute with Merchants directly. If such claim or dispute arises, the Cardholder may not withhold any payment to the Bank under this terms and conditions.

Article 8: Replacement, Re-Issuance and Termination of Card

1. In case of card lost/stolen, or discover of a suspected fraud, the Cardholder may request a card replacement and shall pay the replacement fee set forth by the Bank.
2. The card’s expiry date is indicated on the card (month/year) and valid till the last day of the month. The Bank shall notify the Cardholder via pop-up message on BCEL One three months prior to the expiry date. The Cardholder shall approach the Bank or inform in written document to renew the card no later than 20th of the expiry month accompanied by the return of the old card. **Please note:** Expired card will be terminated by system within 45 days from the expiry date.
3. The annual fee of card shall be billed as a one-time charge during the same month each year and can post on statement anytime. Cardholder’s liability to the Bank remains unchanged if the card’s status expired but not yet closed. The system shall stop calculate the annual fee, interest and other fees if any, once the card has been completely terminated.
4. In the case of card termination either by the request of the Cardholder or by the Bank, the Cardholder’s responsibility hereunder shall remain in full force and effect until all cards have been cancelled and all outstanding debt have paid in full by within 3 months after the statement posted.
5. The Bank shall have the right to block or terminate the card in following conditions:
 - In the case of Cardholder fails to pay the Minimum Payment Due after ninety (90) days from the Payment Due Date.
 - In the case of Cardholder has breached the Bank’s regulations on the conditions of use set forth by the Bank or violated State Laws related to the use of the card; for instance, an incident related to fraudulent and/or risk management.
 - The Bank may revoke the card at any time by sending a written notice of revocation directly to the Cardholder;
6. In the case of card lost, stolen or disclosure of the Card’s PIN, the Cardholder shall immediately lock the card via BCEL One or contact Call Center service 1555 either approach the Bank by quickest possible means to request for a card replacement in written document along with replacement fee and return of old card (if any).
7. In the case of Cardholder requests to terminate the card, for any reasons, all related fees will not be reimbursed. **Please note:** Fee will be applied in the case of card termination without card return to the Bank.

Article 9: Amendments to Agreement

1. The Bank may at any time amend the terms and conditions of this Agreement (including by adding new terms or removing or substituting any existing terms). The Cardholder may visit the Bank’s Website to ensure of all propose changes as the amended terms and conditions will supersede all previous agreements.
2. If the Cardholder does not agree to any such amendments, the Cardholder must immediately approach the Bank to cease use of the card. If the Cardholder do not do so or use the card on or after the date on which the changes are expressed to take effect, the Cardholder will be deemed to have accepted such changes.

Article 10: Governing Law related to Dispute Resolution

1. This agreement is governed by the Laws of the Lao PDR and the regulations on the issuance, conditions of use, and payment through international Credit Cards.
2. If there is any arisen dispute, both parties shall mutually resolve the disputes by negotiation or mediation. In the case of both parties could not reach an agreement, each party shall have the rights to bring a legal action by the court of the Lao PDR.

Article 11: Cardholder Enforcement

8. This Agreement has 2 pages, and made into two original copies with identical content. The parties to this Agreement have reviewed and agreed that it meets their objectives, and agreed to sign the Agreement as an evidence for its execution. This agreement shall come to force from the date of signing.

Banque Pour Le Commerce Exterieur Lao Public

Cardholder