

**VISA PREPAID FUEL CARD APPLICATION**



The Manager  
Commercial Bank of Ceylon PLC

(Branch Name)

Date

VISA PREPAID SPEND FUEL CARD

Card No. (Branch use)

Dear Sir/Madam,

I wish to apply for a Prepaid Fuel Card. Given below are my details to enable you to process the application.

Mr.  Mrs.  Miss.  Dr. Others (Specify) :

Full name (as in NIC) :

Postal address

NIC No:                         E-mail

Please issue the visa prepaid Fuel card in the name of (Name to appear on the Card)  (24 Characters including spaces)

Please note that in case of Fuel Card issued by employer, the employer name will be printed on the card.

Phone No. (Home) :                 Phone No. (Office) :                 Phone No. (Mobile) :

Date of birth:           Mother's maiden name

By default Rs. 50,000/- daily Fuel purchase limit assigned to your card, you may request The Bank to change the daily purchase limit if required. Daily Fuel Purchase Limit - Rs.  Monthly Fuel Purchase Limit - Rs.

PIN - Personal Identification Number  SMS PIN  PIN Mailer collection

I hereby confirm that the information given as above are true and correct. I further confirm that I have read and understood the terms and conditions governing the issue of Prepaid Fuel Cards as detailed overleaf. I hereby agree to abide by them and subsequent amendments, variations or changes thereto which may at any time be made by the Bank.

Yours faithfully,

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Signature of Cardholder

I confirm safe receipt of Fuel Card and PIN mailer or SMS PIN.

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Signature of Cardholder

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Date

To be completed by the authorized officer of the employer.

Company name  (24 Characters including spaces)

Company account no

Company e - mail

1. .... 2. .... 3. ....

Authorised Signatory on behalf of the Company with Rubber stamp

We provide our consent to issue the above Fuel Prepaid Card to our employee .....  
Employee's monthly fuel allowance/ Fuel expenses are credited to the fuel card.

FOR BRANCH USE ONLY - Declaration by Authorised Officer

To Manager, Card Centre :- Signature verified, fees recovered and company operating instructions comply with the mandate.

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(Authorised Signatory)

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Date

## TERMS AND CONDITIONS

In consideration of Commercial Bank of Ceylon PLC. (Bank) pursuant to my request, making available to me the facilities and services available through issuance and use of Prepaid Fuel Card . I agree to be bound by the following terms and conditions.

01. Join in fee for Prepaid Fuel card is Rs. 400/= and the card will be valid for a period of four years only.
02. At all times to regard the Prepaid Fuel Card as the property of the Bank and to surrender it unconditionally and without reservation upon demand by the Bank.
03. At no time to use or attempt to use the Prepaid Fuel Card unless there are sufficient funds in my Prepaid Fuel Card account to cover the Fuel purchases or any other transactions which could be done using the Prepaid Fuel Card.
04. To restrict use of the Prepaid Fuel Card exclusively to the person names overleaf as it is not transferable.
05. Not to use or attempt to use the Prepaid Fuel Card after any notification of its cancellation or withdrawal has been given to me by the Bank or by any person acting on behalf of the Bank.
06. This Prepaid Fuel Card can be used for purchase fuel from fuel stations in Sri Lanka only.
07. The prevailing fuel surcharge of 01% of the transaction value will be applicable for all fuel transactions.
08. To immediately notify the Bank of the loss or theft of the Prepaid Fuel Card, and to accept full responsibility for all transactions processed from the use of the Prepaid Fuel Card except any transactions occurring after the bank shall have confirmed to me that it has received notice of loss or theft of the Prepaid Fuel Card.
09. Subject to (7) above to accept the Bank's record of financial transactions and related fees applicable as conclusive and binding for all purposes and to authorise the Bank to debit Prepaid Fuel Card Account with all amounts debited with or without my knowledge or authority.
10. While the Bank shall take all reasonable measures to ensure the proper functioning, security, and reliability of its facilities, including ATMs, I/We acknowledge that disruptions, malfunctions, or failures may occur due to circumstances beyond the Bank's control. Accordingly, I/We agree that the Bank shall not be held liable for any loss or damage arising directly from such events.
11. Notwithstanding and without prejudice to the generality of the provisions of Term 10 above, the use of facilities shall be at my/our sole risk. I/We acknowledge that certain risks are inherent in electronic transactions and agree to take reasonable precautions.
12. The bank will not be responsible for the Prepaid Fuel Card not being honored for any reason whatsoever.
13. No renewal card will be issued upon expiry of the existing Prepaid Fuel Card and fresh card should be applied once the existing Card is expired.
14. That the Bank shall be at the liberty to terminate the facility at any time without notice to me by cancelling or refusing to renew the Prepaid Fuel Card.
15. Other than the terms & conditions imposed by the Bank on the usage of the Prepaid Fuel Card, the Prepaid Fuel Cardholder will also be governed by the rules and regulation imposed by VISA International on the usage of the Prepaid Fuel Card.
16. The Bank reserves the right to vary these terms and conditions without prior notice.
17. Use the card for international transaction of personal nature only. International transactions are payments done to a merchant hosted outside Sri Lanka. Settlement bank of such merchants are located outside a Sri Lanka.
18. I hereby authorised the Company or the Employer who issued the card to me to view all transactions pertaining my Prepaid Fuel card usage.
19. I understand that at any given time company has the right cancel /block my Prepaid Fuel card without my concern as per the agreement between the Commercial Bank of Ceylon PLC and the above stated employer or the company.
20. I will keep evidence in respect of withdrawals of foreign currencies using travel card, such currencies have been utilized for the purposes permitted under exchange control Act No 12 of 2017.
21. The Bank reserves the right to vary these terms and conditions.

I \_\_\_\_\_  
(Prepaid Fuel Card holder), \_\_\_\_\_  
(Prepaid Fuel Card holder) declare that all details given above by me/ us on this form are true and correct. I hereby confirm that I am aware of the terms and conditions applicable for the use of Electronic Fund Transfer Cards (EFTCs) as detailed in the **Directions No. 03 of 2021 dated 18 March 2021** issued under the provisions of the **Foreign Exchange Act, No. 12 of 2017** (the FEA) subject to which the card may be used for transactions in foreign exchange and I hereby undertake to abide by the said conditions. I further agree to provide any information on transactions carried out by me in foreign exchange on the card issued to me as Commercial Bank PLC may require for the purpose of the FLA. I am aware that the bank is required to suspend availability of foreign exchange on EFTC if reasonable grounds exist to suspect that foreign exchange transactions which are not permitted in terms of the annexed Directions issued under the provisions of the FEA are being carried out on the EFTC issued to me/us and to report the matter to the Director - Department of Foreign Exchange. I also affirm that I undertake to surrender the EFTCs to the bank, if I migrate or leave Sri Lanka for permanent residence or employment abroad, as applicable. **Further, I also agreed to notify my change in residential status to the bank, if any, accordingly.**

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**Signature of the Cardholder**

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**Authorised Signature/s of the Company**