**Expense Card Letter**

**Company Letter Head**

To: Managing Director

Maldives Islamic Bank Plc

**Subject: Authorization for Issuance of Business Expense Cards**

Dear Sir,

In reference to the attached approved BR [reference number of the approved BR] I/we, request Maldives Islamic Bank **(“Bank”)** to create Business Expense Cards according to the list attached herewith *(must be printed and attached*) and hereby grant the Bank permission to deduct any relevant fees associated with the issuance and maintenance of these Business Expense Cards directly from our account number [Your Account Number].

The designated individual below is authorized to collect requested Business Expense Cards on behalf of [Your Business Name]. The cards are to be handed over only to the authorized person mentioned below, upon presentation of their valid identification.

I/We takes full responsibility to ensure that the cards collected by a third party, as nominated by the Bank, and authorized below, are handed over to the respective Cardholders specified in the list provided by the Business.

Name of Authorized Person: [Authorized Person's Full Name]

ID Card Number: [ID Card Number]

Contact Number: [Contact Number]

Collection Centre:

I/We further acknowledge and confirm our acceptance of the Card Declarations outlined with this letter (Annexure 1).

Thank you

Yours sincerely,

*[Name of Authorized Signature*]

[*Authorized Signature*]

[*Company Seal*]

***Annexure 1:***

* This declaration is made to Maldives Islamic Bank Plc. (“MIB”)
* I/we confirm that I/we am/are the sole account holder(s) or have the required mandate to operate all the accounts linked to the Visa Business Expense Card. I/we agree that my/our debit card(s) will only be used subject to the applicable Debit Cardholder Terms and Conditions (available from MIB website) and other applicable account terms and conditions issued by the MIB as amended from time to time.
* I/We accept to be bound by the List of Bank Charges and fees as amended from time to time.
* I/We accept that the usage of the Debit Card will be construed by the Bank as acceptance of the applicable terms and conditions as stated above.
* I/We acknowledge that a Business Expense Card Account will be created for every Business Expense Card requested.
* I/We acknowledge that if the Customer decides to close any of the Business Expense Card(s) issued, the Business Expense Card Account linked to the Card(s) would automatically stand cancelled and any funds remaining in the account will be transferred back to the Customers current/saving account.
* I/We take full responsibility for the consequences that may arise from handing over my/our Debit Card(s) to a third party as nominated and authorized as per the authorization letter provided to the Bank and I/We hereby indemnify the Bank against any liability or losses which may arise as a result of acting on my/our instructions by the Bank.
* I/We acknowledge that the Business Expense Card can be reloaded through the Businesss FaisaNet account.
* I/We hereby warrant that the above information given is true and correct.
* I/We accept that Business Expense Card(s) will be issued at the sole discretion of the Bank.