



**PIN USE AGREEMENT**  
**VISA\* DESJARDINS**  
**CORPORATE CARD AND**  
**PURCHASING CARD<sup>1</sup>**  
*(Corporate Liability)*

**Effective on March 8, 2025** 67063002A (2025/03)

450 boulevard De Maisonneuve West, Montreal, Quebec H3A 0H2



When the authorized representative signs the Visa Desjardins card, issued by the Fédération des Caisses Desjardins du Québec (herein-after the "Federation") in the name of the company that he represents (the "company") for his use, or when he uses it for the first time, he accepts the conditions of use set forth in this PIN Use Agreement.

## 1. DEFINITIONS

Unless indicated otherwise, the following terms and expressions in this Agreement shall have the meaning given below:

**"Accessible device"** means an automated teller machine, point-of-sale equipment, Touch-Tone telephone, computer, eligible mobile device for the Desjardins mobile payment service or any other device enabling an authorized representative to carry out transactions with the Visa Desjardins card.

**"Authorized representative"** means a physical person duly authorized by the company to hold and use a Visa Desjardins card and whose name appears on the said card.

**"Contactless technology"** means the technology which allows an authorized representative to make a payment using the Visa Desjardins card at participating merchants for an amount determined by the merchant without having to enter or swipe the Visa Desjardins card in an accessible device; this technology allows the authorized representative, for example, to simply "wave" the Visa Desjardins card or, where Desjardins allows, an eligible mobile device for which the Visa Desjardins card has been set up, in front of the accessible device without having to sign a transaction slip or enter a PIN.

**"Desjardins Mobile Payment Service"** means a service that uses contactless technology to allow the authorized representative to carry out transactions with an eligible mobile device.

**"Eligible mobile device"** means a mobile device that meets the Federation's requirements and onto which the Desjardins Mobile Payment Service application may be downloaded.

**"Transaction record"** means the record given by certain accessible devices confirming a regular purchase or cash advance made by the authorized representative with his Visa Desjardins card or the Desjardins Mobile Payment Service.

**"Unauthorized transaction"** means a transaction made after **(i)** a Visa Desjardins card or eligible mobile device is reported lost or stolen, **(ii)** the Visa Desjardins card has been cancelled or declared expired, **(iii)** the authorized representative, pursuant to this Variable Credit Agreement, has reported that another person may be aware of his Visa Desjardins PIN, **(iv)** the authorized representative was forced, under threat, to hand over his Visa Desjardins card or eligible mobile device, or to give his Visa Desjardins PIN to a third party, subject to the authorized representative filing a complaint with the police authorities, notifying the Federation forthwith and collaborating with any subsequent investigation, or **(v)** the authorized representative had the Visa Desjardins PIN stolen without his knowledge.

**"Visa Desjardins card"** means any Visa credit card issued by the Federation in the name and to the benefit of the company for use by its authorized representatives.

## 2. USE OF VISA DESJARDINS PIN

**a) Genuine signature:** The company and the authorized representative acknowledge that the joint use of the Visa Desjardins card with an authorized representative's Visa Desjardins PIN is the same as the authorized representative's genuine signature to enable him to carry out, through an accessible device, purchases and cash advances as provided for under this Agreement.

**b) Selection and confidentiality of Visa Desjardins PIN:** When the authorized representative selects his Visa Desjardins PIN, he undertakes not to select an obvious number {e.g. date of birth, telephone number, social insurance number, health insurance number, driver's licence number}, in which case he shall be presumed to have contributed to the unauthorized use of his Visa Desjardins card and the company assumes all liability therefor,

if any. The authorized representative further undertakes not to disclose his Visa Desjardins PIN to anyone in any way whatsoever, nor to write it on his card or any other easily accessible document, in which case he shall also be presumed to have contributed to the unauthorized use of his Visa Desjardins card and the company assumes all liability therefor, if any.

**c) Liability:** Should the authorized representative notice the loss of confidentiality of his Visa Desjardins PIN or as soon as he suspects a third person of knowing his Visa Desjardins PIN, he undertakes, before continuing to make purchases or get cash advances, to modify his Visa Desjardins PIN immediately or, if he is unable to do so, to notify the Federation of the situation. Any transaction made after such modification to a PIN is no longer considered an unauthorized transaction as defined in this Agreement. When unauthorized transactions are made with an authorized representative's Visa Desjardins card or using the Desjardins Mobile Payment Service, the company cannot be held liable for these transactions. The company and the authorized representative acknowledge that the Federation cannot be held liable for damages, including monetary losses, resulting from the impossibility of using an accessible device due to a malfunction, temporary failure or misuse, nor to any other interruption of the devices caused by acts out of the Federation's control, including labour conflicts and equipment failure.

**d) The authorized representative agrees and accepts that the Federation may, unilaterally and without prior notice, amend the terms hereof and inform him of such amendment by way of a notice posted in various accessible device locations. He may obtain a copy of this notice or of the revised terms from a Desjardins Caisse or make a request to the Federation to that effect at 1-800-266-5662.**

Use of the card or the Desjardins Mobile Payment Service after this notice of amendment will constitute acceptance by the authorized representative of the amended conditions.

## 3. USE OF THE CARD AND DESJARDINS MOBILE PAYMENT SERVICE

The authorized representative undertakes to ensure that the Visa Desjardins card and Desjardins Mobile Payment Service are used exclusively for business expense purposes. The Visa Desjardins card and Desjardins Mobile Payment Service may not be used to pay for any unauthorized or illegal regular purchase, or for the authorized representative's personal purposes. The authorized representative agrees and accepts that the Federation communicate to the company all information pertaining to his use of the Visa Desjardins card issued under this Agreement. Specifically, but without limitation, the authorized representative agrees that the merchants with which he uses the Visa Desjardins card and the Desjardins Mobile Payment Service may disclose to the Federation, in order that the Federation may disclose same to the company, the details of the use made of the Visa Desjardins card and the Desjardins Mobile Payment Service, as per the model provided below. Such disclosure is necessary to enable the company to better monitor its expenses and ensure compliance with its purchasing policies. The authorized representative understands and agrees that this model is not limited to purchase categories {ex.: fuel, hotel, restaurant, etc.) but may include information on the type of product, cost, location, etc. The table below is provided solely as an example.

AIRLINES	ACCOMMODATION	CAR RENTAL	FUEL	OTHER THAN TRAVEL AND ENTERTAINMENT COSTS
Flight number Departure and arrival time Ticket coding	Food & drink Parking Mini-bar Laundry Telephone Etc.	Name of lessee Insurance Fuel One-way rental Towing Etc.	Fuel Type Quantity Unit price Non-fuel code Non-fuel subtotal	Recipient / Postal code Description of item Product code Quantity Unit price Measurement Unit Etc.

<sup>1</sup> These terms may vary over time at the discretion of the Federation but such variation shall in no way affect the validity of the agreement, nor application thereof.  
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