

## APPLICATION FOR PARTICIPATION IN THE EXPRESS CASH SERVICE

If your company allows cash withdrawals with the American Express Corporate Card, please fill in this form and send it to us. Application to Swisscard AECS GmbH as the card issuer to issue a corporate card, which is based on the basic application submitted by the applying company and a possible special agreement reached between the company and the issuer, as well as the individual application submitted for an employee that allows them to make cash withdrawals (Express Cash).

### Don't forget:

Please complete this application in full directly online, tick the required options, sign and return it duly signed to:

**Swisscard AECS GmbH, JSOB4, Neugasse 18, Postfach 227, 8810 Horgen.**

### 1 – PRODUCT AND OFFER

Yes, we would like to allow Express Cash for the following employee:



American Express Corporate Card



American Express Corporate Card Gold



American Express Corporate Card Platinum

### 2 – DETAILS FOR APPLYING EMPLOYEE

Ms  Mr

Last name \_\_\_\_\_ First name \_\_\_\_\_

Card No. 3 7 5 8 9 \_\_\_\_\_

### 3 – DATA ABOUT APPLYING COMPANY

Employer \_\_\_\_\_

### 4 – FEE

	American Express Corporate Card
ATM withdrawals in Switzerland	4%, min. 5 CHF
ATM withdrawals abroad	4%, min. 5 CHF
Cash advances from bank counters in Switzerland or abroad	4%, min. 5 CHF

### 5 – DECLARATION OF THE APPLYING COMPANY AS WELL AS THE EMPLOYEE WHO FILES THE APPLICATION

On behalf of the applying company and/or the applying employee, we hereby confirm the correctness of the information provided above. We acknowledge that the card issuer reserves the right to reject the application without stating a reason. **By signing this application, we confirm that we have read, understood and acknowledged in full the conditions of use for Swisscard AECS GmbH charge and credit cards, in particular sections 3–4, 6–8, 11–13 and 16–19.** The issuer is authorized to send the company and/or its employees (also electronically) fraud warnings and information about exceeded limits etc. The company is liable for all obligations of the employee when using the card, regardless of the internal legal relationship to the employee, especially those concerning completed cash withdrawals. All cash withdrawals appear on the monthly invoices together with other card transactions. The payment method selected in individual applications for an employee (individual or central clearing) remains unchanged. Cash withdrawals can be limited by the issuer in terms of their total amount. **As an employee, I hereby authorize the company to submit and to accept all statements pertaining to my card on my behalf. The issuer is to be immediately informed if an applying employee withdraws from the scheme and of all other changes pertaining to the company card.**

## 6 – SIGNATURES

Place/Date

X

Place/Date

X

Place/Date

X

Company stamp

X

Signature of the applying employee as well as his/her last name and first name in block capitals

X

Legally binding signature pursuant to the trade register or the power of attorney form as well as last name and first name in block capitals

X

Legally binding signature pursuant to the trade register or the power of attorney form as well as last name and first name in block capitals

X

## 7 – HAVE YOU THOUGHT OF EVERYTHING?

- Does your company allow cash withdrawals?
- Have the persons authorised to sign according to the trade register or the power of attorney form signed the application?
- Please make sure to complete **all spaces**.

## 8 – APPLICATION PROCESS

- Fill in the form and ensure that it is signed by your company.
- Send the signed form to Swisscard AECS GmbH, Corporate Servicing, Postfach 227, CH 8810 Horgen.

## 9 – TERMS AND CONDITIONS FOR CHARGE CARDS AND CREDIT CARDS FROM SWISSCARD AECS GMBH

### I. General Provisions

These General Terms and Conditions (GTC) apply to cards issued by **Swisscard AECS GmbH** (hereinafter referred to as the «Issuer»):

- charge cards (without fixed spending limits);
- credit cards (with fixed spending limits);
- other means of identification approved for the processing of cashless payments that enable the Client to purchase, with or without fixed spending limits, goods and services without cash at points of acceptance;

wherein a), b), and c) shall all be hereinafter referred to as «card(s).»

The Issuer has appointed **Swisscard AECS AG** (hereinafter «Swisscard») to operate the card business.

Section II («Supplementary Provisions for Credit Cards, Not Charge Cards») and section III («Supplementary Provisions for Company Cards») of these General Terms and Conditions shall apply to credit cards and/or company cards in addition to the general provisions in section I.

To facilitate reading, only the masculine form is used in this document; all references to the male gender shall be deemed and construed to include the female gender.

### 1. Principal Cards and Additional Cards

The principal cardholder may request additional cards for third parties on his own responsibility and

for his own account, provided that the Issuer offers this option. Additional cardholders may use their cards for the account of the principal cardholder, but they are entitled to receive information on the principal card and transactions made using the principal card only if the principal cardholder has filed a special power of attorney with the Issuer. The holders of principal cards and additional cards shall be hereinafter referred to as «Clients».

### 2. Issue of Cards and Acknowledgement of the General Terms and Conditions

- Once the Issuer has approved the card application, the Client shall receive a personal, non-transferable card made out in his name. Card applications may be rejected without any reasons being given.
- At the latest when signing and/or using the card, the Client confirms he has read, understood, and accepted these General Terms and Conditions, and has also accepted the fees (see section 4) applicable when the card is used.
- Each card issued shall remain the property of the Issuer.

### 3. Card Use and Approval

- The card entitles the Client to purchase goods and services at points of acceptance and to withdraw cash at specific cash dispensing points (e.g. bank counters and ATM machines). The Issuer may adjust or restrict the possible uses of the card at any

time (e.g. restriction in terms of amount or to certain points of acceptance, countries, or currencies).

- Card transactions shall be deemed approved in the following cases:

- when the Client signs the transaction receipt; or
- when the Client or a third party uses the personal identification number (PIN), or when the PIN is used in any other way for approval purposes; or**
- without the Client or a third party using the card or the PIN, when only the name, card number, expiration date, and verification number (CVC/CVV) are stated, or when other means of identification are used (e.g. for remote transactions such as purchases by telephone, correspondence, and Internet); or
- when the Client or a third party uses the card without a signature or PIN and/or other means of identification (e.g. at automated points of payment in car parks or on the motorway);
- when the Client uses other means of identification approved by the Issuer for cashless payments (e.g. contactless payment using Near Field Communication technology).

- The Client (also the principal cardholder in the case of additional cards) acknowledges all transactions authorized pursuant to section 3.2, as well as all ensuing claims, and irrevocably

instructs the Issuer to pay the sums in question to the points of acceptance. This approval confers the right, although not the obligation, of the Issuer to authorize transactions.

- The Client agrees to use his card only within the limits of his financial circumstances. In particular, the Client must cease using the card as soon as it becomes clear that he is unable to meet his financial obligations or if he becomes insolvent.
- The use of the card for illicit purposes is prohibited.

### 4. Fees (including Commissions, Interest, and Costs)

- The use of the card and the contractual relationship may be associated with fees (e.g. annual fee, second notice fee), commissions (e.g. commission on cash withdrawals at ATMs), interest, and (third-party) costs (e.g. handling fees for transactions in foreign currencies), (hereinafter collectively referred to as «Fees»). With the exception of any third-party costs, the Client shall be notified of the occurrence, type, and amount of Fees on or in connection with the card applications and/or in another appropriate manner, and details may be obtained at any time from the Issuer's customer assistance or at [www.swisscard.ch](http://www.swisscard.ch)
- For transactions in currencies other than the card currency, the Client accepts the foreign currency rates applied and/or the conversion rates set by the card organizations.

**4.3 The agreed interest is charged on all debits (except accrued interest) as of the respective statement date. Should the statement amount be paid in full within the specified time limit, i.e. at the latest on the date specified on the monthly statement, then interest on new amounts debited during that same statement period shall be waived. Should the statement amount not be paid in full or be paid only partially within the specified time limit, interest shall be charged on all debits (except accrued interest) until receipt of a partial payment, and thereafter on the outstanding balance remaining due until payment thereof. Receipt of payment by the Issuer is determinative.**

**5. Invoicing and Payment Terms**

5.1 The Client will receive a monthly statement, either as hard copy or in electronic form, showing the balance due as well as the transactions processed in the statement period just ended. The indication of the balance on the monthly statement does not result in an objective novation of the debt. Unless otherwise agreed, the entire statement amount must be received by the Issuer no later than on the payment date indicated on the monthly statement. The Issuer reserves the right not to send a statement if no transactions occurred in the billing month or if the balance is zero.

5.2 The outstanding statement amount must be settled using a payment method accepted by the Issuer.

5.3 If cards can be used to withdraw cash from ATMs with direct debit, such withdrawals and any associated fees will generally be debited directly to the bank account indicated by the Client, and will appear only on the monthly statement from the Client's bank rather than on the monthly statements from the Issuer. The Issuer may decide at its discretion to make this function available and/or to restrict it (e.g. to certain countries, points of acceptance, currencies).

6.1 The Client undertakes to pay all outstanding amounts resulting from card transactions pursuant to section 3.2, the Fees pursuant to section 4, and any further expenses arising for the Issuer, such as those for recovering outstanding amounts due. The Client shall be held liable without reservation for all obligations resulting from use of the card and/or the contractual relationship.

**6.2 The principal cardholder is jointly and severally liable with the additional cardholder for all obligations resulting from use of the additional card(s), and undertakes to pay all such debts.**

**7. Obligation to Cooperate and Exercise Due Care**

The Client

- a) must sign the card immediately upon receipt with indelible ink in the space provided;
- b) must store the card, PIN, passwords, and other means of identification using the same care as with cash and separately from one another. The card may not be lent, transferred, or in any other way made available to third parties. The PIN, password, and other means of identification must be kept secret, protected during input, and no note of them may be made on the card or elsewhere, even in an altered form. Immediately upon receipt of the card, the Client is advised to change the PIN at a suitably equipped ATM. A PIN must not consist of easily ascertainable combinations (e.g. telephone numbers, dates of birth, car registration numbers);
- c) must always know where his card is located, and must regularly confirm that it is still in his possession;
- d) undertakes to use the secure payment methods supported by the Issuer (e.g. Verified by Visa, Mastercard SecureCode, American Express SafeKey);
- e) undertakes to use the card for cash withdrawals with direct debit (see section 5.3) only insofar as the necessary funds are available in the specified bank account;
- f) must check the transaction amounts and receipts presented to him before approving a transaction (see section 3.2) and must promptly resolve any discrepancies with the seller;
- g) must notify the Issuer immediately if he

executes transactions or has not fully paid a statement amount and still has not received a monthly statement more than eight (8) weeks thereafter;

- h) **must check the monthly statements upon receipt using the transaction receipts he has kept, and must inform the Issuer of any discrepancies (particularly debits resulting from unauthorized use of the card) by telephone immediately and in writing at the latest within thirty (30) days of the statement date (date of postmark). Otherwise, the invoices shall be presumed to be correct.** If the Client is requested to submit a claims/disputed transaction form, he must complete and sign this form and return it to the Issuer within ten (10) days of the request (date of postmark). A direct debit that is declined or revoked, or which fails for any other reason, shall not release the Client from the obligation to check the monthly statement and file any objections;
- i) must notify the Issuer immediately, in writing or in another manner accepted by the Issuer, regarding any changes to the information provided in the card application, particularly changes of name, address, mobile telephone number, and accounts, as well as any changes in beneficial owner (Form A) or earning capacity. Communications sent by the Issuer to the last known delivery address are deemed duly delivered;
- j) must notify the Issuer immediately if he does not receive a new Card at least fourteen (14) days before his existing card expires;
- k) must immediately (regardless of any time difference) notify the Issuer for the purpose of blocking the card in the event of an actual or even suspected loss, theft, or unauthorized use of the card and/or the PIN, passwords, or other means of identification. If a loss is incurred, the Client must, to the best of his knowledge and belief, cooperate in resolving the matter and in minimizing the loss. The local police must be notified in the case of suspected criminal offences;
- l) must immediately render any expired, replaced, invalid, blocked, cancelled, recalled, or falsified/forged card unusable and return it to the Issuer. The use of such a card is prohibited and may result in criminal prosecution;
- m) must, in the event that the card is blocked or cancelled, notify all points of acceptance where the card has been used as a means of payment for recurring services (e.g. newspaper subscriptions, memberships, online services) regarding the blocking/cancellation of the card.

**8. Responsibility and Liability**

8.1 Provided the Client complies fully with all of these General Terms and Conditions, in particular the obligations to cooperate and exercise due care, and provided he is not otherwise at fault, and subject to the provisions of section 8.2, the Issuer shall assume the charges resulting from proven unauthorized use of the card by third parties. In such a case, the Client must assign to the Issuer upon first demand all claims arising as a result of the damage event (including any insurance claims).

**8.2 In general, and notwithstanding the provisions of section 8.1, the Client shall in all cases be responsible for:**

- a) indirect as well as consequential damages of whatever type;
- b) damages arising from violation of his duties to cooperate and exercise due care and other obligations pursuant to these General Terms and Conditions;
- c) damages incurred because the Client cannot use the card as a means of payment, e.g. when the card is rejected by points of acceptance, when a transaction cannot be executed due to a block on the card, a change of limit, or for technical or other reasons, when the card is rejected by an ATM or another device or is damaged or rendered unusable by such a device, as well as any damages occasioned by the blocking, cancellation, or recall of the card;
- d) damages in connection with secondary or additional card benefits (including loyalty programs);

e) damages in connection with offers or benefits provided by third parties (e.g. events or partner offers);

f) damages caused by the forwarding of the card, PIN, and/or other means of identification to the Client, his auxiliaries, or at the Client's request, as well as those resulting from dispatch to a delivery address specified by the Client at which the Client cannot personally take receipt of the card, PIN, or other means of identification;

g) damages caused when using certain electronic means of communication (see section 12 ), in particular due to incomplete verification, insufficient technical knowledge or security precautions, or as a result of transmission errors or delays, technical problems, disruptions, malfunctions, illegal tampering or other inadequacies, provided they are not the fault of the Issuer;

h) damages resulting from misuse of the card by people close to the Client or by people or companies connected with the Client (e.g. spouse, authorized agent(s), household members, additional cardholders).

i) damages that are covered by insurance.

8.3 If the Issuer does not absorb the damages, the Client shall be liable for all card transactions (including any Fees pursuant to section 4).

8.4 The Issuer declines all responsibility for the transactions executed using the card. In particular, any discrepancies, differences of opinion or disputes concerning goods or services and associated claims (e.g. related to defects, late or failed delivery) must be settled by the Client directly and exclusively with the point(s) of acceptance in question. The Client must nevertheless pay the monthly statements on time. When returning goods, the Client must ask the point of acceptance and/or the provider concerned for a credit confirmation and, in the case of cancellation, written confirmation of cancellation. Notices of cancellation for recurring services paid with the card (e.g. memberships, subscriptions, online services) must be submitted to the point of acceptance and/or the provider in question.

**9. Credit Balances**

9.1 The Issuer is authorized to transfer existing credit balances of the Client, in whole or in part, to the bank/Post account specified by the Client at any time and without prior notice. If the Client has not provided the Issuer with valid account information, then the Issuer may send the credit balance to the Client in the form of a check or in another appropriate manner to the last known delivery address of the Client, with the effect of discharging its corresponding obligation. The Issuer is authorized to charge to the Client all expenses associated with issuing and cashing the check or with the refund in any alternative manner.

9.2 Subject to other agreements, credit balances of the Client on the card account shall not accrue interest.

**10. Card Renewal, Termination, and Blocking**

10.1 Both the Client and the Issuer are entitled to terminate the contractual relationship in writing with immediate effect at any time and without stating any reasons. Cancellation of the principal card automatically results in cancellation of any additional cards. Additional cards may be cancelled by the additional cardholder as well as by the principal cardholder. In any event, the card shall expire on the date embossed upon it.

10.2 Upon termination of the contract, all outstanding statement amounts and other claims of the parties shall immediately become due for payment. There shall be no entitlement to full or partial reimbursement of Fees, particularly the annual fee (see Ziff. 4). The Issuer is entitled to stop crediting benefits from loyalty programs. The Client must also settle any debits occurring after termination of the contract in accordance with these General Terms and Conditions. In particular, the Client shall be liable for all charges from recurring services (see section 8.4).

10.3 If the client does not wish to receive a new card, or if he wishes to waive the renewal of additional cards, then he must notify the Issuer of this fact in writing at least two months prior to expiration of the card.

10.4 The Client and the Issuer may block cards

at any time and without stating any reasons. The principal cardholder may have both the principal and additional cards blocked, while the additional cardholder may request only the blocking of the additional card.

**11. Acquisition, Processing, and Disclosure of Data; Involvement of Third Parties**

11.1 For purposes of verifying the card application and managing the contractual relationship, the Issuer is entitled to obtain information (e.g. regarding address, creditworthiness) from public agencies, the applicant's employer, the applicant's bank or post office, credit agencies and the Central Office for Credit Information (ZEK) or any agencies designated by law for this purpose (e.g. the Consumer Credit Information Office, IKO). The Client hereby authorizes the aforementioned public offices, persons, and authorities to release the corresponding information to the Issuer.

11.2 When the card is used, the Issuer receives transaction data (e.g. information about the point of acceptance, card number, expiration date, transaction amount and date, and the name of the Client as required for the transaction). This information is more detailed for certain transactions such as fuel purchases, airline ticket purchases, hotel bills and invoices for motor vehicle rentals. The Client agrees that data may be routed through the card Issuer's worldwide credit card network, even for transactions in Switzerland.

**11.3 The Issuer may report cases of card blocking, serious payment arrears, or misuse of the card by the Client to the ZEK as well as to the relevant offices in the instances provided for by law. The ZEK may make such data accessible to other members of the ZEK if these other members wish to enter into or execute a contract with the Client** (e.g. in connection with a loan or lease application). If the payments are made by the Client to the Issuer using direct debiting, the Issuer may provide the required data on the Client, the card, and the cumulative amounts of the expenditures to the corresponding bank.

**11.4 If the card bears the name or logo of third parties, or if it offers loyalty programs, insurance coverage, or other third-party benefits, the Client authorizes the Issuer to exchange data with such third parties (including their participating partners) both in Switzerland and abroad, insofar as this exchange is necessary to process the card application, operate the loyalty programs, manage an insurance relationship, or provide other benefits associated with the card, and authorizes these third parties to provide corresponding information to the Issuer.**

11.5 The Issuer processes information about the Client in order to manage the contractual relationship and the ancillary or additional benefits associated with the card (e.g. insurance benefits, loyalty programs), for risk management, and for security purposes (e.g. for combating fraud). The Issuer and other points of acceptance are authorized to store data related to the card or loyalty programs on the card (e.g. on the magnetic strip, chip).

**11.6 The Issuer processes information about the Client for marketing purposes and for market research, particularly for the development of products and services associated with the card relationship, use of the card, or with secondary/additional benefits, and in order to offer these, as well as insurance and other financial services (including those offered by third parties), to the Client.** The Client may notify the Issuer in writing at any time that he does not wish to receive offers pursuant to this section 11.6.

**11.7 For sections 11.5 and 11.6 above, the Issuer may in particular process information about the Client, his card(s), and details of the card transactions and any secondary or additional benefits (e.g. loyalty programs), and may create and analyze client, consumer, and transaction profiles (client profiles).**

**11.8 The Issuer is entitled to engage the services of third parties in Switzerland or abroad to manage some or all of the services associated with the contractual relationship (e.g. application verification, contract processing, communications with the Client, management of loyalty programs), to create client profiles, for testing purposes, and for the sending of offers and information pursuant to sec-**

**tion 11.6. The Client authorizes the Issuer to forward to such third parties, including those in countries worldwide, the data necessary for thoroughly and accurately performing the assigned tasks.** The Client acknowledges and gives his consent that under certain circumstances, the data transmitted abroad may not be protected, or may not be protected as under Swiss law.

**11.9 The Issuer is authorized to transfer and/or offer to transfer this contractual relationship, or individual rights and/or obligations arising herefrom, to third parties (e.g. financing companies in connection with securitization or payment collection companies) in Switzerland and abroad, and may give such third parties access to the data associated with the contractual relationship to the extent necessary (including due diligence). Transfer includes the right to further transfer within Switzerland and abroad.**

**11.10 The Client acknowledges that a proceeding in accordance with section 11.1–11.9 may result in third parties acquiring knowledge of his business relationship with the Issuer, and hereby explicitly releases the Issuer from any duty of confidentiality in this regard. The Client also releases the Issuer from any duty of confidentiality insofar as this is necessary to protect legitimate interests,** in particular in the case of legal actions taken by the Client against the Issuer, to secure the claims of the Issuer and the liquidation of collateral furnished by the Client or third parties, and in the case of accusations by the Client against the Issuer either in public or before government authorities in Switzerland and abroad.

**11.11 The Issuer is entitled, although not obligated, to record and store conversations and other forms of communication with the Client as evidence and for quality assurance purposes.**

11.12 The Client acknowledges that the Issuer is not a bank and that the cardholder relationship as well as related information is therefore not subject to the provisions relating to banking secrecy.

## **12. Communication and Customer Assistance**

12.1 The Client and the Issuer may utilize electronic means of communication (e.g. e-mail, SMS/MMS, Internet) where this is provided for by the Issuer. The Issuer reserves the right to require separate authorization for the use of electronic means of communication, in particular for changes to contract-related data (e.g. changes of address or payment type, cancellations, or card blocking) and services via the Internet («online services»).

12.2 The Issuer is entitled to send the Client warnings via SMS or in another appropriate manner regarding cases of fraud, notices of exceeded limits, etc.

12.3 The Issuer assumes no responsibility for the accuracy and completeness of data transmitted pursuant to sections 12.1 and 12.2 or for transfer times.

12.4 By accessing a website of the Issuer the Client acknowledges the applicable Terms of Use and the notices on data protection for the respective website (Privacy Policy) as binding.

12.5 The Client may contact the Issuer's customer assistance at the number and address indicated on the monthly statement for all issues related to a card and/or the contractual relationship with the Issuer (specifically also for card blocking).

## **13. Other Provisions (including Governing Law and Jurisdiction)**

13.1 The contractual relationship under these General Terms and Conditions shall be governed by Swiss law, excluding conflict-of-laws provisions and international treaties.

13.2 If the Client is a consumer and resides in Switzerland, the courts in his place of residence shall have jurisdiction for all disputes arising from this contractual relationship. The Client may also file suit in the domicile of the Issuer, however. For all other Clients, the place of performance and debt enforcement and the exclusive venue shall be Horgen. Nevertheless, the Issuer may also assert its rights before any other competent authority and before any other competent court. The foregoing shall be subject to the binding provisions of Swiss law.

13.3 These General Terms and Conditions replace all previous General Terms and Conditions between the Issuer and the Client involving cards. The Issuer reserves the right to amend these General Terms and Conditions (including the Fees pursuant to section 4) as well as the possible uses of the card (including card-related services) at any time. Changes shall be brought to the attention of the Client in an appropriate manner, and shall be deemed accepted if the card has not been cancelled by a specific date before the amendments enter into force. In the absence of a statement to the contrary by the Issuer, these General Terms and Conditions (including any amendments) shall also govern future card relationships (e.g. upgrades).

13.4 The additional cardholder authorizes the principal cardholder to make and accept all declarations concerning the additional card with effect for the additional cardholder as well.

## **II. Supplementary Provisions for Credit Cards, Not Charge Cards**

### **14. Fixed Spending Limits**

The spending limits set by the Issuer are a combined limit for the principal card and additional card(s) together. The Issuer may set a spending limit (global limit) for several cards issued as a package (bundle). The Issuer may change spending

limits at any time without stating any reasons. Outstanding credit card balances reduce the established spending limits accordingly. The Client may use the card only within the established spending limit. The Issuer may request immediate payment of the amounts owed if spending limits are exceeded.

### **15. Installment Facility (Credit Agreement)**

For credit cards, the Issuer may grant the option to make payment in installments.

## **III. Supplementary Provisions for Company Cards**

### **16. General Provisions**

16.1 Companies may apply for company cards for their employees on their own responsibility. Such cards shall be issued in the name of the employee and, if requested by the company, in the name of the company. If the Issuer accepts a company card application, all rights and obligations of the Client pursuant to sections I and II shall also apply for the employee (hereinafter «employee») and the company, so long as this is relevant in the company card relationship and not otherwise stipulated in this section III.

16.2 The employee agrees to use the company card only within the scope of the authorization issued by the company and these General Terms and Conditions. Internal instructions by the company cannot be held against the Issuer.

16.3 Rather than sending company cards and PINs directly to the employee, the Issuer may send them to the company at the company's risk. The company undertakes to forward these to the employee in a timely manner. The company is fully responsible for any damages incurred as the result of the forwarding of a card, PIN, and/or other means of identification.

16.4 For credit cards, the Issuer may establish one or more global limits per company.

16.5 If so requested by the company, monthly statements may be sent to the company as a collective statement. In such a case, instead of an individual statement, each employee will receive an excerpt showing the transactions he has made.

16.6 Credit balances are not permitted on the card account when collective statements are used. The Issuer is authorized to transfer the existing card credit balances at any time, in full and without prior notice, to the bank account specified by the company. If the Issuer does not have valid bank information, it can send this credit balance in the form of a check to the last known delivery address of the company, with the effect of discharging its corresponding obligation. The Issuer is authorized to debit to the company all expenses connected with the issuance and encashment of the check.

16.7 The company shall notify the Issuer immediately in writing, or in another manner accepted by the Issuer, regarding all changes

affecting the company card, particularly when employees leave the company. The company shall ensure that the company cards of departing employees are blocked, collected, and rendered unusable no later than on the employee's last day of work.

16.8 The Issuer may also notify only the company regarding information on fees as well as other conditions and changes to conditions affecting the card. The company is responsible for passing on the appropriate information to its employees. The employee authorizes the company to make and accept all declarations concerning the company card with effect for him as well.

### **17. Acknowledgment of Claims and Liability Arrangement**

The company acknowledges all transactions approved by the employee, the fees charged, and other expenses, as well as the resulting claims by the Issuer. **Regardless of its internal legal relationship with the employee, and also in the case of individual billing by the Issuer to the employee, the company shall be jointly and severally liable for all claims of the Issuer.**

In contrast to the company, the employee shall not be liable for transactions that he has demonstrably undertaken within the scope of his activity for the company and for which he has not been reimbursed by the company.

### **18. Data Protection**

**18.1 The employee authorizes the Issuer and the company to exchange between themselves all information concerning him (including information on individual transactions), insofar as this is necessary for application verification or management of the card relationship (including payment collection), as well as for management reporting to the company.** The employee agrees that this information may also be exchanged between the company and the Issuer electronically (e.g. via e-mail).

18.2 The company may utilize third-party services involving management information systems (MIS) in Switzerland and abroad in connection with the card. The company and the employee acknowledge that data transmitted abroad may not be protected, or may not be protected as under Swiss law. In connection with the provision of MIS services, the company and the employee authorize the Issuer to also transmit the data necessary for this purpose (e.g. transaction data) electronically to the third parties charged with performing the MIS services.

### **19. Other Provisions**

These General Terms and Conditions may be subject to separate, written agreements between the company (including group companies) and/or employees and the Issuer.

Version 07/2015