

**Industrial and Commercial Bank of China (Asia) Limited  
Credit Card Cardholder Master Agreement (Company)  
- UnionPay Dual Currency Corporate Credit Card**

**IMPORTANT:**

PLEASE READ THIS CARDHOLDER AGREEMENT THOROUGHLY BEFORE USING OR SIGNING A CARD OR USING ANY OF THE SERVICES. BY USING OR SIGNING OR RETAINING A CARD OR USING ANY OF OUR SERVICES, YOU WILL BE DEEMED TO HAVE ACCEPTED ALL THE TERMS AND CONDITIONS CONTAINED IN THIS AGREEMENT AND WILL BE BOUND BY THEM. YOUR USE OF THE CARD WILL BE GOVERNED BY THIS AGREEMENT. IF YOU DO NOT WISH TO BE BOUND BY THIS AGREEMENT, CUT YOUR CARD IN HALF AND RETURN THE PIECES TO US. UNLESS YOU DO SO, WE WILL ASSUME THAT YOU HAVE ACCEPTED THIS AGREEMENT.

**1. Definitions**

In this Agreement, defined terms in each Cardholder Agreement (Cardholder) shall have the same meaning when used in this Agreement, unless expressly provided otherwise. The following words shall have the following meanings, unless the context otherwise requires.

- (a) "Authorised Officer" means a person authorised by the Company from time to time to request the issue of Cards on behalf of the Company;
- (b) "Bank" means ICBC (Asia);
- (c) "Bank Group Company" has the meaning given to it in the Data Notice;
- (d) "Card" means any valid corporate credit card comprising a Hong Kong Dollar Card Account, whether "platinum", "gold" or "classic which bears the mark of an international card association in accordance with its By-laws and Rules and issued by the Bank at the request and in the name of the Company and the person named thereon for use in connection with the Card facilities made available by the Bank pursuant to this Agreement and the Cardholder Agreement (Cardholder);
- (e) "Card Account" means either the Hong Kong Dollar Card Account or the Renminbi Card Account, opened and maintained by the Bank and issued in the joint names of the Company and the Cardholder for the purposes of recording debits and credits in respect of usage of a Card by a Cardholder under a Cardholder Agreement (Cardholder);
- (f) "Cardholder" means a Person (other than the Company) in whose name a Card has been issued by the Bank and whose name appears on a Card and his personal representatives and lawful successors;
- (g) "Card Transaction" means any purchase of goods and/or services or any transfer or cash advances effected by the use of the Card;
- (h) "Charge" means any amount which the Bank debits to the Master Account as shown on the Statement;

- (i) "Company" means the company at whose request a Card has been issued, and in whose name, the Master Account has been opened and is maintained;
- (j) "Cardholder Agreement (Cardholder)" means an agreement between the Company, a Cardholder and the Bank setting out the terms and conditions of the usage of a Card by such Cardholder;
- (k) "Credit Reference Agencies" means any data user who carries on a business of providing credit reference service, whether or not that business is the sole or principal activity of that data user;
- (l) "Data" shall be as defined in the Personal Data (Privacy) Ordinance (Cap. 486) of the Laws of Hong Kong and any codes of practice issued pursuant to this Ordinance;
- (m) "Data Notice" means the Bank's "Circular to Customers and Other Individuals relating to the Personal Data (Privacy) Ordinance" from time to time revised and circulated to customers;
- (n) "Fee Schedule" means the schedule setting out the annual fees, cash advance handling fee, late charge, interest and other fees and charges from time to time in force and applicable to the Card;
- (o) "Hong Kong" means the Hong Kong Special Administrative Region of the People's Republic of China;
- (p) "Hong Kong Dollars" means the lawful currency for the time being of Hong Kong;
- (q) "Hong Kong Dollar Card Account" means an account in Hong Kong Dollars opened and maintained by the Bank for the purposes of recording debits and credits in respect of usage of the Cards under this Agreement;
- (r) "ICBC" means Industrial and Commercial Bank of China Limited, its successors and assigns;
- (s) "ICBC (Asia)" means Industrial and Commercial Bank of China (Asia) Limited, its successors and assigns;
- (t) "Mainland China" means the People's Republic of China but excluding Hong Kong and Macau;
- (u) "Master Account" means an account comprising both the Hong Kong Dollar Card Account and the Renminbi Card Account opened and maintained by the Bank and in the name of the Company for the purposes of recording debits and credits in respect of usage of the Cards by all Cardholders;
- (v) "Minimum Payment" means the amount of minimum payment as stated in the Fee Schedule;
- (w) "Payment Due Date" means the date on which the debit balance of the Card Account for any month owed by the Cardholder and/or the Company is payable as specified in the relevant Statement;
- (x) "Person" means any individual, firm, company or other legal or natural person whatsoever;
- (y) "Personal Data" shall be as defined in the Personal Data (Privacy) Ordinance (Cap. 486) of the Laws of Hong Kong and any codes of practice issued pursuant to this Ordinance;
- (z) "PIN" means the personal identification number for the time being supplied by the Bank enabling a Cardholder to identify himself when using a Card;
- (aa) "Renminbi" means the lawful currency for the time being of the People's Republic of China;

- (bb) "Renminbi Card Account" means an account in Renminbi opened with the Bank for the purposes of recording debits and credits in respect of usage of the Cards under this Agreement.
- (cc) "Statement" means a monthly statement of account sent by the Bank to the Company setting out the amount then due to the Bank in respect of the Master Account.
- (dd) "UnionPay QuickPass" means UnionPay's contactless payment application facility which may be incorporated into a Card by the Bank pursuant to Clause 16.3 below;

Headings are for convenience only and do not affect interpretation. Words denoting the singular shall include the plural, and words denoting one gender shall include all genders.

## 2. Application of This Agreement

- 2.1 The terms and conditions of each Card Account shall be deemed incorporated into this Agreement mutatis mutandis as if separately set out herein, save that references to the "Card" shall include any or all Cards and a "Cardholder" includes any or all Cardholders, unless expressly provided to the otherwise.
- 2.2 All facilities made available by the Bank to the Company in respect of the Cards, the Card Accounts and the Master Account are subject to the terms and conditions of this Agreement from time to time in force and any other applicable terms and conditions.
- 2.3 This Agreement shall be binding on each successor, personal representative and person lawfully acting on behalf of the Company.

## 3. Credit Card Application

- 3.1 Any application for the issue of a Card and the opening of a Card Account shall be approved by the Company and must be countersigned by an Authorised Officer.
- 3.2 The Company shall act through the Authorised Person only.
- 3.3 The Card is property of the Bank. The Card is not transferable and must be surrendered to the Bank immediately upon the Bank's request.

## 4. Credit Limit

- 4.1 The credit limit of the Card Account and the Renminbi Card Account will be subject to a credit limit determined by the Bank, at its respective sole discretion and notified to the Company and the Cardholder(s). Such credit limit may be varied by the Bank (as the case may be) at its respective sole and absolute discretion without prior notice to or consent of any Cardholder(s).
- 4.2 The Company may apply for a review of the assigned credit limit for the Card Account at any time but neither Bank shall not be obliged to approve the application.
- 4.3 The Bank may at its sole discretion (but shall not be obliged to) permit Card Transactions to be effected in excess of the credit limit for the applicable Card Account, and the Cardholder and the Company shall be jointly and severally liable for such transaction in accordance with the terms of this Agreement.

## 5. Use of the Card

- 5.1 The Card may be used in respect of the Hong Kong Dollar Card Account at any branch of the Bank and other financial institutions and merchants (including any Card Transactions

within Mainland China which have been converted from Renminbi into Hong Kong Dollars) which accept such Card for effecting purchases of goods and services, drawing of cash advances (if applicable), payment of the Cardholder's outstanding accounts with any other bank or credit card issuer in Hong Kong other than the Bank by way of credit card facilities or services as the Bank may from time to time provide or arrange.

- 5.2 The Card may be used in respect of the Renminbi Card Account at specified Mainland China branches of ICBC, and other financial institutions and merchants using a Renminbi clearing system/UnionPay (within Mainland China only) which accept such Card for effecting purchases of goods and services, drawing of cash advances, payment of a Cardholder's outstanding Renminbi Account with any other bank or credit card issuer in Mainland China other than the Bank by way of credit facilities or services as the Bank may from time to time provide or arrange.
- 5.3 If applicable, the Card may also be used to access the Cardholder's bank account with the Bank, and such Cardholder agrees that such service shall be subject to any relevant terms and conditions of the Bank from time to time in effect in addition to the terms and conditions under this Agreement. The Cardholder is advised to read through such terms and conditions of the Bank before proceeding to use such service.
- 5.4 Each Cardholder shall use the Card, and the Company shall ensure that each Cardholder uses a Card:
  - (a) so that the credit limit for each Card Account (including but not limited to any cash advance limit) from time to time notified by the Bank to the Cardholder and/or the Company as applicable to the Card Account is not exceeded; and
  - (b) within the expiry date embossed on the Card.
- 5.5 The Cardholder's right to use the Card shall be suspended:
  - (a) if the Card is lost or stolen; or
  - (b) if any Bank is informed by the Cardholder that the PIN is or may be known to any other Person.
- 5.6 The Company may request that renewal and/or replacement Cards be issued to each Cardholder following expiry, loss or theft unless and until the Bank is notified by the Company to the contrary. Neither Bank shall be under an obligation to issue a renewal or replacement card and, if any renewal and/or replacement card is issued, the Bank shall be entitled to charge the relevant fee.
- 5.7
  - (a) The Bank may, at any time in its sole discretion and without giving any reasons, terminate any right of any Cardholder to use his Card to access his bank account with the Bank.
  - (b) The Bank shall notify the Cardholder in writing of such termination referred to in Clause 5.7(a), and such Cardholder shall then return such Card, duly cut in two or otherwise defaced, to the Bank. Until such Card is returned to the Bank, and a replacement Card is issued in accordance with Clause 5.7(c) below, the right to use his Card by such Cardholder shall be suspended.
  - (c) If the Cardholder has returned such Card in accordance with Clause 5.7(b) above, the Bank shall issue to such Cardholder a replacement Card, which shall no longer enable such Cardholder to access his bank account with the Bank.

5.8 The Card is not transferable and the Cardholder shall not permit the Card to be used by any other person.

5.9 Each Cardholder undertakes to act in good faith at all times in relation to all dealings with the Card and the Bank.

5.10 A Cardholder shall not use the Card or the Card Account for any illegal purposes. The Bank is entitled, in its sole and absolute discretion, to refuse to act on or give effect to any Card Transaction instruction if the Bank has reason to believe that such instruction is given in connection with any illegal transaction. The Bank reserves the right to reverse or cancel any Card Transaction which it suspects or has reason to believe is for the purpose of or otherwise related to any illegal transaction.

## 6. Cardholder and Company Information

6.1 The Cardholder and the Company shall promptly notify the Bank in writing of any changes of business, registered office, correspondence address or, as the case may be, residential address, employment, work place address, email address, or telephone number, and of any change in personal or financial circumstances which might be material to the Bank in permitting the use or the continued use of the Card.

6.2 Each Cardholder agrees to any Bank recording the telephone conversations or any verbal communication between the Cardholder and the Bank.

## 7. Charges

7.1 The Master Account may be debited by the Bank for the outstanding amount of each Card Account.

7.2 The Bank may at its sole discretion (but shall not be obliged to) require the Company and/or the Cardholder to which the Charges relate to promptly pay the Charges on or before the Payment Due Date or otherwise upon demand by the Bank. Without prejudice to the Bank's rights against a Cardholder, until such requirement or demand the Company shall make full payment of the Charges on or before the Payment Due Date.

7.3 The Company and a Cardholder to which such Charges relate shall be jointly and severally liable for the use of such Cardholder's Card and shall be jointly and severally liable for the total amount of Charges due to the Bank in respect of that Cardholder's Card Account.

7.4 The Cardholder's failure to sign any sales or cash advance voucher will not relieve the Cardholder and/or the Company from liability to the Bank in respect thereof.

7.5 Charges incurred in or converted into Hong Kong Dollars will be posted into the Hong Kong Dollar Card Account and Charges incurred in Renminbi (and not otherwise converted into any other currency) will be posted into the Renminbi Card Account.

7.6 Charges in any currency other than Hong Kong Dollars and Renminbi will be converted into Hong Kong Dollars at the prevailing exchange rate determined by the Bank (in consultation with, if applicable, any relevant international card associations) on the day of conversion and debited to the Card Account in Hong Kong Dollars.

## 8. Fees and Expenses

8.1 The Bank may debit to the Master Account the fees, charges and expenses incurred by a Cardholder in relation to his use of the Card according to the relevant Cardholder Agreement (Cardholder). The fees, charges and interests of the Bank are subject to the Fee Schedule.

## 9. Payment

9.1 Subject to Clause 9.2 below, payments to the Master Account - Hong Kong Dollar Card Account or Cardholder's Hong Kong Dollar Card Account shall be in Hong Kong Dollars and payments to the Master Account - Renminbi Card Account or Cardholder's Renminbi Card Account shall be in Renminbi.

9.2 Master Account - Renminbi Card Account and Cardholder's Renminbi Card Account payments:

(a) Charges shall be settled in Renminbi at any branches of the Bank in Hong Kong or by other means as advised by the Bank from time to time.

(b) The Bank may (exceptionally but without any obligation) accept Hong Kong Dollars or other foreign currencies acceptable to the Bank for payments.

(c) In the event of payment in accordance with clause 9.2(b) above, Hong Kong Dollars or foreign currencies will be converted to Renminbi at the exchange rate quoted by the Bank on the day of conversion.

(d) If the amount of Renminbi after conversion from Hong Kong Dollars or other foreign currencies does not cover the total Renminbi outstanding amount in the Renminbi Card Account, the Company and the Cardholder to which such amount in Renminbi relate shall remain jointly and severally liable for any difference caused by such currency conversion.

9.3 Master Account - Hong Kong Dollar Card Account and Hong Kong Dollar Card Account payments:

(a) Charges in the Hong Kong Dollar Card Account (which shall include for the avoidance of doubt any Card Transactions within Mainland China which have been converted from Renminbi into Hong Kong Dollars) shall be settled in Hong Kong Dollars at any branches of the Bank in Hong Kong or by other means as advised by the Bank from time to time.

(b) The Bank may (exceptionally but without any obligation) accept other foreign currencies acceptable to the Bank for payments to the Hong Kong Dollar Card Account.

(c) In the event of payment in accordance with clause 9.3(b) above, the foreign currencies will be converted into Hong Kong Dollars at the exchange rate quoted by the Bank as applicable on the date of conversion.

(d) If the amount of Hong Kong Dollars, after the conversion of the foreign currency, does not cover the total Hong Kong Dollars outstanding amount in the Hong Kong Dollar Card Account, the Cardholder and the Company to which such amount in Hong Kong Dollars relate shall remain jointly and severally liable for any difference caused by such exchange conversion.

9.4 All payments:-

(a) shall be deemed not to have been made until such time as the relevant funds have been received in cleared and available funds by the Bank;

(b) shall be payable without any deduction or withholding on account of any other amount whatsoever whether by way of set-off, counterclaim or otherwise, and notwithstanding any legal limitation, disability or incapacity of any Person.

(c) All payments made to the Card Account shall be applied to repay the Statement Balance in descending order according to the applicable interest rate or in

such other way as the Bank (to which such payments relate) thinks fit.

9.5 All payments into or credits made to the Master Account will be applied by the Bank in accordance with Clause 9.4, and if the payment is in excess of the outstanding balance of the Charges in respect of the Master Account, such excess will be applied to fund future Card Transactions or Charges as and when they are debited to such Master Account. Any credit balance in the Master Account shall not, in any case, bear interest.

9.6 If the Company is required by any applicable laws or regulations to make any deduction or withholding from any sum payable by the Company to the Bank hereunder, then the liability in respect of that deduction or withholding shall be the liability of the Company such that after the making of such deduction or withholding the net payment shall be equal to the amount which the Bank would have received had no such deduction or withholding been made. It shall be the sole responsibility of the Company to effect payment of such deduction or withholding to the relevant authority within the applicable time limit and the Company shall indemnify such Bank for all consequences of the Company's failure to do so.

## 10. Records

10.1 Subject to Clauses 10.3 and 10.4 below, the Bank's record of the amount of any Charge, howsoever incurred shall, whether or not authorised by the Cardholder, in the absence of manifest error, negligence or fraud, be final and binding on the Cardholder and the Company, and the Bank's record of the amount of any Charge incurred using a PIN, over the internet, or by means of an automated teller machine, point of sale terminal (including UnionPay QuickPass transaction terminal), other computer terminal or any telecommunication devices shall be binding on the Cardholder and the Company.

10.2 If a Card Transaction does not originate from a sales draft, the Bank shall be entitled to debit the amount of such Card Transaction to the Card Account as if it had been submitted to the Bank in writing and signed, and the Company and each Cardholder hereby authorise the Bank to do so.

10.3 The Company and the Cardholder must examine each Statement and must notify the Bank in writing within 60 days from the issue date of such Statement of any unauthorised Charges arising from whatever cause, including forgery, fraud, lack of authority or negligence of the Company, the Cardholder or any other Person. After such period, the Statement will be deemed to be correct and conclusive evidence of the balance upon the applicable Card Account. No claim to the contrary by the Cardholder or the Company shall be admissible against the Bank unless any such unauthorised Charge arose from any of the following:

(a) any unauthorized transactions arising from forgery or fraud by any third party including any employee, agent or servant of the Company (other than the Cardholder) and in relation to which the Bank has failed to exercise reasonable care and skill;

(b) unauthorized transactions arising from forgery or fraud by any employee, agent or servant of the Bank; or

(c) other unauthorized transactions arising from the default or negligence on the part of the Bank or any of its employees, agents or servants.

10.4 Where the Cardholder or the Company reports an unauthorised transaction before the Payment Due Date, the Cardholder or the Company may give a written request to the Bank to withhold

the obligation to make payment of the disputed amount during the investigation period by the Bank and requesting that any finance charges be suspended in respect of the disputed amount while it is under investigation by the Bank. If, however, the report made by the Cardholder or the Company is subsequently proved to be unfounded, the Bank reserves the right to re-impose the finance charges on the disputed amount over the whole period, including the investigation period. The duration of any investigation period shall be at the sole discretion of the Bank to which such unauthorized transaction relates (but shall be no longer than 90 days except in circumstances which are beyond control of such Bank) and the Cardholder and the Company shall follow the instructions of such Bank and fully cooperate with such Bank in relation to any such investigation concerning the disputed amount.

## 11. Rights of the Bank

11.1 Nothing in this Agreement shall affect the Bank's right of set-off, transfer and application of monies at law or pursuant to any other agreement from time to time subsisting between the Bank and any Person.

11.2 Any credit to be given in respect of Charges will be applied by the Bank to the applicable Master Account or Card Account only after deduction of any costs (including but not limited to collection and remittance costs), if any, so incurred to such Bank for applying the credit.

11.3 The Bank is entitled (but not legally obliged):-

- (a) to give effect to any instruction given by any Person to effect payment of sums due under this Agreement from another account with the Bank;
- (b) to set-off or transfer, at any time and without prior notice, any monies of whatever description standing in the books of the Bank to the credit of the Company whether held singly or jointly with others and whether in Hong Kong Dollars or any other currency in or towards discharge of the total amount debited to the Master Account – Hong Kong Dollar Card Account.

For the purpose of set-off of funds in any currency other than Hong Kong Dollars, the Bank may convert the currency into Hong Kong Dollars at the prevailing exchange rate determined by the Bank at the time of conversion. If the Bank exercises its rights under this Clause 11.3(b), it shall promptly notify the Company to which such exercise of rights relates.

11.4 (a) Where the Card Account is in credit, the Bank may (but is not obliged to), refund to the Cardholder or the Company a part or the whole of the credit balance in the Card Account upon request by the Cardholder or the Company or at any time that the Bank (in its sole and absolute discretion) chooses.

- (b) A refund under Clause 11.4(a) will be made upon such conditions as the Bank may reasonably impose including the manner in which the refund will be made.

## 12. Exclusion and Limitation of Liability

12.1 No Bank shall be under any liability whatsoever to the Cardholder and the Company in respect of any loss or damage arising directly or indirectly from:

- (a) any defect in any goods or services paid for by the use of a Card or any claim or complaint by the Cardholder against the supplier of such goods or services, or any other dispute between the Cardholder and any such supplier, for the avoidance of doubt, each Cardholder

and the Company shall remain fully liable for any Charges incurred in respect of the relevant goods or services;

- (b) the refusal of any Person, automated teller machine, point of sale terminal, other computer terminal, internet website or any telecommunication devices to honour or accept a Card;
- (c) save as provided in Clause 10.3 above and subject to Clauses 12.2(a) and 12.5 below, the incurring of a Charge other than by a Cardholder;
- (d) subject to Clauses 12.2(a), 12.5 and 12.8, access to the use of the Card and/or services by the Cardholder or any other person whether or not authorised;
- (e) the Bank's inability to execute any of the Cardholder's instructions due to prevailing market conditions or other causes beyond the control, and not attributable to any default or negligence, of the Bank;
- (f) the inaccuracy in any information or data provided by the Company or the Cardholder which is stored in the Card containing a device capable of storing data or information or the loss of such information or data due to the negligence of the Company or the Cardholder;
- (g) the exercise by the Bank of its right to demand and procure surrender of a Card prior to the expiry date embossed on its face, whether such demand and surrender are made and/or procured by the Bank or by any other Person or computer terminal;
- (h) the exercise by the Bank of its right (i) to modify, suspend or withdraw any of the facilities, services or benefits from time to time available in respect of the Card pursuant to Clause 15.3 below, (ii) to amend the credit limit (including but not limited to any cash advance limit or limit on Balance Transfer amount) applicable to a Card or a Card Account pursuant to Clause 15.4 below or (iii) to terminate a Card or a Card Account pursuant to Clause 16 below;
- (i) any injury to the credit character and reputation of the Company or the Cardholder in connection with or caused by the repossession of a Card, any request for its return or the refusal of any Person to honour or accept the Card whether or not instructed by the Bank;
- (j) any act of fraud, forgery or gross negligence of a Cardholder, the Company or any other Person (not being an employee, agent or servant of the Bank), including (without limitation) the Cardholder's failure to observe Clause 12.4 or follow any other recommendation of the Bank from time to time regarding the safety and secrecy of the Card and the PIN; or
- (k) any act or omission of any third party (other than agents of the Bank) through which facilities of the Cardholder or the Company may be made available provided that such Bank shall have exercised reasonable care and skill in connection with its dealings with such third party.

12.2 Provided a Cardholder and the Company have not acted fraudulently or with gross negligence, such Cardholder and the Company shall not be liable for loss as incurred:

- (a) where a Card Transaction instruction effected by the Bank was given by use of a Card before a Cardholder received the Card or the Company received a Card, or given through the use of a lost, stolen or counterfeit card after the Bank has received proper notice of the loss or the theft of his Card or that the PIN is or may be

known to any other Person from such Cardholder through the Hotline in accordance with Clause 12.4 or any other means acceptable to the Bank (provided that in the case of a lost or stolen card, the Cardholder and/or the Company has/have acted in accordance with Clauses 12.4 and 12.5 below); or

- (b) directly as a result of a fault in any automated teller machines and other facilities which was not obvious or was not advised by a message or notice on display or otherwise drawn to such Cardholder's attention.

12.3 In the event of any proceedings which a Cardholder and/or the Company may bring against the Bank for any cause whatsoever, such Cardholder and/or the Company agree(s) that the Bank's liability shall not exceed those amounts wrongly charged to the Card Account (and interest on such amounts).

12.4 A Cardholder and/or the Company shall report to the Bank (through the Hotline) as soon as reasonably practicable upon discovery of the loss or theft of any Card or the loss, theft or disclosure to a third party of any number used in relation to any cash advance or ATM function or facility incorporated in a Card.

12.5 A Cardholder and the Company will not be liable for any unauthorised Charges incurred after the Bank has received proper notice of the loss or theft of his Card or that the PIN is or may be known to any other Person from such Cardholder through the Hotline in accordance with Clause 12.4 or any other means acceptable to the Bank, provided that such Cardholder and the Company have not acted fraudulently or with gross negligence.

12.6 Where a Card incorporates a facility to enable such Card to be used to access a Cardholder's bank account with the Bank, such Cardholder and/or the Company must also report the theft or loss of a Card as soon as reasonably practicable to the Bank through the Bank's 24-hour Lost Card Reporting Hotline or any other means acceptable to the Bank in accordance with its terms and conditions governing such facility from time to time.

12.7 A Cardholder and the Company shall provide to the Bank all material information as to the circumstances of the loss or theft of a Card or disclosure of PIN and take all reasonable steps to assist the Bank to recover any losses so incurred.

12.8 The liability of a Cardholder and the Company to the Bank for unauthorised use of the Card (but not in relation to any cash advances) prior to giving notice under Clause 12.4 above shall be limited to a maximum amount of HKD500. Notwithstanding the aforesaid, the Cardholder and the Company shall be fully liable for all losses and damages suffered by the Bank arising directly or indirectly from the unauthorised use of the Card if such Cardholder and/or the Company has/have acted fraudulently or with gross negligence or has/have failed to report to the Bank in accordance with Clause 12.4.

12.9 The liability of any Cardholder and the Company to the Bank for any unauthorised transactions under such Cardholder's account with the Bank prior to serving notice under Clause 12.6 will be determined in accordance with the Bank's terms and conditions with respect to such bank account from time to time in effect.

### 13. Consents to Disclosure of Personal Data

13.1 The Company agrees:

- (a) to be bound by the Data Notice which is distributed to the Company with this Agreement;

- (b) to the use of the Company's data for the purposes specified in the Data Notice;

- (c) to the transfer of the Company's data to the Persons specified in the Data Notice; and

- (d) that the provisions of the Data Notice shall apply generally to the Bank's treatment of the Company's data.

13.2 Without prejudice to the Data Notice, the Company authorises the Bank to contact any Person (including, without limitation, employers, banks, financial institutions, credit card issuing companies, credit reporting agencies, credit bureaux or any other information sources) to obtain, exchange and disclose credit reports and references and any other information the Bank may require to operate the Master Account. The Bank shall not approach any proposed referee for the Company unless the Company has first confirmed that it has obtained the prior consent of such referee.

13.3 The Company authorises the Bank to compare information provided by the Company with other information collected about them for checking purposes or to produce more data. The Bank may use the results of such comparisons for the purposes of taking any action in relation to the Master Account including action which may be adverse to the interests of the Company.

13.4 Subject to the Data Notice, the Company authorises the Bank to hold, store, use, otherwise process and administer for the purposes of operating the Master Account, marketing, verification of data, credit checking and enforcing this Agreement, any information about the Company and the Master Account and to disclose the information as is necessary for these purposes to:

- (a) any Persons employed or contracted by the Bank (whether in Hong Kong, Mainland China, or any other part of the world) or branches of ICBC in Mainland China who shall provide such Bank with any services in relation to the administration and production of the Cards including, without limitation, administrative and data processing services in connection with the maintenance and operation of customer accounts, marketing of banking and card services, and card embossing services;

- (b) other Bank Group Companies worldwide;

- (c) any Person whose name or logo appears on a Card;

- (d) any actual or proposed transferee, assignee or successor of all or any part of the assets or business of the Bank, or other banks, financial institutions, debt collection agencies, credit and payment card companies, credit reference agencies; and

- (e) governmental or regulatory authorities, whether in Hong Kong or elsewhere, and legal counsel, and to consent to the transfer to, and use of such information in, Hong Kong, Mainland China or such other country as the Bank may reasonably consider appropriate.

13.5 The Company authorises the Bank to disclose such information as is necessary in relation to the Company to governmental or regulatory authorities, whether in Hong Kong, Mainland China or such other country, in compliance with any laws, regulations or court orders.

13.6 The Bank may from time to time send to the Company and each Cardholder marketing or promotional materials and documents and/or newsletters by whatever means which the Bank may think fit (e.g. by mail, email or mobile phone message).

13.7 A Company shall have the right to request the Bank to cease using the data of the Company for the Bank's marketing purposes without charge to such Company.

13.8 The Bank agrees to notify the Company or Cardholder (as the case may be) in writing within 30 days of the Company's default in payment on the Payment Due Date. To the extent that the Personal Data (Privacy) Protection Ordinance (Cap. 486 of the Laws of Hong Kong) is applicable to the Company, unless the outstanding amount is fully repaid before the expiry of 60 days from the Payment Due Date, the Company shall be liable to have its account data retained by credit reference agencies until the expiry of 5 years from the date of final settlement of the amount in default or 5 years from the date of the Company's discharge from bankruptcy (as the case may be) as notified to the credit reference agencies, whichever is earlier.

#### 14. Transfer, Assignment and Sub-Contracting

For the avoidance of doubt, the Bank may at any time transfer, assign, delegate or sub-contract any or all of its right or obligations under this Agreement to any Person without prior notice to the Company.

#### 15. Amendment

15.1 This Agreement and any fees, charges and interest and charge rates payable or applicable under this Agreement may be amended from time to time by the Bank. The Bank will give prior notice to the Company in a manner the Bank considers appropriate.

15.2 If the Company does not accept such amendment, it shall give written notice to the Bank before the effective date of the amendment, terminating the use of all Cards and the Master Account. Any debit balance on the Master Account shall also be paid in full at that time. If the Cardholder uses his Card or retains the Card after the effective date of an amendment, the Cardholder and the Company shall be deemed to have agreed to such amendment in all respects without reservation.

15.3 Subject to Clause 15.1, the Bank may add to, reduce, modify, suspend or withdraw any of the facilities, services or benefits from time to time available in respect of a Card without notice.

15.4 The Bank may at any time amend the credit limit (including but not limited to any cash advance limit) applicable to a Card or the Card to which such Bank relates without giving any reasons by notice to the Cardholder and/or the Company (as the case may be), such amendment to take immediate effect.

15.5 The Bank may give notice of any amendment referred to in this Clause 15 (except Clauses 15.3 and 15.4 above) in writing, in the Statements or by display at its branches, press advertisement or otherwise, stipulating a date on which such amendment shall take effect.

#### 16. Notices

16.1 Any of the following documents may be served by sending or making available the same (i) by ordinary post to the usual or last known address of the Company, or (ii) by fax, email or otherwise over the internet and such document shall be deemed to have been duly served (a) two days after the date of posting or transmission if mailed to an address in Hong Kong or sent or made available by fax, email or otherwise over the internet or (b) seven days after posting if mailed to an address elsewhere, save that in the case of legal process

these periods shall be increased to seven and twenty-one days respectively and relevant documents may not be served by fax, email or over the internet unless permitted by law:

- (a) the Statement, including any notice (whether on the front or the reverse of the Statement) for which provision is made pursuant to this Agreement;
- (b) any other demand, communication or notice made or given by the Bank pursuant to this Agreement; and
- (c) legal process.

16.2 The Bank is not responsible for the Company's and/or Cardholder's (as the case may be) failure to receive a statement or other communication if the Bank send it to the usual or last known address, or in accordance with other contact information for the account appearing in the Bank's record. The Bank is authorized to withhold statement or other communication by post if previous mail to Company's and/or Cardholder's (as the case may be) usual or last known address is returned for non-delivery due to address change and the Company and Cardholder cannot be contacted. For mutual protection, the Company and Cardholder must advise the Bank immediately of any address change or other information to keep the Bank's record current.

16.3 (a) Notwithstanding anything contained in this Agreement, the Bank is requested and authorised to act in accordance with and rely on any instruction or other notice or communication which may be or purport to be given or made available by telephone, fax or email or otherwise over the internet.

(b) Subject to Clause 16.3(c), the Bank may (but shall not be obliged to) act on any notice which the Bank in good faith reasonably believes to be genuine and to have emanated from the Company.

(c) The Bank may (but shall not be obliged to) verify the identity or authority of the Person giving or purporting to give the notice or as to the authenticity of any notice given by telephone, fax or email or otherwise over the internet and without requiring further confirmation in any form.

(d) The Company undertakes to keep the Bank indemnified against all reasonable claims, demands, actions, proceedings, damages, losses, costs and expenses including all legal fees and disbursements brought against or reasonably incurred by such Bank and arising out of anything done or omitted pursuant to any telephone, fax or email or other internet notice received by such Bank, save in the case of such Bank's fraud or negligence.

(e) The Bank may at its discretion (but shall not be obliged) to record notices given by telephone in writing and/or any other method determined by the Bank. The Bank's record of any such notice shall be conclusive and binding on the Company in whose names the notice was given in the absence of manifest error, fraud or negligence. The Bank may also require the Company to confirm in writing any instructions given by telephone.

16.4 These terms and conditions are to be read together with the terms and conditions applicable to and regulating the provision of Corporate Credit Card facilities by the Bank including without limitation the terms and conditions of the Cardholder Agreement (Cardholder) (as the same may from time to time be amended), and the same together shall

regulate the provision by such Bank of the Corporate Credit Card Account facilities for the Company, the operation of the Master Account and the related Card Accounts and the liabilities of the Company to the Bank in respect thereof.

16.5 Copies of the Agreement and Fee Schedule for the time being in force are available at all branches of the Bank and in the Bank's website at [www.icbcasia.com](http://www.icbcasia.com).

#### 17. Expenses of Enforcement

17.1 The Company shall indemnify the Bank in respect of any and all reasonable expenses properly incurred by the Bank in enforcing or attempting to enforce this Agreement including all reasonable legal fees, charges of debt collection agencies and disbursements. The Bank shall, on request, provide the Company with a breakdown of all expenses he/it is liable to pay under this Clause 17.1.

#### 18. Third Party Rights Exclusion

Any person or entity that is not a party to these this Agreement shall have no rights under the Contracts (Rights of Third Parties) Ordinance (Cap. 623) to enforce any part of this Agreement.

#### 19. Law and Language

19.1 The Agreement shall be construed and the provision of Card facilities shall be governed by Hong Kong law, and subject to the non-exclusive jurisdiction of the Hong Kong courts.

19.2 If, at any time, any of these terms and conditions are or become illegal, invalid or unenforceable in any respect, the legality, validity and enforceability of the remaining terms and conditions shall not be affected.

19.3 Nothing in this Agreement shall operate so as to exclude or restrict any liability, to the extent that such exclusion or restriction is prohibited by the laws of Hong Kong.

19.4 If there is any difference between the English language version of this Agreement and the Chinese language version, the English language version shall prevail for all purposes.

Effective Date: 1 April 2020