

AUTHORIZED USER DISCLOSURE

These Pleo Commercial Card – Authorized User Disclosures (“**Disclosures**”) apply to the Pleo Prepaid Mastercard commercial card program (the “**Pleo Commercial Card**” or “**Card**”).

Accountholder: The Card is issued to Accountholder. The Accountholder is the business cardholder that has established a commercial Card account with Bank in connection with the Pleo Commercial Card program and named you as their Authorized User.

Authorized User: The person authorized by the Accountholder to receive and use a Card, the terms “**you**,” and “**your**” refer to the Authorized User.

Card Issuer or Bank: The financial institution that issues the Card pursuant to a license from Mastercard. As used in these Disclosures, the terms “**we**,” “**us**,” and “**our**” refer to the Card Issuer.

Cardholder Agreement: The agreement between Card Issuer and the Accountholder that sets forth the terms and conditions of the Accountholder’s Card account.

Customer Service: If you have questions or concerns regarding the Card or these Disclosures, contact Pleo by emailing support@pleo.com or visiting <https://www.pleo.io>.

Servicer: The Pleo Commercial Card program is managed by Pleo.

These Disclosures do not establish a contract or other legal relationship between you and the Bank. This document constitutes a binding agreement between you and the Accountholder, and the Accountholder is responsible for your compliance with these Disclosures.

About the Card:

- The Card is issued to Accountholder. The Accountholder is the entity that has qualified and established a Business Account with Bank pursuant to a separate Cardholder Agreement, as well as a separate agreement with Servicer to provide corporate expense management services.
- Accountholder is permitted to provide the Card to you for use in your capacity as an “Authorized User” in the manner contemplated in these terms. Pursuant to and in connection with the Pleo Commercial Card program, Accountholder has an arrangement in place that permits Accountholder to instruct Bank to fund transactions initiated by you with the Card from funds provided in advance by Accountholder to Bank in. Your ability to make purchases using the Card is subject to the terms and conditions or your agreement with Accountholder and transaction approval from Accountholder.
- Accountholder is permitting you to use the Card as an Authorized User for the purpose of making Card transactions as described herein. Your use of the Card shall be subject to any limitations or restrictions imposed by Accountholder and as imposed on Accountholder under the terms and conditions of its Cardholder Agreement. The Card may be cancelled, suspended, repossessed, or revoked by us or Accountholder at any time without prior notice, subject to applicable law.
- The Card is a prepaid card, which allows you to access funds loaded to the Card account by the Accountholder. You should treat the Card with the same care as you would treat cash. We encourage you to sign your Card when you receive it. This Card is intended for business or commercial purchases to be made by you on behalf of the Accountholder. You are not permitted to use the Card for any personal, family, or household use. The Card account does not constitute a checking or savings account. The Card is not a gift card, nor is it intended to be used for gifting purposes. The Card is not a credit card. Neither you nor the Accountholder will receive any interest on the funds in the Card account. The Card may be closed or we may cease processing of any transaction that we, the Accountholder or Servicer believes may violate the terms the Cardholder Agreement or applicable law, including if any transaction may be suspected of any illegal, illicit, criminal or fraudulent activity.

Using the Card:

- Each time you use the Card, you represent and agree that you are not currently and will not become subject to U.S. Office of Foreign Asset Control List, or any law, regulation or other list of any government authority that prohibits or limits us from providing you a Card or from otherwise conducting or doing business with you.
- Each time you use your Card, the value available on the Card account will be reduced by the amount of the transaction and any applicable fees. If you use your Card number without presenting your Card (such as for an internet transaction, a mail order or a telephone purchase), you remain responsible and accountable for such transaction to Accountholder. You may use your Card to purchase goods or services wherever your Card is honored.
- With a PIN, you may use your Card at any point-of-sale device that bears the Mastercard marks as permitted by the merchant and subject to the Accountholder's available Card account balance. The Card is subject to the transaction limits of the Accountholder's Cardholder Agreement.
- You CANNOT exchange your Card for its cash value or for any of the following: (i) perform any illegal transactions; (ii) use the bank routing number and account number to make a debit transaction with any item processed as a check (these debits will be declined and your payment will not be processed); or (iii) make personal transactions. In addition, YOU ARE NOT PERMITTED TO EXCEED THE AVAILABLE AMOUNT IN THE CARD ACCOUNT THROUGH AN INDIVIDUAL TRANSACTION OR A SERIES OF TRANSACTIONS. Nevertheless, if a transaction exceeds the balance of the funds available in the Card account, the Accountholder will remain fully liable to us for the amount of the transaction and agrees to pay us promptly for the negative balance in accordance with the terms of its Cardholder Agreement.
- If Accountholder does not have enough funds available in their Card account, you may be able to instruct the merchant to charge a part of the purchase to the Card and pay the remaining amount with another form of payment. These are called "split transactions." Some merchants do not allow cardholders to split transactions or will only allow you to do a split transaction if you pay the remaining amount in cash.
- You may be able to get a receipt at the time you make any Card transaction. You may need a receipt in order to verify a transaction with us, the Accountholder or the merchant.
- You and the Accountholder may obtain information about the Card balance by calling Customer Service. This information, along with a 12-month history of Card account transactions, is also available at the Pleo Website mentioned above.

Key Card features and restrictions:

- You do not own the Card Account funds. The Card remains the property of the Card Issuer and must be returned upon request. You have no right to instruct Accountholder to load funds onto the Card or to fund Card transactions. If the Accountholder has not sufficiently funded the Card account in advance of any Card transactions, the transaction will be declined.
- Accountholder may share your personal information with Card Issuer. Card Issuer may provide such information to its employees, auditors, affiliates, service providers, or attorneys as needed. Card Issuer may also collect: (1) information about purchases made with the Card, such as date of purchase, amount and place of purchase; (2) information you provide when you register a Card, such as name, address, phone number. Card Issuer may also disclose information about the Card or the transactions you make to third parties in order to: (1) complete transactions; (2) verify the existence and condition of the Card for a third party, such as a merchant; (3) provide customer services; (4) help protect against fraud and to conduct research and analysis; or (5) comply with government agency or court orders, or other legal reporting requirements.
- In addition, the [Bank's Privacy Policy](#) describes how and for what purposes we process data (including personally identifiable information) in connection with your use of the Card. By using your Card, you consent to this Privacy Policy.
- If you believe your Card has been lost or stolen, you or the Accountholder should call or write Customer Service IMMEDIATELY at the contact information found at the beginning of this Agreement. The Accountholder's liability for unauthorized transactions is set forth in, and governed by, the terms of the Cardholder Agreement.
- You or the Accountholder should contact Customer Service as soon as possible if you believe an error has occurred with the Card. Errors will be handled in accordance with the error resolution procedures set forth in the Cardholder Agreement.

- You may use the Card to conduct international transactions if the merchant accepts the Mastercard or any other logo on the Card.
- If your Card expires or is lost or stolen, you may request a new Card by visiting <https://www.pleo.com>.

Activating the Card: You will need to activate the Physical Card by following the instructions provided with your Card. Virtual Cards are activated upon issuance. You will receive instructions to set a Personalized Identification Number (“PIN”) when you activate your Card. You should not write or keep your PIN with your Card. Never share your PIN with anyone and do not enter your PIN into any terminal that appears to be modified or suspicious. If you believe that anyone has gained unauthorized access to your PIN, you should contact Customer Service immediately.

Effective date: November 28, 2023