



## BOC Commercial Card Transaction Service Amendment Form

To: **BOC Credit Card (International) Limited (the "Card Company")**

Customer Services Hotline: (852) 2853 8828

- Note:
- Below service is only applicable to existing account of BOC Commercial Cardholder, while new card applicants should apply the service upon card approval.
  - All service amendment will be applied to all commercial card(s) listed in this form. Please submit separate service amendment form if different service setup is needed.
  - Please complete the form and return the original copy to any branch of BOC(HK), Nanyang Commercial Bank or Chi Yu Banking Corporation Ltd. of your corporate bank account. or by mail to: 20/F BOC Credit Card Centre, 68 Connaught Road West, Sheung Wan, Hong Kong (Please do not send this form by fax or by email). Your request will be completed within 3 working days upon receipt of this form.

<b>Part A) Company Account and Commercial Card Information</b> (please use English <b>BLOCK LETTERS</b> )	
Company Name ("Applicant"): _____ Name of Contact Person: _____	
Company Account No./ Business Registration Certificate No.: _____ Contact Tel No.: _____	
<b>Transaction Service Amendment will be applied to the Commercial Card(s) below:</b>	
Credit Card No.: _____ - _____ - _____ - _____	Cardholder's Name: _____
Credit Card No.: _____ - _____ - _____ - _____	Cardholder's Name: _____
<b>Part B) Transaction Service Selection and Instruction</b> (Please "✓" in the appropriate box)	
<b>1. Cash Advance Setting</b>	<input type="checkbox"/> Allow (new card is defaulted as "Allow") <span style="margin-left: 100px;"><input type="checkbox"/> Not Allow/ Terminate</span>
<b>2. Credit Card Gift Point Reward Setting</b>	<input type="checkbox"/> Allow (new card is defaulted as "Allow") <span style="margin-left: 100px;"><input type="checkbox"/> Not Allow/ Terminate</span>
<b>3. Transaction Limit Setting</b> (only applicable to BOC <u>Visa/ Mastercard</u> Commercial Card)	<input type="checkbox"/> Each transaction amount should not exceed HK\$ _____ only <input type="checkbox"/> Cancel/ Terminate the Limitation
<b>4. Transaction Category Setting</b> (only applicable to BOC <u>Visa/ Mastercard</u> Commercial Card)	<input type="checkbox"/> Add below designated Merchant Category* and <b>Retain</b> previous Merchant Category setup <input type="checkbox"/> Restrict below designated Merchant Category* and <b>Replace</b> previous Merchant Category setup <input type="checkbox"/> Cancel/ Terminate all restriction (no restriction of Merchant Category on new card)
<b>Merchant Category Selection:</b> (*Please call our Customer Services Hotline for details of Merchant Category)	
<input type="checkbox"/> 01 Airlines, Hotels, Travel Agencies	<input type="checkbox"/> 02 Automobile & Fuel, Repair & Maintenance, Car Rental
<input type="checkbox"/> 03 Business Services (e.g. Advertising, Public Relations, Recruitment, Accounting, Legal Services)	<input type="checkbox"/> 04 Business Supplies (e.g. Office Equipment, Facilities)
<input type="checkbox"/> 05 Building & Contractors	<input type="checkbox"/> 06 Clothing & Accessory, Beauty & Personal Care Services
<input type="checkbox"/> 07 Department Stores, Supermarkets, Convenience Stores, Food & Beverage Stores	<input type="checkbox"/> 08 Dining & Catering Services
<input type="checkbox"/> 09 Electronics & Electrical Appliance	<input type="checkbox"/> 10 Entertainment & Recreation
<input type="checkbox"/> 11 Housing & Home Furnishings	<input type="checkbox"/> 12 Jewelry & Watch
<input type="checkbox"/> 13 Medical, Dental, Optical	<input type="checkbox"/> 14 Telecommunication Services, Utilities & Government Services, Insurance
<input type="checkbox"/> 15 Transportation	
<b>Part C) Signature of Authorized Officer of Applicant</b>	
I/We have read and agreed the Terms and Conditions of Commercial Card Transaction Service Setting , and authorize(s) the Card Company to amend above transaction service.	
Signature of Authorized Officer of Applicant^ (Please do not amend/ alter): _____	
^Signature(s) must correspond with signature(s) on the Application Form and/or Board Resolution signed by Authorized Officer(s).	
For the company use: <u>SV</u> <u>I</u> <u>C</u>	

## **Terms and Conditions of Commercial Card Transaction Service Setting**

### **General Terms and Conditions:**

1. Commercial Card transaction service setting includes transaction category setting, transaction limit setting, cash advance setting and credit card gift point reward setting. Commercial Card transaction service setting is applicable to the designated Commercial Cards issued by BOC Credit Card (International) Ltd. (the "Card Company") in Hong Kong. All of the aforesaid Commercial Card transaction service settings are applicable to BOC Visa Commercial Card, BOC Mastercard Commercial Card and BOC Elite Mastercard Platinum Commercial Card. While BOC Dual Currency Commercial Card is only applicable to cash advance setting and credit card gift point reward setting.
2. Applicant of Commercial Card transaction service setting ("Applicant") hereby authorizes the Card Company to perform transaction service setting for the Cardholder's ("Cardholder") commercial card account based on the instruction stated on the BOC Commercial Card Transaction Service Amendment Form (Transaction Service Amendment Form). Applicant shall inform individual Cardholder for the transaction service setting arrangement.
3. The Card Company will perform transaction service setting based on the instruction stated on the Transaction Service Amendment Form. For subsequent transaction service setting update requested by Applicant, the Card Company will update the setting of the individual service based on the instruction stated on the Transaction Service Amendment Form.
4. Under no circumstances will the Card Company be liable for any direct or indirect damages, liabilities, costs, compensation and other losses arising from the transaction service setting, or in connection with any unsuccessful transaction and service delay.
5. The Card Company reserves the right to change or reject the transaction service setting request or amend the terms and conditions at its sole discretion without prior notice. All matters and disputes are subject to the final decision of the Card Company.
6. Each provision of these Terms and Conditions is severable from the others. If at any time any provision is or becomes illegal, invalid or unenforceable in any respect under Hong Kong law or the laws of any other jurisdiction, the legality, validity or enforceability of the remaining provisions shall not be affected in any way.
7. By using the Commercial Card Transaction Service Setting, Applicant and/or Cardholder shall be deemed to have acknowledged and accepted these Terms and Conditions. The Commercial Card Transaction Service Setting is subject to the User Agreement governing the use of the Card (the "User Agreement"). Observance or violation of these Terms and Conditions shall not in any way reduce or discharge the liability of Applicant and/or Cardholder for payment of any charge arising as a result thereof. Applicant and/or Cardholder shall observe and at all times comply and continue to comply with the respective terms and conditions stipulated by the Card Company for the provision of other credit card services or facilities provided or to be provided by the Card Company.
8. The Applicant and Cardholder(s) are not allowed to assign or transfer any of their rights or obligations under these Terms and Conditions to any other person without the Card Company's prior written consent. The Card Company may assign or transfer all or any of its rights and obligations under these Terms and Conditions to any member of the Card Company's group company without the prior written consent of the Applicant and Cardholder(s).
9. These Terms and Conditions shall be governed by and construed in accordance with Hong Kong law.
10. Should there is any conflict or inconsistency between the Chinese and English versions of this document, the English version shall prevail.

### **Transaction category setting:**

11. Transaction category setting is only applicable to BOC Visa Commercial Card, BOC Mastercard Commercial Card and BOC Elite Mastercard Platinum Commercial Card.
12. If Applicant restricts Cardholder only applicable for performing transaction under designated transaction categories, transaction made out of these designated categories will be rejected.
13. If Applicant does not restrict Cardholder from the designated transaction categories to be performed, Cardholder can perform transaction with the Card as usual.
14. The Card Company reserves the final rights for defining merchant category code(s) of designated transaction categories, and subject to increase, reduce or amend the applicable merchant category code(s) of such transaction categories.
15. Credit card associations (e.g. Visa, Mastercard) may increase, reduce or amend the applicable merchant category code(s) from time to time. If Cardholder fails to perform transaction(s) as a result of merchant category code(s) amendment, the Card Company will not be liable for any losses caused to Applicant or Cardholder.
16. The Card Company reserves the right of final decision in case of any disputes for the definition of transaction categories and merchant category code(s).

### **Transaction limit setting:**

17. Transaction limit setting is only applicable to BOC Visa Commercial Card, BOC Mastercard Commercial Card and BOC Elite Mastercard Platinum Commercial Card.
18. Upon successful setting of transaction limit, each transaction performed with the Card cannot exceed such transaction limit or the available credit limit (whichever is lower). If Applicant does not set any transaction limit for Cardholder, Cardholder can perform transaction within the available credit limit as usual.

### **Cash advance setting:**

19. If Applicant restricts Cardholder from performing cash advance transaction, Cardholder cannot perform the following transaction(s), including but not limited to cash withdrawal from ATM and bank branches, "Cash Installment" Plan, "Cash Before Card" Service, online bill payment via BOC Credit Card for those bills listed under the merchant category of "Banking or Credit Card Services", "Securities Broker", "Credit Services" and under the bill type of "Policy Loan Repayment".

### **Credit card gift point reward setting:**

20. If Applicant restricts Cardholder from earning credit card gift point reward, Cardholder will not be entitled to credit card gift point reward. The relevant credit card gift point reward will be suspended and cannot be transferred to Applicant's Commercial Card account or other credit card account(s).