

**DBS Commercial Cards – Fees, Rates and Important Information**

	<b>DBS Business Advance Card</b>	<b>DBS Platinum Business Card / DBS World Business Card</b>	<b>All Other DBS Commercial Credit Cards</b>
<b>Finance Charges for Purchases</b>	N.A.	<p>Finance Charge: Effective interest rate of 12% p.a. for DBS Platinum Business Card and 18% p.a. for DBS World Business Card (subject to compounding if the charges are not repaid in full) on the transaction amount, chargeable on a daily basis from the date of transaction until receipt of full payment (Minimum charge: S\$2.50)</p> <p>No finance charges will be levied if payment is received in full by the “Payment Due Date”, and there is no balance carried forward from the previous statement.</p>	<p>Finance Charge: Effective interest rate of 18% p.a. (subject to compounding if the charges are not repaid in full) on the transaction amount, chargeable on a daily basis from the date of transaction until receipt of full payment (Minimum charge: S\$2.50)</p> <p>No finance charges will be levied if payment is received in full by the “Payment Due Date”, and there is no balance carried forward from the previous statement.</p>
<b>Cash Advance Charges</b>	N.A.	<p>If a Cash Advance is made or obtained through the use of any Card and/or the PIN of the Card, DBS may debit the Card Account of the Card with:</p> <ol style="list-style-type: none"> <li>a. a fee equal to:           <ul style="list-style-type: none"> <li>• 5% of the amount of the Cash Advance; or</li> <li>• S\$15, whichever is the greater; and</li> </ul> </li> <li>b. Finance Charge on the amount of the Cash Advance as from the date the Cash Advance was made or obtained until full payment of the Outstanding Balance of that Card Account is made.</li> </ol> <p>DBS may at its absolute discretion waive the fee referred to in Condition a. for any type or category of Cash Advances as DBS may determine or change this rate from time to time without notice.</p>	
<b>Minimum Monthly Payment</b>	N.A.	<p>3% of statement balance or S\$50, whichever is greater. For accounts that are over-limit, please pay the minimum payment specified plus the over-limit amount.</p>	<p>Full payment for Card Account is required by payment due date stated. If payment is not received, a Finance Charge will be levied on the entire Outstanding Balance from the Statement Date of that Account Statement until full payment of the Outstanding Balance is made.</p>

<b>Late Payment Fee</b>	N.A.	S\$45 per Card Account. (Only applicable to DBS Platinum Business and DBS World Business Credit Cards)
<b>Lost/Stolen Card Replacement (Inclusive of GST)</b>	<p><b>Lost/Stolen Card Replacement (Inclusive of GST)</b></p> <p>DBS Business Advance Cards / DBS World Business Cards / DBS Platinum Business Cards / DBS Corporate Charge Cards / DBS Purchasing Cards:</p> <ul style="list-style-type: none"> <li>• S\$21.60 (inclusive of 8% GST) per card.</li> </ul> <p>DBS Virtual Cards</p> <ul style="list-style-type: none"> <li>• N.A</li> </ul>	
<b>Other Fees</b>	N.A.	<p><b>Returned Cheque/ GIRO Payment</b> S\$20 for every returned cheque or GIRO payment.</p> <p><b>Statement Retrieval</b></p> <ul style="list-style-type: none"> <li>• S\$5.40 (inclusive of 8% GST) per statement beyond current three months.</li> </ul> <p><b>Merchant Sales Draft Retrieval</b></p> <ul style="list-style-type: none"> <li>• S\$5.40 (inclusive of 8% GST) per copy.</li> </ul>

## Modes of Payment

### 1. AXS Stations

Payments can be made via AXS stations including m-Station and e-Station. Payment made on weekdays (before 4:55pm) will be credited to your Card Account on the next working day. Payment made on Friday (after 4:55pm) and on weekends will be credited to your Card Account on Tuesday (provided it is a working day).

### 2. Cheque

All cheque payments are to be crossed and made payable to DBS-Cards. Please allow 3 working days for your Card Account to be credited. If your company has more than one Card Account, please indicate on the payment coupon and the back of your cheque, the amount payable for each Card Account. Otherwise, payment will be apportioned at the Bank's discretion.

Please mail your cheque together with the completed payment coupon using the reply envelope provided, and kindly ensure that the cheque payment is received and credited to your Card Account by the payment due date. If you plan to make a Quick Cheque Deposit, please ensure that the cheque payment is deposited in the Quick Deposit boxes before 1.00pm on a working day.

### 3. Cash

Cash payments are accepted at all DBS/POSB branches. Please allow at least two working days for your Card Account to be credited when cash payment is made. Please do NOT send cash by mail.

#### 4. GIRO

GIRO payment arrangement allows your corporation to have your Card Account balance paid automatically on the due date from your corporation's nominated bank account. The amount will be paid in full amount reflected on your Corporate Card Statement.

#### 5. IDEAL Payment

IDEAL allows you to view your Card Account Balance and make full account payment through IDEAL. Please allow a working day for payment processing.

##### How it Works

- 1 Login to DBS IDEAL.
- 2 Select "Bill Payment" under the Payments tab.
- 3 Select Billing Organisation (DBS Commercial Cards), enter your Bill Reference Number (16-digit Card Number) and amount.
- 4 Verify details and click submit.
- 5 Payments reflected on card after 1 business day.

##### Card Activation Method

All issued cards need to be activated before they can be used. Activate your new Card via SMS or DBS iBanking (applicable for DBS Commercial Credit Cards only).

**Disclaimer:** Please activate your card upon receipt. Do note the card will be blocked 3 months from issuance if not activated for security reasons.

##### Magnetic Stripe Activation for Overseas Usage

**A:** SMS to 77767 (For foreign-registered mobile numbers, please use DBS digibank (online/mobile))

- To enable with no end date:

o Enable <space> overseas <space> Card's last 4 digits

- To enable with end date (all dates in DDMMYYYY format):

o Enable <space> overseas <space> Card's last 4 digits <space> start date <space> end date

- To disable:

o Disable <space> overseas <space> Card's last 4 digits

OR

**B:** Log in to your DBS digibank (applicable for DBS Commercial Credit Cards only)

OR

**C:** Please complete the overseas activation slip and mail it to:

DBS Bank Ltd, 2 Changi Business Park Crescent, #07-03, DBS Asia Hub Lobby A, Singapore 486029

**Liability for Lost/Stolen Card**

If your Card is lost or stolen or if the PIN is disclosed without your authorisation, your liability for unauthorised

transactions effected after such loss, theft or unauthorised disclosure but before we are notified thereof shall be limited to S\$100 only if:

- a. you have immediately notified us of the loss, theft or unauthorised disclosure;
- b. you assist us in the recovery of the unauthorised charges incurred;
- c. you furnish us with a police report accompanied by written confirmation of the loss, theft or unauthorised disclosure and any other information that we may require; and
- d. we are satisfied that such loss, theft or unauthorised disclosure is not due to your negligence or default.

You shall not be liable for any transactions carried out after we have been notified of the loss, theft or disclosure.

**Transaction in Foreign Currencies**

Card transactions in US dollars shall be converted to Singapore dollars on the date of conversion. Transactions in foreign currency other than US dollars will be converted into US dollars before being converted into Singapore dollars. All conversions shall be based on the prevailing wholesale interbank rates or the government-mandated rate, as shall be determined by the respective card associations, namely Visa, MasterCard. The rate used for the conversion may be different from the rate in effect on the date of the transaction due to market fluctuation.

**(A) Foreign currency transaction**

All card transactions in foreign currency are subject to a charge imposed by the respective card associations, either as a reimbursement charge representing the charge imposed on us or as a direct charge to you. For foreign charges converted by Visa/MasterCard, Visa/MasterCard applies a conversion fact or of 1% to the converted amount.

An administrative fee for services provided or actions taken by us in relation to such foreign currency transactions shall be payable by you and debited from your Card Account. Our prevailing administrative fee is 2.25% of the foreign currency transaction amount for transactions involving Visa and MasterCard.

For illustration purpose only:

Charge in foreign currency	Foreign currency (e.g. MYR, HKD, USD, Euro)
Foreign exchange rate	Determined by Visa/MasterCard
Currency conversion charge imposed by card associations	1%
Our administrative fee	2.25%
Total fees	3.25%, on top of the prevailing foreign exchange rate determined by Visa/MasterCard

(B) Dynamic currency conversion

If your card transaction is converted into Singapore dollars via dynamic currency conversion (a service offered at certain overseas ATMs, merchants or websites), you acknowledge that the process of conversion and the exchange rates applied will be determined by the relevant ATM operator, merchant or dynamic currency conversion service provider, as the case may be.

All card transactions which are converted via dynamic currency will be subject to an administrative fee of 1% on the converted Singapore dollar amount, or such other rate as determined by us and notified to you.

For illustration purpose only:

Transaction performed in home currency, but merchant location is outside Singapore	
Foreign exchange rate	Determined by the relevant ATM operator, merchant or dynamic currency conversion service provider
Administrative fee by Visa/MasterCard	1% on the converted Singapore dollar(s) amount
Total fees	1% on top of the prevailing foreign exchange rate

Updated as of January 2023