

## PRODUCT DISCLOSURE SHEET

Please read this Product Disclosure Sheet before you decide to take the **Express Bank Guarantee (Express BG)** with Affin Bank Berhad ("the Bank").

Seek clarification from the Bank if you do not understand any part of this document or the general terms in particular the terms affecting your obligations.



### Express Bank Guarantee (Express BG)

#### 1. What is this product about?

- Express Bank Guarantee (Express BG) is an irrevocable undertaking by the Bank (the Guarantor) to pay an agreed sum to the Beneficiary, in the event that the party (Applicant) requesting the guarantee fails to perform its obligations or liability upon presentation of a written demand.
- The differences between Express BG and normal BG issued by the Bank are:
  - i. It is offered to both borrowers and non-borrowers who maintain account with the Bank.
  - ii. It is fully backed against Cash which to be debited from Applicant's account maintained with the Bank or Fixed Deposit (FD)/ Term Deposit-i (TD-i) to be tagged on lien to the Bank.
  - iii. It is a one-off transaction without any pre-approved credit facility being granted.
- Upon Express BG Cancellation, in the event if no claim received from the Beneficiary, the Cash taken upfront will be refunded to customer's account or on-lien tagging will be removed accordingly.

#### 2. What do I get from this product?

- Security to your counterparty thus facilitate your business expansion into new markets.
- As support to your financial commitments for your performance under a contractual obligation.

#### 3. What are my obligations?

- To provide appropriate amount of Cash or Fixed Deposit/ Term Deposit-i (TD-i) as determined by the Bank.
- To promptly pay the Bank all fees and charges pursuant to the issuance of the Express BG together as may be prescribed by the Bank from time to time.
- To authorize the Bank to debit your account with the Bank for any amount demanded by the Bank and any charges, interests, costs or expenses in respect of payment made by the Bank under the Express BG issued.
- To pay the Bank immediately for any charges associated when the Bank honour the demands (if any).

#### 4. What are the fees and charges I have to pay?

Fees and charges	Amount (RM)
Commission on Issuance or Renewal	0.125% per month (or part of the month thereof), Minimum RM250.00
Commission on Amendment (Extend Validity Period/ Increase of Amount)	0.125% per month (or part of the month thereof), Minimum RM250.00
Amendment (others)	RM50.00
BG Format Vetting	RM250.00
BG Assignment	RM250.00
Handling Fee	RM100.00
Stamp Duty <ul style="list-style-type: none"><li>BG Format</li><li>Application Form</li></ul>	RM10.00 RM10.00
Additional stamp duty if Express BG is secured by FD/ TD-i: <ul style="list-style-type: none"><li>Letter of Set-Off (LOSO)</li><li>Charge Over Cash Deposit (COCD)</li></ul>	RM10.00 0.5% ad valorem
Courier Charge	RM15.00

*Note: Base Lending Rate (BLR) is subject to change from time to time as published on <https://www.affinways.com/en/rates-and-pricing>*

<b>5. What if I fail to fulfill my obligations?</b>
The Bank is entitled to set-off any outstanding amount due under this product with any of your deposit accounts maintained with the Bank.
<b>6. What are the major risks?</b>
Upon receiving claim/ demand from the Beneficiary, the Bank will proceed to honour the claim/ demand by making payment using cash margin collected or liquidate the Fixed Deposit placed.
<b>7. Where can I get assistance and redress?</b>
<ul style="list-style-type: none"> <li>If you have difficulties in making payments, please contact us at 03-8230 2222, at your earliest convenience to discuss on the payment alternatives.</li> <li>If you wish to make a complaint on the products or services provided by us, you may contact us at:  <b>Customer Feedback &amp; Resolution Management</b>  <b>Level 9, Menara Affin,</b>  <b>Lingkaran TRX, Tun Razak Exchange,</b>  <b>55188 Kuala Lumpur</b>  <b>Contact Centre : 03-8230 2222</b>  <b>E-mail : <a href="mailto:yourvoice@affingroup.com">yourvoice@affingroup.com</a></b>  <b>Website : <a href="https://www.affinalways.com">https://www.affinalways.com</a></b> </li> <li>Alternatively, you may seek the services of Agensi Kaunseling dan Pengurusan Kredit (AKPK), an agency established by Bank Negara Malaysia to provide free services on money management, credit counselling, financial education and debt restructuring for individuals. You can contact AKPK at:  <b>Agensi Kaunseling dan Pengurusan Kredit (AKPK)</b>  <b>Level 5 and 6,</b>  <b>Menara Aras Raya (Formerly known as Menara Bumiputra-Commerce),</b>  <b>Jalan Raja Laut, 50350 Kuala Lumpur</b>  <b>Hotline : 03-2616 7766</b>  <b>E-mail : <a href="mailto:enquiry@akpk.org.my">enquiry@akpk.org.my</a></b>  <b>Website : <a href="http://www.akpk.org.my">www.akpk.org.my</a></b>  <b>Operation Hours : 9.00 am – 5.00 pm (Monday – Friday)</b> </li> <li>If your query or complaint is not satisfactorily resolved by us, you may contact Bank Negara Malaysia (BNM) LINK or TELELINK at:  <b>BNMLINK</b>  <b>Bank Negara Malaysia</b>  <b>P.O. Box 10922</b>  <b>50929 Kuala Lumpur</b>  <b>Telephone : 1-300-88-5465</b>  <b>eLINK : <a href="https://bnmlink.bnm.gov.my/">https://bnmlink.bnm.gov.my/</a></b> </li> </ul>
<b>8. What do I need to do if there are changes to my contact details?</b>
It is important that you inform us (via a written notice sent to the account holding branch) of any changes in your contact information to ensure that all correspondences reach you in a timely manner.
<b>9. Where can I get further information?</b>
Should you require additional information, please contact us at the nearest branch to you or call our Contact Centre at 03-8230 2222 or visit our web site <b><a href="http://www.affinalways.com">www.affinalways.com</a></b>

#### 10. Other facilities available.

The Bank offers Express Letter of Credit (Express LC) and other trade bills facilities such as Bankers Acceptance (BA), Bills Negotiation (BN), Bills Purchased (BEP), Letter of Credit (LC), Shipping Guarantee (SG), Flexi Trade Loan (FTL) and Trust Receipt (TR).

#### Disclaimer:

This Product Disclosure Sheet is for information purposes only and does not constitute any advice on any matter discussed. All information and materials including those on services, products, financial information, data, text or other items are provided strictly 'as is', and 'as available' and is so provided for your information and reference only. Affin Bank Berhad does not guarantee the usefulness or adequacy of the information provided and shall not be liable for any errors and will not be responsible for the consequences of reliance upon any opinion or statement contained herein or for any omission. This Product Disclosure Sheet is confidential and may not be reproduced (in whole or in part) to any other person without the prior written permission of Affin Bank Berhad.

#### Product Transparency and Disclosure:

Affin Bank Berhad is committed in ensuring customer is being treated and guided under the prevailing BNM's **Fair Treatment of Financial Consumers** and **Prohibited Business Conduct**.

**IMPORTANT NOTE: LEGAL ACTION MAY BE TAKEN AGAINST YOU IF YOU DO NOT KEEP UP REPAYMENTS ON YOUR FACILITIES.**

*The information provided in this disclosure sheet is valid as at 01 August 2024.*

I / We hereby acknowledge that the key terms of this product disclosure sheet, in particular, the terms affecting my / our obligations, have been adequately explained to me / us by the Bank's staff, representative or agent.

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

NRIC No : \_\_\_\_\_

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