

Date: / /

Employee Personal Information

Name		Resident ID Expiry Date	/ /
Gender		Sponsor Name	
Date of Birth	/ /	Employee Number	
Resident ID		Purpose of Account	
Place of Issue		Salary	
Resident ID Date of Issue	/ /	Mobile Number	

Company Employment Information

Company Account Number	
Company Payroll ID Number	

Declaration and Signatures

I / We authorized Banque Saudi Fransi to open a Payroll Prepaid Account and issue a Payroll Prepaid Card and link it to this Account.

I / We confirm that we are going to inform Banque Saudi Fransi immediately in case the Payroll Prepaid Card has been lost.

I / We authorized the Bank to share the above given information with any third party as deemed necessary for regulatory reasons.

I / We declare that all information given above is true and correct and I / We confirm that attached resident ID copy taken from the original and it is correct and true and I / We shall inform Banque Saudi Fransi in case of any update.

I / We confirm that we have read, understand and agree to the terms and conditions printed on the back of this form which relate to Payroll Prepaid Account and the usage of the Payroll Prepaid Card.

Employee Signature	
Employer Authorized Signatory	
Employer Authorized Signatory	

For Bank use Only

Card No. issued

Date: / /

Staff Signature:		Manager Signature:	
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Internal Use



Payroll Prepaid Card Terms & Conditions (“Terms”)

These Terms are an integral part of the Payroll Prepaid Card Agreement signed between the Bank and [] the “Customer” dated / / H corresponding to / / and describe the legal relationship between the Customer and the Bank. These Terms regulate the issuance of Payroll Prepaid Card as well as other aspects related to the use of the same and Payroll Prepaid Account by Cardholder.

1. General Provisions.

1.1 Terms Used

1.1.1 Payroll Prepaid Account or Account – An Account that has been opened for the Customer for the sole purpose of receiving payroll salary and making transactions through the Payroll Prepaid Card linked to this account.

1.1.2 Allowed Balance – Payroll Prepaid Card balance which at any particular day doesn't exceed amount available on the Payroll Prepaid Card. (overdraft is not allowed).

1.1.3 Bank – Banque Saudi Fransi, a joint stock company with commercial registration number 1010073368 (unified Number 7000025333).

1.1.4 Payroll Prepaid Card – MADA branded card issued by the Bank as Payroll Prepaid Card. The Bank has handed over the Payroll Prepaid Card to the Customer according to the Card Agreement. Cardholder (employee of the Customer) can use this card to withdraw cash, pay for goods and services at the point of sale that accepts cards of the above system.

1.1.5 Card Agreement – Payroll Prepaid Card Agreement signed between the Bank and the Customer.

1.1.6 Cardholder – Person indicated in the Card Agreement whose name and signature have been placed on the Payroll Prepaid Card and to whom the Payroll Prepaid Card has been handed over to use.

1.1.7 Customer – An individual or a legal entity that has entered into the Card Agreement with the Bank and as defined in the beginning of these Terms.

1.1.8 Customer Account: An Account that has been opened for the Customer to which accounting entries arising from the linked Payroll Prepaid Card transactions will be recorded.

1.1.9 Parties – Jointly the Bank, Customer, and the Cardholder.

1.1.10 PIN Code – Personal identification number issued and known only to the Cardholder and used electronically to identify him/her.

1.1.11 Transaction – Payment with the Payroll Prepaid Card for goods and services, withdrawal of cash using ATM's and the Bank branches, and fee payments to the Bank as per the Card Agreement.

1.1.12 Terms & Conditions – Payroll Prepaid Card issuance and service terms & conditions which are an integral part of these Terms.

1.1.13 Third Party – An individual or a legal entity which is not the Customer, Cardholder or the Bank.

1.1.14 Transaction Authorization – Electronic check of the Payroll Prepaid Card data and available balance as a result of which a transaction with the Payroll Prepaid Card is authorized or declined.

1.1.15 Transaction Limit – Maximum number of Bank's authorized transactions with the Payroll Prepaid Card as laid down by the Bank and/or the total amount of transactions within a definite period of time (day, week, or month)

1.1.16 ATM – Automated Teller Machine

1.2 Application of Terms & Conditions

1.2.2 Legal relationship between the Bank and the Customer not described in the Card Agreement is subject to the valid terms and conditions, and the laws of Kingdom of Saudi Arabia.

1.3 Amendments to the Terms & Bank's Fees

1.3.1 The Bank shall have the right to amend the Terms and Fees. The Bank shall inform the Customer at least 30 (thirty) days prior to applying of such changes.

Internal Use



1.3.2 When any change takes force and effect and the Customer has not informed the Bank in writing about the intention to terminate the Card Agreement in accordance with these Terms, it shall be considered that the Customer agrees and accepts such changes.

2. Signing of the Agreement, Card Issuance, Services Fees & Card Activation.

2.1 The Customer shall submit to the Bank the signed Terms and the Payroll Prepaid Card issuance form along with all other required documents.

2.2 Within 30 working days of receiving the complete application, the Bank will review all the documents submitted by the Customer and make the decision to issue or reject the Payroll Prepaid Card. In any case, the submitted documents shall not be returned to the Customer.

2.3 Upon issuance of the Payroll Prepaid Card, by default, the status of the Card will be *INACTIVE*. The Bank will deliver the Cards/PIN codes separately through a carrier company to the Customer appointed authorized representatives.

2.4 The Customer / Cardholder cannot receive a duplicate Payroll Prepaid Card. A new Payroll Prepaid Card and new PIN code is made on all occasions. The Customer shall pay to the Bank for the replacement of the Payroll Prepaid Card in accordance with the Bank's fees.

2.5 Transactions.

2.5.1 The Payroll Prepaid Card is the property of the Bank. Only the Cardholder may make transactions with the Payroll Prepaid Card.

2.5.2 The Payroll Prepaid Card may not be used for any illegal purchase of goods and services.

2.5.3 The Cardholder must sign all transaction documents and/or enter the PIN code when the transactions amount is not indicated or if it is indicated incorrectly.

2.5.4 The account is opened in Saudi Riyal Only.

2.5.5 The Payroll Prepaid Card is accepted through all MADA ATMs and POS. The use of ATM will allow Cardholder access to SADAD payment and functions including cash withdrawal, balance inquiry, mini statement, and PIN change.

2.5.6 The Cardholder of the Payroll Prepaid Account shall not be allowed to accept cash deposits or any credit entries other than the amounts transferred thereto from the Customer account.

2.6 Service Fees

2.6.1 The Payroll Prepaid Card services are subject to certain fees.

2.6.2 The use of Payroll Prepaid Card through ATMs is limited to 4 (four) times a month. Exceeding this number will have the Bank deduct 2 SAR for each withdrawal and 0.80 SAR for each enquiry by the Cardholder.

2.6.3 The annual Payroll Prepaid Card fees is 90 SAR to be paid by the Customer at the issuance of the first Payroll Prepaid Card and then subsequently at the completion of each 12 months.

2.6.4 The first-time Payroll Prepaid Card issuance fee to be paid by the Customer at the time when the Payroll Prepaid Card is issued.

2.6.5 Payroll Prepaid Card and PIN code replacement fee is 50 SAR deducted at the time of replacement by the Cardholder.

2.7 Payroll Prepaid Card Activation

2.7.1 Upon receiving the Cards and PIN in accordance with clause 2.3, the Bank representatives will visit the Customer at their premises to conduct a KYC process with the Cardholders.

2.7.2 Once the Bank representatives ensure that the KYC process is completed, the Payroll Prepaid Card will be activated.

3. Rights & Obligations of Parties:

3.1 The Bank has the right to:

3.1.1 Reject the issuance of the Payroll Prepaid Card without justifying the cause.

3.1.2 Apply transactions limits for definite period of time.

3.1.3 Block the Payroll Prepaid Card without prior notice if the Customer has not fulfilled his/her obligations towards the Bank set forth in the Card Agreement.

3.1.4 Block the Payroll Prepaid Card until the end of an investigation if the Bank believes that further use of the Payroll Prepaid Card can cause loss to the Bank and/or the Customer or the Customer's

Internal Use



transactions do not comply with the Bank's policies. The Bank cannot be held responsible to any loss inflicted on the Customer as well as for Customer's expenses if the Bank exercises its rights set forth in these Terms.

3.1.5 Deduct from the Customers' Account any amount as set forth in the Card Agreement and these Terms.

3.1.7 If the Customer has not activated the Payroll Prepaid Card within 180 days from the issuance of the Payroll Prepaid Card, the Bank shall destroy the Payroll Prepaid Card after sending 30 days prior notice to the Customer. In any such case, the Bank will not refund the issuance fee to the Customer.

3.1.8 Decide upon the design and features of the Payroll Prepaid Card.

3.1.9 Block and detain the Payroll Prepaid Card in an ATM if the PIN code has been entered incorrectly for 3 (three) times.

3.1.10 The Bank has the right to reverse any duplicated transaction.

3.1.11 The Bank has the right to block the account upon expiry of IQAMA or ID card or significant change in Customer or Cardholder details and will be reactivated upon presentation of the new valid IQAMA or ID card.

3.1.12 Request additional information from the Customer about Cardholder, Customers' transactions, and source of income.

3.1.13 Close Payroll Prepaid Card without prior notice to the Customer and not compensate any loss inflicted on the Customer if any of the transactions made by the Customer does not comply with the Banks' customer policy and/or the Customer has not submitted additional information to the Bank on Cardholder, Customers' transactions, source of income, or other data or documents as requested by the Bank.

3.1.14 The Bank has the right to use the available Customer data for marketing purposes.

3.2 The Bank has the obligations to:

3.2.1 Secure confidentiality of information related to the Customer, Payroll Prepaid Card, PIN code and transactions according to the laws of the Kingdom of Saudi Arabia.

3.2.2 After the receipt of information of the loss or theft of the Payroll Prepaid Card, immediately block the Payroll Prepaid Card and take actions necessary to prevent future transactions on the Payroll Prepaid Card.

3.3 Customer has the obligations to:

3.3.1 Inform Cardholders about their rights and obligations towards the Bank and clarify the provisions of these Terms.

3.3.2 Notify the Cardholder of all debit and credit transactions through SMS.

3.3.3 Compensate any loss inflicted to the Bank by the Customer and/or the Cardholder.

3.3.4 Give the Bank precise and true data (information/ documents) about themselves and/or Cardholders and source of income.

3.3.5 Immediately inform the Bank in writing about any changes to the information the Customer had previously submitted to the Bank.

3.3.6 To inform the Bank at least one (1) month prior to the renewal of the Payroll Prepaid Card if the Customer does not wish to have the Payroll Prepaid Card renewed.

3.3.7 The Bank is not obligated to issue account statements unless it's requested by the Cardholder, and the Cardholder shall print a short account statement through the Bank's ATMs.

3.3.8 Provide support to all claims and complaints through the Bank contact center at 8001242121.

3.4 Cardholder shall:

3.4.1 Use the Payroll Prepaid Card in accordance with the Terms and not to transfer the Payroll Prepaid Card to another person or entity.

3.4.2 Do not make the Payroll Prepaid Card data and PIN code available to third party.

3.4.3 Keep the Payroll Prepaid Card and PIN code safe and secure in a place not accessible to others, and not to indicate the PIN code on the Payroll Prepaid Card.

3.4.4 Treat the Payroll Prepaid Card with due care and make sure that the Payroll Prepaid Card is not damaged in any way.

3.4.5 Receive and sign at the back of the Payroll Prepaid Card.

Internal Use

3.4.6 Inform the Bank by calling 800 124 2121 or in writing to –Banque Saudi Fransi. P. O. BOX 56006 Riyadh 11554 a posting to the account which has resulted an error in the overall balance. Such error must be communicated within 180 days after the transaction date.

3.4.7 Have the right to close the Account and claim the balance in the Account by visiting any branch of the Bank. Upon closure, the Card will be disabled.

3.4.8 Use the Account in regular basis to avoid Account blocking and declaring unclaimed if account is not updated within 180 days of the expiry of IQAMA or ID card. However, any such action will be initiated after 30 days of prior notice through SMS.

3.4.9 Immediately inform the Bank at 800 124 2121 providing name and card number about the loss or theft of the Card and request the Bank to stop the Card of any further transactions.

4. Assignment.

4.1 You may not transfer or assign the rights and/or obligations set forth in the Card Agreement or the Terms to any other person without the Bank's prior written consent. We may assign our obligations to you under the Card Agreement and/or these Terms without your consent or notice to you.

5. Severability.

5.1 If any provision of these Terms or the Card Agreement is deemed unlawful, void, or for any reason unenforceable, then that provision shall be deemed severable from the Terms and the Card Agreement and shall not affect the validity and enforceability of any remaining provisions.

6. Waiver.

6.1 We may waive any of the provisions or conditions of the Card Agreement and/or the Terms, but any such waiver will be effective only on that occasion and will not be continuing waiver or a waiver on any other occasions. We can delay enforcement of any of our rights under the Card Agreement or the Terms without losing them.

7. Indemnity.

7.1 The Second Party shall indemnify the First Party, its directors, officers, employees and hold them harmless from any losses, claims, requests, debts, procedures, lawsuits, compensation for damages, fines, interests, expenses, or costs (including legal fees) or liability of any kind arising from breaches committed by the Second Party and/ or any non-compliance by the Second Party with any applicable law.

8. Applicable Law.

8.1 The Terms and the Card Agreement shall be governed by and construed in accordance with the applicable laws of the Kingdom of Saudi Arabia and regulations, any dispute with respect to the Card Agreement or these Terms shall be filed with the Banking Disputes Committee.

9. Prepaid Dormancy Rules.

9.1 Dormant Accounts: The Account is considered dormant if no financial transaction is conducted by the Customer or his/her legal proxy within two calendar years (24 months) from the date of last financial transaction.

* Once the Account becomes dormant, it is not allowed to accept any withdrawal or transfer on dormant account except by the presence of an individual customer or the legal proxy who stipulated in his power of attorney to deal with Customer's bank accounts.

9.2 Unclaimed Accounts: The Account is considered unclaimed if completes 5 calendar years (60 months) from the date of last financial transaction.

• If the Customer come to the Bank to reactivate his/her account or withdraw the balance during the stage of unclaimed, then a new account may be opened and the outstanding balance in the Bank's records to may be transferred to the same, or else the balance will be given to the Customer by a check or bank transfer.

Internal Use

9.3 Abandoned accounts: The Account is considered abandoned if no financial transaction is conducted within 10 calendar years (120 months) from the date of last financial transaction.

9.4 The Bank shall close the Account if no amount is deposited within a period of 90 days from its opening date.

9.5 The Bank will close the Account, if customer withdraws the funds reducing its balance to zero which remains as is for 4 years or more.

10. Saudi National Address.

10.1 The Customer shall immediately notify the Bank, in writing, if his/her address has changed. Otherwise, the last address or instruction given to the Bank in writing will be considered the Customer's/Cardholder's mailing and accredited address for purposes of sending statements and other notices.

10.2 The residence or the private address (National Address) set by Saudi Post Corporation shall be considered the accredited address of the Customer for service of any notices. The Customer undertakes to register and update the National Address at Saudi Post Corporation, and at the same time advise the Bank in writing.

10.3 Providing different services to customer for example, but not limited to: opening and updating bank accounts, issuance of insurance policy, offering financing products conditional to providing the approved address set by Saudi Post (National Address).

11. Yakeen Service.

The Customer agrees that the Bank will verify his/her identity documents and information with Yakeen system or through any Government official agencies.

12. VAT.

In accordance with the Value Added Tax Regulation, the Customer shall pay the VAT at the applicable rate to all applicable fees of banking services unless the services delivered is exempt from VAT. The rate may be amended from time to time, as per the VAT Rules and Regulations.

Name		Signature	
Name		Signature	

Internal Use