



# Travel Management Programme



**card  
centre**  
since 1973

**CORPORATE CARD  
ACCOUNT APPLICATION**

## CORPORATE CARD APPLICATION FORM - TRAVEL MANAGEMENT PROGRAMME -

### [ IMPORTANT ] DOCUMENTS TO SUBMIT:

- (a) Certified True Copies of NRIC (front and back) of authorised signatory(s), director(s) and guarantor(s);
- (b) Financial Statements for the last 2 years;
- (c) Company Bank Statements for the last 6 months;
- (d) Certified Extract of Board Resolution as per attached format;
- (e) Other document(s), as required.

### CUSTOMER ELIGIBILITY

1. Singapore Incorporated Company
2. STB licensed Travel Agency
3. Incorporated for at least 2 years
4. Personal Guarantee and/or Corporate Guarantee and/or Banker Guarantee

### PARTICULARS OF APPLICANT

REGISTERED NAME OF COMPANY		BUSINESS REGISTRATION NO.	
REGISTERED ADDRESS			
SINGAPORE (                    )			
OFFICE ADDRESS (MAILING ADDRESS) Should not be a P.O. Box address			
<input type="checkbox"/> Same as above			
SINGAPORE (                    )			
NATURE OF BUSINESS		TYPE OF COMPANY	
		<input type="checkbox"/> PRIVATE LIMITED <input type="checkbox"/> PUBLIC LIMITED <input type="checkbox"/> OTHERS: _____	
PAID-UP CAPITAL	DATE ESTABLISHED	NO. OF EMPLOYEES	CONTACT NO. OFFICE TEL: FAX (Optional):

### CONTACT DETAILS

NAME	DESIGNATION	CONTACT NO. MOBILE PHONE.: OFFICE TEL:
EMAIL ADDRESS	NRIC (For verification purpose)	DATE OF BIRTH (For verification purpose)

### APPLICANT'S OTHER FINANCIAL COMMITMENTS ( Bank / Financial Institution / Hire Purchase Company / Leasing Company )

Name of Financial Institution	Type of Loans	Amount Approved	Monthly Repayment	Current Outstanding Amount	Remaining Tenor (Number of Months)
			<input type="checkbox"/> Fixed Amount _____ <input type="checkbox"/> Others: Interest _____ Principal _____		
			<input type="checkbox"/> Fixed Amount _____ <input type="checkbox"/> Others: Interest _____ Principal _____		
			<input type="checkbox"/> Fixed Amount _____ <input type="checkbox"/> Others: Interest _____ Principal _____		

~ If the space provided is insufficient, please provide the information on a separate sheet of paper and attach to this form. ~

**APPLICATION OF OF TRAVEL MANAGEMENT PROGRAMME (THE "CREDIT FACILITY")**

CREDIT FACILITY AMOUNT

S\$ \_\_\_\_\_ 0 , 0 0 0 . 0 0

Credit Facility Amount must be in multiples of S\$10,000

PURPOSE

WORKING CAPITAL

OTHERS: \_\_\_\_\_

**DECLARATION BY APPLICANT(S)**

1. By signing here, we hereby request DCS Card Centre Pte. Ltd. (DCS) to open a Corporate Card Account for our Company and hereby apply for the Credit Facility to our Company.
2. We are aware that, if our application for the Credit Facility is approved, a Corporate Card Account will be set up under the Company's name and used for the billing transactions as stated in the Terms and Conditions governing DCS Credit Card, Corporate Credit Card and the Credit Facility. Such Terms and Conditions can be inspected at DCS' office. Copies of the same will be dispatched to our Company and we agree to be bound by them.
3. We are aware that a Credit Limit will be assigned to this Corporate Card Account and any adjustments to the amount will be solely at the discretion of DCS.
4. We agree that the Company shall undertake to pay DCS all sums debited to the Corporate Card Account.
5. We agree that DCS has the absolute discretion to reject our application(s) without assigning any reason thereof.
6. We are aware that Club Rewards points will not be awarded for the Corporate Card Account.
7. We warrant that the information herein given by us is true and correct.
8. We confirm that there is no statutory demand issued against the Company and the Company is not engaged in any litigation, arbitration or other legal proceedings or hearings before any court, tribunal, administrative, statutory or governmental or enforcement body department board or agency. We are not aware of any such proceedings pending or threatened by or against the Company or any facts likely to give rise to any of such proceedings after making all reasonable enquiries.
9. We authorise DCS and/or its representatives to conduct due diligence, credit checks and mobile data analytics on the Company including its director(s) and shareholder(s) as DCS deems necessary.

Direct Marketing

10. By ticking the box below, we consent to DCS, its affiliates, related corporations, employees and agents (collectively, "DCS") and its business partners (such as co-branders) sending and providing us with regular marketing, advertisement and promotional information, materials, and/or other updates relating to banking, investments, credit and/or other financial products/services that DCS may offer including, but not limited to, discounted offers and incentive programs, whether in conjunction with a third party and whether such products or services exist now or are created in the future, by way of phone, email, mail and any other communication modes.  Yes



Authorised Signature \_\_\_\_\_

Authorised Signature \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

NRIC \_\_\_\_\_

NRIC \_\_\_\_\_

Designation \_\_\_\_\_

Designation \_\_\_\_\_

Mobile Phone \_\_\_\_\_

Mobile Phone \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Company Stamp \_\_\_\_\_

**REFERRAL**

How did you find out about us ?

I am an existing client

Referred by Friend / Family

Referred by Agent / Broker: Name: \_\_\_\_\_ Company: \_\_\_\_\_ CEA Agent Details (if applicable): \_\_\_\_\_

Website

Others: \_\_\_\_\_

<b>FOR OFFICIAL USE ONLY</b>	App	DCS Code	Staff Code
	Date	Staff Name	

## BOARD RESOLUTION FOR TRAVEL MANAGEMENT PROGRAMME (THE "CREDIT FACILITY")

### CERTIFIED RESOLUTION OF THE BOARD OF DIRECTORS OF

\_\_\_\_\_ (THE "COMPANY") PASSED ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_\_

### PURSUANT TO THE CONSTITUTION OF THE COMPANY

#### IT WAS RESOLVED

1. That the Company is to open a Corporate Credit Card account (the "Account") with DCS Card Centre Pte. Ltd. ("DCS") and apply for the Credit Facility.
2. That the aforesaid facilities are necessary for the carrying on of business of the Company, and that it will be used for the purposes of the business of the Company.
3. That the Company does authorise and approve the person(s) named belowto:
  - a) carry out on behalf of the Company any or all transactions and to sign on behalf of the Company all relevant documents pertaining to the opening of the Account and issuance of Corporate Credit Card(s) and the Credit Facility; forms of signed documents include and are not limited to mobile clients and paper documents;
  - b) to negotiate, execute, submit, and deliver all relevant documents in connection with the facilities and/or any other matters in relation thereto or set out herein;
  - c) to negotiate and agree to the terms and conditions thereof and such modifications, amendments, variations and/or additions thereto as he may think fit;
  - d) to provide written instructions, consents and indemnities in connection with the facilities and/or other matters set out herein;
  - e) to operate and deal with all matters relating to the facilities and/or other matters set out herein

S/N	Signatory Name	Designation	NRIC/Passport No.	Specimen Signature

4. That the Company does approve, accept and agree to be bound by the DCS Credit Card Terms and Conditions, the Credit Facility Terms and Conditions, and all such other terms and conditions that may be imposed by DCS from time to time.

#### Certified True Extract

Signature: ⊗ \_\_\_\_\_

Name as in  
NRIC/Passport: \_\_\_\_\_

NRIC/Passport  
Number: \_\_\_\_\_

Designation: **Director**

Date: \_\_\_\_\_

Signature: ⊗ \_\_\_\_\_

Name as in  
NRIC/Passport: \_\_\_\_\_

NRIC/Passport  
Number: \_\_\_\_\_

Designation: **Director/Secretary**

Date: \_\_\_\_\_

Company  
Stamp: \_\_\_\_\_

DCS Corporate Credit Card is issued subject to the following Terms & Conditions:

1. The DCS Corporate Credit Card Account ("Account") set up in the name of the User herein is strictly for transactions related to the Credit Facility only.
2. There shall be no physical cards issued under this Account.
3. User is liable for all transactions billed to the Account.
4. The relevant DCS Credit Card Terms and Conditions shall apply to this Account. Unless the context requires otherwise, the expressions used herein shall have the respective meanings in the DCS Credit Card Terms and Conditions.
5. DCS Card Centre Pte. Ltd. ("DCS") will set a Credit Limit to the Account. The Credit Limit stated on the Facility Letter shows the Credit Limit approved by DCS. The Credit Limit will also be shown on the Statement. DCS may at any time reduce the Credit Limit without notice. User may request to increase the Credit Limit and furnish any supporting documents DCS requires.
6. Fees and Charges are applicable as per below.
7. Upon approval, DCS will issue a Facility Letter, containing details of approved Credit Facility and set of Terms & Conditions to the User for acceptance within the timeframe specified by us. If the User does not accept it, the application will be considered as withdrawn.
8. The available Credit Limit for the Credit Facility does not include any Fees and Charges.
9. A non-refundable Processing Fee as specified below will be charged to the Account following implementation of the Credit Facility.
10. The Credit Facility and the Processing Fee are part of the Total Indebtedness and will be billed to the Account upon implementation of the Credit Facility.
11. User is obliged to pay the Total Indebtedness in full and may be required of such repayment at any time. DCS may at any time terminate or suspend the Account at its sole and absolute discretion.
12. User may, at any time, elect to make full payment of the Total Indebtedness or pay an amount which is equal to or greater than the Minimum Payment as specified on a Statement. Payment shall be made in accordance with the Monthly Statement issued by DCS.
13. Interest accrues daily during a Statement Period on the balance of the Total Indebtedness, unless the closing balance of the Statement for that Statement Period and the Statement for the previous Statement Period are paid in full by the Payment Due Date shown on the respective Statement. Interest may be compounded on such basis.
14. User will be liable for all legal fees/costs on a full indemnity basis and other expenses incurred by DCS in the recovery of the Total Indebtedness. If DCS engages the services of an external collection agency, all expenses, including commission that is payable to the agency, will be borne by the User on such indemnity basis.
15. User agrees that any Monthly Statement or statement or certificate in respect of the Account issued by DCS, including such relating to the Total Indebtedness, shall be final and conclusive proof as to the amounts and matters stated therein without the need for further evidence.
16. DCS may disclose information relating to the User and/or Personal Data of the Authorised Signatory(ies) and Guarantor(s) for the Permitted Purposes to a related corporation (as defined in the Companies Act); DCS International; any member of the DCS network; any credit bureau of which DCS is a member or subscriber and/or to any other members, subscribers or compliance committee of the credit bureau; any other person to whom disclosure is permitted or required by any law; and DCS third party service providers and agents (including DCS' lawyers). Those recipients may be located in or outside Singapore. User consents to and agrees that DCS may collect, use, disclose, process and/or transfer any Personal Data in accordance with DCS' privacy policy available at <https://dcsc.com/legal/privacy-policy>.
17. User agrees that DCS shall be entitled to take instructions from any officer, employee or representative of the User as informed by or authorised by the User from time to time and be allowed to rely on such instructions without any liability in respect thereof. User shall hold harmless and indemnify DCS for any act or omission taken pursuant to such instructions as aforesaid.
18. DCS is entitled, from time to time, in its absolute discretion, to vary these terms and conditions, including the fees payable, without giving any reason and such changes shall take effect from such date as notified to the User or published on DCS' website.
19. When an Account is set up, the Facility Letter, relevant DCS Card Terms and Conditions and these Terms and Condition all apply, unless there is an inconsistency, in which the Facility Letter will prevail.

TMP1(0323)

<b>Travel Management Programme Terms and Conditions</b>	
<b>Credit Facility Amount</b>	To be determined
<b>Tenure</b>	One year, subject to annual review
<b>Interest free period</b>	Up to 57 days
<b>Repayment</b>	Full balance on statement to be paid by Interbank Giro
<b>Late Payment Fee &amp; Interest</b>	A fee of \$200.00 shall be levied in the event of late payment. Additionally, default interest at the rate of 30% p.a. (or a sum of \$20.00, whichever is higher) shall be levied on the Total Indebtedness until full payment is received (both before and after judgment).
<b>GIRO Returned Fee</b>	S\$50 per rejected transaction