



**Part 1 - COMPANY DETAILS**

Please ensure that this form is endorsed by the authorised signatory of the company

**A)1.**

Name of the Company :

- Limited Liability Company
- Private Joint Stock Co
- Others

- General Partnership
- Sole Proprietorship

P.O. Box No.

Emirate

Country

Telephone:

Fax:

Telex:

E-mail Address

Web Site:

**2.**

Type of Business:

Year of Incorporation:

Co. Reg. No :

Authorised Capital :

Issued Capital :

**3.**

U.A.E Bankers:

Name Branch:

P O Box :

Emirate

Country

Bank A/c No.:

A/c Manager's Name (if available):

**4. Please attach separate list of names and addresses of Directors / Partners  
(Not applicable to Limited Liability Companies but please provide in case of a multinational company)**

**B)**

1. Parent / Holding Company Name:

Parent Company Address :

Telephone (including area code):

Fax :

E-mail address:

Web Site :

Parent Company:

Banker's Name & Address:

  


2. If your company, or any Director, holds existing membership of Diners Club, please state membership number:

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

**C)**

1. Potential number of Company Travellers every month  
(please tick the appropriate box)

1-9    10-19    20-49    50-99    100+

2. Company Travel Policy Decision Maker Designation

3. Company Corporate Travel Co-ordinator :

4. Potential monthly travel spend in UAE Dirhams:

5. Please supply details of Authorised signatories for Travel Account LPO's

**Name**

**Signature**

1.

\_\_\_\_\_

2.

\_\_\_\_\_

3.

\_\_\_\_\_

4.

\_\_\_\_\_

6. Management Information Reports:

These reports are set up at Company level and will be sent to your centralised mailing address. The following reports are available for Business Card account members.

- Total travel expenditure by Cost Centre
- Total expenditure by Passenger
- Total expenditure by Area/Airline wise
- Expenditure analysis by Airline

We wish to apply for membership of **BUSINESS CARD ACCOUNT** and we agree to the Terms and Conditions set by Diners Club. We confirm that the information given is correct and we authorise Diners Club to contact our Bankers or any third party to obtain information required to process our application. We also agree that our Travel Agent may be advised on the results of this application. We have read the enclosed agreement signed with our Travel Agent which forms part of this application and we agree to the terms and conditions therein.

**Annual Membership Fee: 300**

***Signed on behalf of the Company or Firm by its duly authorised signatory***

Signed Date (dd/mm/yyyy)

 /  / 

Name & Position :

  

Company Seal :

Signature:

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**D) COST CENTRES**

Please supply details of all Cost Centres (Branches or Company Divisions other than Central Office) for which you require statements.

**Cost Centre 1**

Cost Centre Name:

Addressee Name :

Cost Centre Travel Co-ordinator -  
**(if different from Central office):**

P O Box:

Emirate

Country

Tel No. :

Fax :

Telex :

E-mail :

Potential Monthly Spent in UAE Dirhams:

### Cost Centre 2

Cost Centre Name:

Cost Centre Travel Co-ordinator -  
**(if different from Central office):**

P O Box:

Country

Addressee Name :

Emirate

Tel No. :

Fax :

E-mail :

Potential Monthly Spent in UAE Dirhams:

Telex :

### Cost Centre 3

Cost Centre Name:

Cost Centre Travel Co-ordinator -  
**(if different from Central office):**

P O Box:

Country

Addressee Name :

Emirate

Tel No. :

Fax :

E-mail :

Potential Monthly Spent in UAE Dirhams:

Telex :



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## Terms and Conditions

### Definitions

"Diners Club"	Diners Club (U.A.E.) Limited Liability Company
"Approved Travel Agents"	_____
"Card"	Business Card
"Member"	Company/Partnership which is the legal holder of the Card
"Account"	Travel Account Service
"Authorised Signature"	Signature of person authorised by a Member to operate the Account

1. The Diners Club Member is entitled to utilise the Card at the Approved Travel Agent for the purpose of purchasing travel facilities only for its staff for business and other approved purposes.

2. The expenses incurred by the use of the Diners Club Account are evidenced by an Authorised Signature on a charge form, local purchase order or invoice.

Should the Member authorise purchase of any services for which an Authorised Signature is not provided (including e-mail, telephone or mail orders) then proof of delivery or other supporting documentation from the supplier of such services shall be deemed acceptable as authority for and proof of purchase.

3. Statements which Diners Club prepares from data received from the Approved Travel Agents on the basis of charge forms, invoices local purchase orders or any other documents evidencing purchases will, in the absence of manifest error, be conclusive evidence against the Member for the amount outstanding as at the date specified in such statements.

These statements will be presented to the Member who undertakes to settle the outstanding balance in full in UAE Dirhams upon presentation.

4. The Diners Club Card is not transferable and is subject to withdrawal in cases of infringement of this condition.

The original Member remains entirely responsible for all expenses incurred by the holder of such an

illegally transferred Card.

5. The Account has an agreed credit limit but Diners Club reserves the right to limit expenditure through its authorisation process or through notification by registered letter, telex, telefax, e-mail or withdraw membership at its sole discretion and without recourse.

6. In the event of loss or theft of the Card, the Member shall immediately notify Diners Club by telefax, e-mail or telex. If the Member fails to inform Diners Club of the loss or theft of the Card, the Member will be held responsible for any misuse of such Card by the unlawful holder.

The Member shall also indemnify Diners Club for any charges incurred as a result of fraud or misuse on the part of any employee of the Member or other person or due to an Authorised Signature being placed on an invoice, charge form or a local purchase order without the authority of the Member.

The fact that the Member will "lodge" the Card with the Approved Travel Agents will not absolve it from any liability arising from theft, loss, misuse through fraud or otherwise of the Card.

7. The Card is the property of Diners Club and delivered to the holder in its capacity as Member. If the membership is terminated the Card should be returned to Diners Club.

8. Any expense or fees (including without limitation legal fees and court fees) incurred by Diners Club for the recovery of unpaid statements or charges are for the account of the Member.

Any statement amount which has not been paid by the 25th of the month in which the statement was presented by Diners Club shall be subject automatically to a service charge of 2% per month. Invoices should be settled in full without deductions of any expected refunds and/or disputed charges, wherever applicable.

In the event of non-receipt of the invoice by the 10th of each month, the member shall be responsible for obtaining a copy from Diners Club.

9. The Courts of the U.A.E shall have non-exclusive jurisdiction over all disputes which might arise between Diners Club and the Member provided however that no dispute shall be brought against Diners Club after the expiry of a period of six months from the date on which the cause of action arose or is deemed to have arisen.

The member hereby irrevocably submits to the jurisdiction of such courts.

10. In the event that charges are incurred in currencies other than UAE Dirhams, they will be converted at the prevailing official exchange rate at the time such charges are accepted by Diners Club.

11. Any judicial and/or extra judicial notice or communications between Diners Club and the Member shall (a) be addressed to the address of the Member stated in its application form or to any address subsequently notified to Diners Club by the Member in writing and (b) be deemed to be effective.

- a. (if sent by mail) three days after mailing
- b. (if sent by telefax) on receipt of the transmission report by the sender
- c. (if sent by telex) on receipt of the answerback code.
- d. (if sent by e-mail) on receipt of the delivery notice.

12. Without any prior notice, Diners Club shall be entitled to alter or amend these Terms and Conditions at its absolute discretion and with immediate effect.

**We, the undersigned,** have read the above and agree unconditionally to be bound by the terms and conditions contained therein.

**Signed** for and on behalf of the Member.

Name of authorised signatory:

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Company Seal:

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Signed Date(dd/mm/yyyy)

/  /

**Signed** for and on behalf of Diners Club.

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Name of authorised signatory:

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Company Seal:

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Signed Date(dd/mm/yyyy)

/  /



**AGREEMENT**

This agreement is entered into on this Day of [ ] / [ ] / [ ]  
between: [ ] & [ ]

hereinafter referred to as "the Agent") **and** a corporation whose address is  
P.O. Box [ ] in the City of [ Abu Dhabi ] in the United Arab Emirates, and which is  
currently a BUSINESS CARD ACCOUNT MEMBER (hereinafter referred to as "the Member") and which  
has a valid contractual relationship with Diners Club (UAE) Limited Liability Company, a **company  
incorporated in the United Arab Emirates, whose address is P O Box 777, Dubai, United Arab  
Emirates (hereinafter referred to as "Diners Club")**

**Whereas** Diners Club operates a **Business Card account** service and wishes to encourage business  
entities in the United Arab Emirates to arrange travel facilities through the Agent by the use of a  
**Business Card account** and the Agent wishes to offer a Diners Club account to the Business Card  
account Member.

And whereas this agreement applies to the use of and security of the **Business Card account** which  
Diners Club will issue to the member for them to Lodge with the approved travel agent, which is the  
Agent.

**Now therefore it is agreed as follows:**

1. The Member agrees to lodge, and the Agent agrees to accept the lodging of, the Member's Diners Club Business Card which will be used to facilitate the purchase of travel products and services by the Member from the Agent. Since the Card is lodged by the Member with the Agent purchases will be effected by a local purchase order/delivery order.
2. Certain specified employees of the Member will be valid signatories able to generate requests/purchases of travel products and services. The Member will provide, and The Agent will retain, a list of such authorised signatories of the Member in order to verify that purchases of travel products have been validly made. The list of Authorised signatories will be composed and agreed to by both parties hereto.
3. The Member will advise the Agent how accounts will be debited and enclose the appropriate Cost Centre code on all local purchase orders and will further advise.  
If the Member wishes to hold more than a Cost Centre and if this is the case, the Member will provide the Agent with all relevant and appropriate details.
4. The Agent undertakes to exercise all reasonable care and prudence in its custody of the lodged Card and will be responsible to the Member for all losses, damages and liabilities arising to the Member as a result of the gross negligence of the Agent.
5. The Agent hereby accepts in respect of all travel products and services purchased by the use of the lodged Card, all responsibility for the services so provided.

6. The Agent hereby fully and irrevocably waives all contractual liability and responsibility to the Member in the event that Diners Club should terminate or refuse any further credit to the Member.

7. This Agreement will be governed by and construed in accordance with the laws of the United Arab Emirates.

8. This Agreement may be terminated in any of the following circumstances :

- (a) Mutual consent
- (b) Material breach by one of the parties hereto of this agreement
- (c) Bankruptcy or liquidation of either party
- (d) Unilaterally by one party on the giving a written notice

9. Subject to the final consent of the parties hereto, any dispute arising under, out of or in connection with or in relation to this Agreement, or any breach thereof shall first be determined and settled under the Rules of Conciliation and Arbitration of the International Chamber of Commerce. All proceedings will be held in the emirate of Dubai, United Arab Emirates.

**Signed for and on behalf of the Member on the day and year  
hereinabove written:**

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**Company Seal:**

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***Signed for and on behalf of the Agent on the day and year  
hereinabove written:***

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**Company Seal:**

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**BUSINESS CARD AUTHORISED SIGNATORIES**

To ensure the safe conduct of the Business Card, your Business Travel Consultant at  is only permitted to process the LPOs signed by a signatory specifically authorised by your company.

You may chose as many authorised signatories as you wish. However, select at least one person who will be available on a day-to-day basis should the need for urgent purchases arise.

**Signature**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Company name Business Card No.:

**Name & Position**




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## FREE TRAVEL INSURANCE BONUS WITH THE BUSINESS CARD

Your employees are your company's greatest assets. Every employee's security and peace of mind is important. Diners Club UAE provides a special insurance package for BUSINESS CARD Members, free of charge. All employees and their families and upto 3 business associates accompanying any employee on a business trip whose tickets are purchased through the BUSINESS CARD ACCOUNT will receive the following insurance benefits:

### INSURANCE Plan

	Economy Ticket	First/Business Class
AD & D	US\$ 100,000	US\$ 200,000
Flight Delay (Over 4 Hours)	US\$ 200	US\$ 200
Baggage Delay (Over 4 Hours)	US\$ 500	US\$ 500
Baggage Loss	US\$ 500	US\$ 500
Personal Liability	US\$ 1,000,000	US\$ 1,000,000

### Claim Procedures:

The Claim must be reported to Diners Club within 21 days of the incident or, if such results in delayed accidental Bodily injury or loss of life, within 104 weeks from the date of the accident.

A Diners Club claim form must be completed and submitted to Diners Club (UAE) LLC with the documentation.

For more details on the claim procedure and requirements, please visit our website on [www.dinersclub.ae](http://www.dinersclub.ae) or contact our office on telephone no.04-3369855, Fax no. 04-3357300.