

Dubai First Corporate Credit Card Application Form



◀ Problem

Solution ▶



Corporate expense management simplified

dubai  first
you're always first

a  DUBAI GROUP company

Introducing the Dubai First Corporate Credit Card

Welcome to the world of the Dubai First Corporate Credit Card, where corporate expense management is simplified. Accepted at more than 26 million establishments around the world and supported by advanced reporting and authorisation systems, the Dubai First Corporate Credit Card provides the perfect balance of convenience, security and control.

The Dubai First Corporate Credit Card is designed to help you save time and minimise paperwork while giving your high performing executives a new standard of recognition and service, available globally.

Dedicated Relationship Manager

Need assistance with managing your corporate card accounts, or supporting your financial requirements? The Dubai First Corporate Credit Card comes with a Relationship Manager to assist you with customised solutions to the most complex payment card requirements.

Control Spending Limits

Unlike most other cards where the issuing bank allocates blanket spending limits, the Dubai First Corporate Credit Card empowers your company to set individual spending limits aligned to your employees' corporate spending requirements.

Convenient Billing and Settlement Options

The Dubai First Corporate Credit Card is equipped with unique features that offer you flexibility and convenience, including three billing and settlement options:

- Individual Billing and Individual Settlement
- Individual Billing and Central Settlement
- Central Billing and Central Settlement

Information Management

Take control of your company's corporate expenditure with flexible, efficient and innovative reporting systems and comprehensive credit card statements. At Dubai First, we understand that just as each company is different, so are its information requirements. That's why we have designed several customised MIS reports to suit your company's unique needs. Our reports facilitate:

- Streamlining of expense control
- Analysis of spending patterns
- Projections for future spending

Improved Cash Flow

Minimise the need for cash advances to your employees, eliminate the burden of tracking and reconciling, improve your company's cash flow with monthly invoices for better planning through the year.

Cost Effective Features

- **Free For Life**
The Dubai First Corporate Credit Card is completely free from annual fees giving your company more value per card
- **Better Rates from Suppliers**
Facilitate fact-based negotiations with high volume suppliers such as hotels, travel agencies and airlines and make tangible savings through comprehensive reporting system



Improve Administrative Efficiency

- **Single Payment Instrument**
Reduce the paperwork involved in processing multiple payments to vendors and organise your travel and business development requirements with one card.
- **Central Invoicing**
No more tedious and cumbersome processes related to reconciliations and settlement of corporate expenses. Get a single consolidated invoice that takes care of it all.

Comprehensive Travel Insurance

Frequent business travel is a fact of life in the corporate world. So it helps when corporate travellers have insurance coverage that's tailored to their needs. Just purchase your airline tickets with your Dubai First Corporate Card and shield yourself from unforeseen circumstances when you travel.

- Free travel accident insurance up to AED 1,000,000
- Free baggage delay insurance up to AED 4,000
- Free baggage loss insurance up to AED 8,000
- Free flight delay insurance up to AED 2,400

Benefits to your employees

- Attractive spending limits
- Segregate corporate and personal expenses
- Free comprehensive travel insurance
- Worldwide acceptance at 26 million merchant outlets
- 24-hour, 365 day phone banking
- Utility bill payments via an automated system
- Global emergency assistance



To find out more about the Dubai First Corporate Credit Card, call toll free 800-33

Financial information of the company

	Previous year	Current year	Next year projections
Turnover			
Gross profit			
Net profit			
Share capital			
Net worth of the company			

Principal bank

Name of bank: _____

Bank account no.: _____ Account type: _____

Address of bank:

Office/Flat no.: _____

Building name: _____

Street: _____

Nearest landmark: _____

PO Box: _____ Emirate: _____

Tel: _____ Fax: _____

Company's authorised signatory

Singly Jointly Other instructions: _____

1. Name: _____

Designation: _____

Tel: _____

Mobile: () _____

Fax: _____

Email: _____

2. Name: _____

Designation: _____

Tel: _____

Mobile: () _____

Fax: _____

Email: _____

Authorisation

I/We hereby apply for the issue of a Dubai First Corporate Credit card (s) and declare that the information provided on this application is true and correct and undertake to advise Dubai First about any subsequent changes, which might have a material/adverse change in respect thereto. I/We hereby authorise Dubai First to verify any information from whatever sources it may consider appropriate. I/We acknowledge and agree that the use of the card will be deemed as acceptance of the terms and conditions of the Dubai First Corporate Credit card and the credit card terms and conditions (as amended from time to time). I/We accept that Dubai First is entitled in its absolute discretion to accept or reject this application without assigning any reason whatsoever. I/We agree that the approval and assignment of credit limit to us and on Dubai First Corporate Credit Card(s) is subject to the norms stipulated by it and also understand that the norms shall be altered from time to time without prior notification. I we/agree that the payment of charges (all dues including interests and such other charges accrued on a corporate credit card shall be the responsibility of either the Company or the Company and the Cardmember/employee jointly as per the liability option selected. I/We further agree to indemnify Dubai First against any loss, damage, liability or cost incurred by Dubai First on account of any breach by me/us, or any other terms and conditions contained in the Dubai First Credit Card Agreement. I/We also agree that documents presented to Dubai First will remain the property of the company. We confirm, agree and undertake that we will notify you immediately in case of resignation/termination of any staff holding a corporate card with yourselves.

1st authorised signatory (with company stamp):

Name: _____

Date: / /
DD MM YY

2nd authorised signatory (with company stamp):

Name: _____

Date: / /
DD MM YY

1st key contact signature (with company stamp):

Name: _____

Date: / /
DD MM YY

2nd key contact signature (with company stamp):

Name: _____

Date: / /
DD MM YY

Terms and conditions apply

For Dubai First use only:

Dubai First card centre: PO Box 111656, Dubai, UAE.



Dubai First Pvt. JSC, PO Box 111656, Dubai, UAE

a DUBAI GROUP company

Dubai First Corporate Credit Card Application Form (Individual)

Unique company ID

Company name (in full)

Dubai Holding Group: Yes No

Your name as you would like it to appear on your card

(Leave one space between names)

Please use capital letters (19 characters maximum)

Please tell us about yourself

Mr Mrs Ms Other _____

Your name as in your passport/ID (Please use CAPITAL letters)

First name

Middle name

Last name

Passport no.

DD MM YY

Date of issue

DD MM YY

Expiry date

Place of issue

Nationality: _____ Date of birth: _____ / _____ / _____
DD MM YY

Ebarah no.: _____ Social security no.: _____
(for UAE Nationals only) (for US citizens only)

Sex: Male Female

Marital status: Single Married Others

Your educational background: Graduate Post-graduate Others

Mother's maiden name: _____
(this is a security feature for your protection)

Residence address

House/Flat no.: _____

Building name: _____

Street: _____

Nearest landmark: _____

PO Box: _____ Emirate: _____

Tel: _____ Mobile: (_____) _____

Email: _____

Type of accommodation: Owned Rented Company accommodation

Annual rent: AED _____ No. of years of current address: _____

Office address

Name of your organisation: _____

Designation: _____

Staff ID no.: _____

Department: _____

Building name: _____

Street: _____

Nearest landmark: _____

PO Box: _____ Emirate: _____

Tel: _____ Ext.: _____ Fax: _____

Email: _____

Are you a current Dubai First Cardmember/employee?

No If yes, card number(s): _____

Other credit cards held

Name of issuing bank

Credit card number

Credit limit

	Name of issuing bank	Credit card number	Credit limit
1.			
2.			
3.			

Principal bank

Name of bank: _____

Bank account no.: _____ Account type: _____

Address of bank:

Office/Flat no.: _____

Building name: _____

Street: _____

Nearest landmark: _____

PO Box: _____ Emirate: _____

Tel: _____ Fax: _____

Nomination of beneficiary

As a Dubai First Corporate Credit Cardmember/employee, you will be entitled to several insurance benefits.

Please give us details of the beneficiary you would like to nominate for this purpose.

Name: _____

Relationship: _____ Tel: _____

Limit details

Limit to be assigned (in figures): AED _____

Limit (in words): AED _____

Cash advanceCash facility: Yes No

*The cash limit will be 50% the available credit limit.

Joint authorisation

I/We hereby apply for the issue of a Dubai First Corporate Credit Card(s) and declare that the information provided on this application is true and correct and undertake to advise Dubai First about any subsequent changes, which might have a material/adverse change in respect thereto. I/We hereby authorise Dubai First to verify any information from whatever sources it may consider appropriate. I/We acknowledge and agree that the use of the card will be deemed as acceptance of the terms and conditions of the Dubai First Corporate Credit Card and the credit card terms and conditions (as amended from time to time).

I/We accept that Dubai First is entitled in its absolute discretion to accept or reject this application without assigning any reason whatsoever. I/We agree that the approval and assignment of credit limit to us and on Dubai First Corporate Credit Card(s) is subject to the norms stipulated by it and also understand that the norms shall be altered from time to time without prior notification. I/We agree that the payment of charges (all dues including interests and such other charges accrued on a corporate credit card shall be the responsibility of the Company or the Company and the Cardmember/employee as per the liability option selected.

I/We further agree to indemnify Dubai First against any loss, damage, liability or cost incurred by Dubai First on account of any breach by me/us, or any other terms and conditions contained in the Dubai First Credit Card Agreement. I/We also agree that documents presented to Dubai First will remain the property of the Company. I/We confirm, agree and undertake that we will notify you immediately in case of resignation/termination of any staff holding a corporate card with yourselves.

Customer signature

Name: _____

Date: ____/____/____
DD MM YY**Authorised signatory (with company stamp)**

Name: _____

Date: ____/____/____
DD MM YY*Terms and conditions apply*

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Schedule of Charges

Dubai First Corporate Credit Card

Description	Fee (% or AED)
Payment due date	21 days from statement date
Minimum payment due	5% or AED 100 whichever is higher as mentioned in the statement of account
Corporate card annual membership fee	Free for life
Finance charges	A finance charge of 31.08% annually, equivalent to 2.59% monthly for retail/cash transaction will be charged to your account in the full balance (including previous interest) is not paid by the each payment due date
Over limit fee	AED 149
Late payment fee	AED 149
Cash advance fee	3% of cash advance amount or AED 60 whichever is higher with a maximum charge of AED 250
Liability letter fee	AED 100
Sales draft copy	AED 100
Returned cheque fee	AED 100
Duplicate statement fee (per statement)	AED 100

Terms and conditions

Use of Dubai First Corporate Credit Cards will be governed by the Corporate Credit Card and Credit Card Terms and Conditions. For more information please call us on 04-506 8888. All charges are subject to change from time to time at the sole discretion of Dubai First. The above charges apply from August 2008.

Important Information

- The Corporate Card will be issued in the joint names of the Company and the Cardmember/employee.
- The Cardmember/employee and the Company shall duly complete and submit the Application form, together with all the relevant documents, as required by Dubai First.
- Dubai First shall verify the Application and decide at its absolute discretion to approve or reject a particular Application based on the policy guidelines stipulated by it from time to time.
- Provided the Application is accepted by Dubai First, the Corporate Card along with the PIN shall be dispatched to the Cardmember/employee or Key Contact by mail, hand delivery or such other mode of dispatch as agreed between Dubai First and the Company.
- Also a Unique Company ID will be generated and dispatched to the key contact which will be used for all correspondence.
- Liabilities on the Corporate Credit Card shall rest with either the company, or jointly with the company and the cardmember/employee depending on the liability option selected (Refer to clause 4 and 5 of the Terms and Conditions of Corporate Credit Card Terms and Conditions).
- The Cardmember/employee and Company agree that they shall make all payments in accordance with these Corporate Card Terms and Conditions.
- In case of the Corporate Cardmember/employee or the Company failing to make any payments as required under these Corporate Card Terms and Conditions, Dubai First reserves the right to reduce/limit/block the credit limit sanctioned without prior notification to the Cardmember/employee or the Company.
- Dubai First may decide to restrict the maximum number of Corporate Cards issued to a Cardmember/employee or Company based on their internal policies as may be amended from time to time.

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you're always first

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