



# Corporate Mastercard Executive Business Application

## Information for Business Credit Card Application (COMPLETE IN BLOCK LETTERS)

### Credit Card Required

Company Limit  Company CIF

Master  LIMIT US\$

Branch

Reason for applying for Credit Card

Number of Credit Card(s) required

### BUSINESS DETAILS

Name of Company/ Business

Date Founded  Company/ Registration.

Registered Address

Mailing Address

Telephone No  Fax No

Email Address

Type of Business  TIN

### Contact Details (Individual to be contacted in relation to all Credit Card matters)

Full Name

Full Address

Office Telephone No  Cell No  Home No

Relationship with Company/ Business

## MONTHLY INCOME

EBITDA

Income (Net)

Other income

Details of other income

Total Income (Net)

Surplus

Debt Service Ratio

## MONTHLY EXPENSES

Operating expenses

Administration expenses

Financial expenses

Payment (proposed)

Other expenses

Total Expenses

Total Expenses %

## ASSETS

Cash-in-Hand

Bank account

Inventory & Shares

Vehicle(s)

Property

Investments

Receivables

Others

Total Assets \$

Net Worth \$

## LIABILITIES

Creditors

Short term debt

Long Term debt

Related Party

Others

Total Liabilities \$

## BANKING INFORMATION

Bank/ Institution	Name of Account	Current Balance	Account Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
Safe Deposit Box <input type="text"/>			

## FINANCIAL INFORMATION

Present Borrowing(s) Bank/Institution	Current Balance	Installment	Arrears	Maturity date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/>

**Credit Bureau Consent**

I/We hereby authorize the bank to extract Credit Information Report(s) from the Credit Reporting Agency, in accordance with the Credit Reporting Act of 2010 and The Credit Reporting (amendment) Act, 2016, to facilitate an assessment of my/our credit request(s)/ application(s). I/We also authorize the bank to debit all charges associated with the extraction of my/our credit report from my/our deposit account. Should my/our credit application(s) be approved and disbursed, I/We further authorize and consent to the bank extracting for its sole use and benefit, any further Credit Report it may deem necessary from time to time throughout the life of the approved credit facility(ies) including any associated charges.

**Authorizing Signature**

To the best of my/our knowledge everything that I/we have stated in this application is true and correct. No information which might affect the Bank's decision to approve this card has been withheld. By signing this application, I/we authorize and consent to the bank receiving and exchanging any financial and other financial/ credit institution and Credit Bureaus or persons with whom I/we may have or propose to have financial dealings. I/We further authorize the Bank to make all disclosures that its legal obligation dictates. The terms set out on the attachment form part of this Application. I/We confirm my agreement my/our agreement with you and acceptance to everything written herein and on the attachment of this Application.

Authorized Signature (name)	Authorized Signature (name)
Company Stamp	
Date	

**ADMINISTRATOR CONTACT DETAILS**

(Individual nominated by the company as Administrator for the Credit Card Account)

Full Name		
Full Address		
Office Tel No	Cell No	Home No
Relationship with Company/ Business		
Approved by Company		
Signature/Stamp		
<b>Required KYC Documentation Received</b>	<input type="checkbox"/>	
<b>Signing authority - Resolutions Received</b>	<input type="checkbox"/>	

**Security & Collateral**

Unsecured       Secured

Security details (in event secured)

**FOR BANK USE ONLY**

<p><b>Required KYC Documentation Received</b> <input type="checkbox"/></p> <p><b>Signing authority - Resolutions Received</b> <input type="checkbox"/></p> <p><b>Nomination form(s) - received</b> <input type="checkbox"/></p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:30%;">Credit Bureau Result</th> <th style="width:15%;">Score</th> <th style="width:15%;">Grade</th> <th style="width:15%;">Rating</th> </tr> </thead> <tbody> <tr><td style="height: 20px;"></td><td></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td><td></td></tr> </tbody> </table> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:30%;">Credit Risk Assessment</th> <th style="width:15%;">Score</th> <th style="width:15%;">Grade</th> <th style="width:15%;">Prob. Of Default</th> </tr> </thead> <tbody> <tr><td style="height: 20px;"></td><td></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td><td></td></tr> </tbody> </table>	Credit Bureau Result	Score	Grade	Rating									Credit Risk Assessment	Score	Grade	Prob. Of Default									<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; height: 20px;">DATE RECEIVED</td> <td style="width:50%; height: 20px;">DATE PROCESSED</td> </tr> <tr> <td style="width:50%; height: 20px;">CARD LIMITS US\$</td> <td style="width:50%; height: 20px;">NO. OF CARDS TO BE ISSUED</td> </tr> <tr> <td style="width:50%; height: 20px;">DATE ISSUE</td> <td style="width:50%; height: 20px;">BRANCH</td> </tr> <tr> <td style="width:50%; height: 20px;">REVIEW DATE</td> <td style="width:50%; height: 20px;">ACCOUNT #.</td> </tr> <tr><td colspan="2" style="height: 20px;">COMMENTS/REMARKS</td></tr> <tr><td colspan="2" style="height: 20px;">PERSONAL BANKING OFFICER</td></tr> <tr><td colspan="2" style="height: 20px;">RECOMMENDING OFFICER</td></tr> <tr><td colspan="2" style="height: 20px;">APPROVED/DECLINED</td></tr> <tr><td colspan="2" style="height: 20px;">DATE</td></tr> </table>	DATE RECEIVED	DATE PROCESSED	CARD LIMITS US\$	NO. OF CARDS TO BE ISSUED	DATE ISSUE	BRANCH	REVIEW DATE	ACCOUNT #.	COMMENTS/REMARKS		PERSONAL BANKING OFFICER		RECOMMENDING OFFICER		APPROVED/DECLINED		DATE	
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## CONDITIONS OF USE

THE USE OF GBTI CREDIT CARD IS GOVERNED AT ALL TIMES BY THE TERMS AND CONDITIONS SET FORTH.

1. In this Agreement:
  - (a) "Authorized User" means a Cardholder to whom an additional Credit Card has been issued under Clause 30 hereof.
  - (b) "GPC means Global Processing Centre Card Management System and its heirs, successors and assigns.
  - (c) "Cardholder" means any business/company to whom or for whose use a Credit Card is issued by GPC and includes a business/company to whom a Credit Card is issued by GPCs at the request of the business/company under the provisions of Clause 30.
  - (d) "Cash Advance" means any payment of cash obtained of the Credit Card.
  - (e) "Credit Card" means the GPC Card currently issued to a Cardholder.
  - (f) "Credit Card Account" means an account in the name of the business/company maintained by GBTI in relation to Credit Card Transactions, and includes one or more cards applied for by business/company.
  - (g) "Credit Card Cash Limit" means the maximum total amount of Cash Advances as approved by GBTI to the Cardholder from time to time.
  - (h) "Credit Card Line" means the maximum allowable amount of credit outstanding at any one time.
  - (i) "Credit Card Transaction" means the purchase of goods or the obtaining of services or cash against use of the Credit Card, the Card number or in any manner authorized by the Cardholder for debit to the Credit Card Account or the utilizing of any services made available to the Cardholder by GBTI from time to time in respect of the Credit Card.
  - (j) "Merchant" means the Corporation, Firm, or individual who has agreed to honour the Credit Card upon presentation.
  - (k) "PIN" means the personal identification number of the Cardholder.
  - (l) "Cardholder" means in whose name a Credit Card Account is maintained by GBTI.
  - (m) "Billing Period" means the period between the dates of any two consecutive billing statements.
2. The Credit Card must be signed by the Cardholder immediately upon receipt and may only be used:
  - (a) By the Cardholder after it has been signed.
  - (b) Subject to the terms of this Agreement and the conditions of use of the Credit Card which are in force at the time of use.
  - (c) Within the Credit Card Line of the Credit Card Account.
  - (d) To obtain the facilities and benefits from time to time made available by GBTI in respect to the use of the Credit Card.
  - (e) Subject to the right of GBTI, in its absolute discretion and without prior notice, at any time to cancel, refuse or re-issue, renew or replace the Credit Card or to withdraw the right to use the Credit Card for, or to refuse any request for authorization of, any particular Credit Card Transaction and to publish any such withdrawal or refusal.
3. The Credit Card may not be used as payment for any illegal purchase, working capital requirement and capital expenditure. The Cardholders(s) represent and warrant that there are no pending/ threatened actions, suits, proceedings or litigations of any kind.
4. GBTI will debit the Credit Card Account with the amount of all Credit Card Transactions and any other liabilities of the Cardholder and any loss incurred by GBTI arising from the use of the Credit Card. The Cardholder will be liable to pay to GBTI all amounts so debited whether or not a sales voucher or cash advance voucher is signed by a Cardholder.
5. GBTI is authorized to debit the Credit Card Account with all fees, costs, expenses and charges pertaining to the acquisition and/or renewal and/or replacement in the event of loss/theft/damage and/or to the seeking of the recovery of the Credit Card.
6. Whenever the Credit Card is used to make purchases or obtain services the Cardholder shall sign a Sales Voucher or Cash Advance Voucher, but if this is not done, the Cardholder will nevertheless remain liable to pay GBTI all amounts debited to the Credit Card Account.
7. Whenever the Credit Card is used in conjunction with an automatic teller machine it must be used only in accordance with the operating instructions and conditions of use in force for the time being. In particular cash withdrawals must not exceed the permitted limit as notified by GBTI to the Cardholder from time to time.
8. If a Merchant issues a refund voucher in respect of a Credit Card Transaction, GBTI will credit to the Credit Card Account the amount shown to be due when it receives the refund voucher from the Merchant. Unless a refund voucher is issued and sent to GBTI then (subject to any rights vested in the Principal Cardholder by statute) the amount will be payable in full to GBTI and no claim by a Cardholder against the Merchant may be the subject of set-off or counter claim against GBTI.
9. GBTI will not be liable in any way if the Credit Card is not honoured by a third party or for any retention of a Credit Card by GBTI, any other financial institution, or any seller of goods or services.
10. The Credit Card facility will be reviewed 36 months after its issue date and will be automatically rolled over for succeeding terms of 36 months, subject to satisfactory conduct of this facility and payment of the renewal fee. The Credit Card becomes invalid after its' expiry date.
11. In the case of a joint account, the liability of the account holders shall be joint and several.
12. The Credit Card remains the property of the Bank at all times and must be returned by the Cardholder to GBTI should the Credit Card no longer be required, expired or at the request of GBTI.
13. The Cardholder will exercise all possible care to ensure the safety of the Credit Card and will prevent the PIN from becoming known to any person. The Cardholder will not disclose the Credit Card number to any third party except for the purpose of a Credit Card transaction or when reporting the actual loss or theft of or damage to the Credit Card.
14. If the Credit Card is lost, stolen or for any other reason liable to misuse or if the PIN is disclosed in breach of the terms of this Agreement, the Cardholder must immediately notify GBTI. If this notification is given orally, the card will be flagged and further action shall be taken until confirmed in writing or by fax/email to GBTI within two (2) business days. After GBTI has received such written notice the Cardholder's liability for any subsequent use of the Credit Card other than the Cardholder will cease.
15. The Cardholder will give to GBTI all the information in the Cardholder's possession as to the circumstances of the loss, theft or misuse of the Credit Card or disclosure of the PIN and take all steps deemed necessary by GBTI to assist in the recovery of a missing Credit Card. In the event of any such loss, theft or misuse being suspected, GBTI may provide the Police or other pertinent authority with any information it considers relevant whether relative to the Credit Card Account or otherwise. If a Credit Card is reported as lost, stolen or liable to misuse, that Credit Card must not subsequently be used, but must be cut in half and returned immediately to GBTI.
16. GBTI shall not be liable if it is unable to perform its obligations due directly or indirectly to the failure of any machine, data processing system or transmission link or to industrial dispute or to any cause outside the control of GBTI, its agents, servants or sub-contractors.
17. Any notice to the Cardholder shall be sent by prepaid post/ electronic mail/fax/ WhatsApp to the address/ telephone number given in this application or the address/ telephone number subsequently notified to GBTI in writing and shall be deemed to have been delivered 36 hours after the date of posting/ sent.
18. The Credit Card Line together with all charges made against the Credit Card Account as provided in this Agreement, must not be exceeded at any time without GBTI's prior approval. In the event that the established Credit Card Line is exceeded, a minimum charge of US\$50.00 per occurrence will be payable to GBTI.
19. GBTI may vary the Credit Card Line at any time, and from time to time. Such change shall be advised to the Cardholder by prepaid post/ electronic mail/ fax/ WhatsApp at least 15 days prior to the effective date of the change and any increase will be subject to a fee of US\$50.00.

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20. The Cardholder may at any time pay the entire amount outstanding on the Credit Card Account. In any event, however, the minimum payment due shown on the Cardholder's billing statement must be paid by its due date.
21. The minimum payment to be made shall be the total amount due at the end of a Billing Period in respect of any one or more of the following:
  - (a) 6% of the outstanding balance due on the Credit Card Account at the end of the Billing Period or US\$50.00 whichever shall be the greater (or such other rate or amount as GBTI may in its sole discretion notify to the Cardholder from time to time); and / or
  - (b) any minimum payment(s) due and unpaid (if any) in respect of any previous Billing Period or Billing Periods which remain unpaid (either wholly or partially) at the end of the current Billing Period; and / or
  - (c) any amount(s) due (if any) in excess of the Credit Card Line, which remain unpaid at the end of the current Billing Period; and / or
  - (d) all interest and other charges accrued due under the terms of the Agreement at the end of the current Billing Period. The minimum payment so advised will be rounded up to the next whole dollar. The payment due date shall be at least 20 days from the end of the current Billing Period.
22. Payments made to the Credit Card Account will be applied in the following order:
  - (a) interest on overdue payments in respect of any Billing Periods;
  - (b) interest on amounts due at the end of the Current Billing Period;
  - (c) fees on amounts in excess of the Credit Card Line;
  - (d) annual fees, stamp duty, recovery fees and all other fees and accrued charges due under the terms of this Agreement not otherwise specifically set out in this Clause.
  - (e) overdue payments on account of principals in respect of any Billing Periods;
  - (f) amounts in excess of the Credit Card Line;
  - (g) amounts on account of principal due at the end of the current Billing Period.
23. In the event that the Cardholder does not receive a billing statement within ten (10) calendar days after the end of the relevant Billing Period from the bank's online platform mailing notification, the Cardholder must so advise GBTI immediately and arrange to take delivery of a copy of that Billing Statement.
  - (a) Any queries concerning any entry on a Billing Statement must be made in writing by the Cardholder to GBTI within thirty (30) calendar days after the end of the relevant Billing Period after which time GBTI will not be obliged to consider any query.
24. Payments to Credit Card Accounts may be made at any branch of GBTI using the online platform available by the bank viz, GO banking.
25. Interest will be computed on the Average Daily Balance during the Billing Period. The Average Daily Balance is calculated by taking the beginning balance each day, adding the value of any Card Transaction that day, subtracting any payments and credits posted that day; all the Ending Daily Balances for the Billing Period are then totaled and divided by the number of days in the Billing Period. Interest will be computed at a monthly periodic rate of 1.5% on the Average Daily Balance for the Billing Period. This interest rate may be changed by GBTI at any time and from time to time in its sole discretion.
26. No interest will be payable on any amounts debited to the Credit Card Account if the outstanding balance is paid in full by the Payment Due date shown on the Principal Cardholder's current Billing Statement. In default of payment as aforesaid, interest as set out above will be payable from the date of the Card Transaction until payment in full.
27. To check the available balance on your Credit Card account, review your statement or log in to the card portal from [www.gbtibank.com](http://www.gbtibank.com). Cards must be registered on the card portal before card details can be accessed. For support call the Card Centre at 1-592-231-4391.
28. Where the Credit Card is used to obtain Cash Advances a handling charge of 2% of the amount so obtained or a minimum of US\$10.00 whichever shall be the greater, will be payable by the Cardholder to GBTI. Cash Advances shall not exceed the Credit Card Cash Limit.
29. In the event of non-payment of the outstanding balance on the Credit Card upon its expiry, overdue payments or demand for repayment by GBTI, the Bank may at any time without order from or notice to you deduct the Guyana dollars equivalent of such amounts, or pay part thereof, together with all interest, fees, costs or expenses, at the prevailing exchange selling rate at GBTI, from any one or more of your existing Guyana dollar account(s), and apply such moneys in or towards satisfaction of such indebtedness or liabilities on your Credit Card Account, notwithstanding the institution of legal action for the recovery of such indebtedness or liabilities.
  - (a) Any transfer of your indebtedness from United States Currency to Guyana dollars does not constitute a waive, reduction or termination of your liability which continues to be your responsibility together with interest thereon at the prevailing commercial interest rate.
30. GBTI may in its sole discretion issue multiple Credit Cards on the Credit Card Account as requested by the Cardholder. The Cardholder shall be liable for the use of the multiple Credit Cards as if the Cardholder had used it and for all amounts arising from or losses incurred by GBTI in connection with or arising from the use of the Credit Card (whether by act or omission) by the Authorized User (including any use in breach of the terms of this Agreement which GBTI shall be under no duty to prevent) which may be debited to the Credit Card Account in addition to any of its other powers. GBTI may cancel any Credit Card issued to an Authorized User at any time upon the written request of the Cardholder and the return of such Credit Card to GBTI or upon the surrender to GBTI of such Credit Card by the Authorized User.
31. Notwithstanding anything to the contrary set out elsewhere in this Agreement, GBTI shall have the right in its sole discretion at any time and from time to time to demand immediate repayment of all monies due to it by the Cardholder under the terms of this agreement.
32. GBTI may vary this Agreement and / or these conditions at any time or times in its sole discretion, whether or not a similar amendment is made to the Agreement and / or condition(s) with any other Cardholder(s) provided that at least 15 days prior notice of any such change is given to the Cardholder and a variation so notified shall be binding upon the Cardholder (including, for the avoidance of doubt, an Authorized User).
33. The Cardholder may terminate this Agreement by written notice to GBTI but such termination shall only be effective when such notice and all Credit Cards issued to the Cardholder has been returned to GBTI.
  - (a) GBTI may terminate this Agreement at any time without notice and thereupon cancel or refuse to renew the Credit Card issued to the Cardholder.
  - (b) GBTI may also suspend the use of the Credit Card in the event of any breach of the terms of this Agreement by the Cardholder.
  - (c) Unless and until termination takes place as provided for in this agreement, GBTI will provide new Credit Card for Cardholder from time to time.
  - (d) These rights are in addition to any other rights or remedies which GBTI may have whether to recover outstanding debts or otherwise and the Cardholder's liabilities will continue until such time as all amounts of whatever nature due to GBTI under this Agreement (including, but not limited to, interest and other charges) have been paid in full.
34. Any and all disputes between a Cardholder and a Merchant in respect of any Credit Card Transaction shall be resolved by and between the Cardholder and the Merchant. In the case of such disputes, GBTI shall remain fully indemnified by the Cardholder in respect of any and all claims arising there from whether by the Merchant or any third party.
35. The Cardholder shall immediately notify GBTI in writing or any electronic mode of any change of name or address or email address and provide all supporting documents.
36. The Cardholder shall hold the bank harmless and fully indemnified against all actions, proceedings, claims, demands, and other expenses which the bank may suffer as a result of acting on your instructions by your prepaid post/ electronic mail/ fax/ WhatsApp.

## CONDITIONS OF USE

THE USE OF GBTI CREDIT CARD IS GOVERNED AT ALL TIMES BY THE TERMS AND CONDITIONS SET FORTH.

37. Any breach of the terms and conditions governing the operations of the GBTI Credit Card is an event of default. In the event of default all monies due shall immediately become due and payable upon demand. For the sake of good order, we advise that this facility is, as usual, repayable on demand.
38. In event the Credit Card Account is reflecting arrears (payment in default 60 days and over) and has not been rectified within a period of two (2) weeks, the bank is authorized to convert the balance outstanding to a term loan repayable over a maximum period of four (4) years.
39. The Cardholder hereby indemnify the Bank against any loss, claims, damages, liabilities, actions and proceedings, legal and/or other expenses which may be directly and reasonably incurred as a consequence of the bank acting on the cardholder written instruction to utilize the mail/ courier system to deliver/ dispatch the Credit Card(s).
40. The bank shall terminate this credit card agreement, in any circumstance, in which we consider it reasonable to do so, without limitation, in the following circumstances:
- (a) The existence of reasonable grounds to believe or suspect that you are engaged in any unlawful act or involved in the violation of any law or regulation including, but not limited to, laws relating to anti-money laundering and terrorist financing, anti-corruption and bribery, or sanctions.
- (b) The existence of reasonable grounds to believe that your operation of this credit facility subject to this credit card agreement poses a substantial or unlawful risk to the business, operations, reputation or employees of the bank.

Fees/Charges	Amount
Annual	US\$100
Co-Applicant's Annual	N/A
Replacement & Blocking Fee	US\$25
Limit Increase	US\$50
Minimum Payment	Greater of 6% of Outstanding Balance and US\$50
Late Payment	1.5% of min. payment (Min Payment US\$50)
Over Limit	US\$50
Cash Advance	2% of cash advance or a min. of US\$10
Number of Accounts	One with shared limit
Card Limit	From US\$1,000 Individual limits.
Number of Cards	Max 10 Cards
Interest Rates	1.50%

\* **Lost, stolen or damaged cards (Fees subject to change without notice)**

Your Account No. \_\_\_\_\_ will expire on \_\_\_\_\_

Please provide same when making payments or enquires.

Kindly confirm your acceptance of the above terms and conditions by affixing your signature below.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Company / Business Stamp

Date \_\_\_\_\_