



## **HONG LEONG BANK SALARY ADVANCE EMPLOYER SOLUTION**

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The Hong Leong Bank Salary Advance Employer Solution is made available by Hong Leong Bank Berhad (193401000023 (97141-X)) (“**HLB**”) and Paywatch Malaysia Sdn Bhd, (202001038105 (1394426-V)) (“**Paywatch**”).

### **TERMS AND CONDITIONS**

The Hong Leong Bank Salary Advance Employer Solution enables Users (as defined below) to request for their Earned Wages (as defined below) before Payday (as defined below), by making a request using the Instant Pay Service Feature within the Hong Leong Bank Salary Advance Employer Solution (“**Service**”).

The following sets out the terms and conditions applicable to the Service (“**T&Cs**”).

### **ELIGIBILITY**

1. The Service (as defined below) is open to all individuals who are gainfully employed and who fulfil the following eligibility criteria (“**User**” or “**Users**”):
  - (a) The Users’ employer (“**Employer**”) has successfully applied to HLB and Paywatch for the Salary Advance Employer Solution; AND
  - (b) Users have downloaded, installed and registered for an Account on the Paywatch Platform (“**App**”); AND
  - (c) Successfully linked the User’s profile on the App to its Employer; AND
  - (d) Own an active current or savings account maintained with any financial institution in Malaysia; AND
  - (e) Where required by the Employer, utilize the Check-In and Check-Out function in the App to track any money or salary which is due and payable to the Users by the Employer for the hours and/or days already worked by the Users in a particular month (“**Earned Wages**”).

### **SALARY ADVANCE SERVICE VIA INSTANT PAY SERVICE FEATURE ON THE APP**

2. Subject to the fulfilment of Clause 1, a User is entitled to request for their Earned Wages before the designated day when the User’s salary is paid by its Employer (“**Payday**”). This request will constitute a payment of a proportion of the Users’ salary before Payday and will be treated as a salary advance withdrawal request.
3. The User shall make the salary advance withdrawal request via the Instant Pay Service Feature subject to the limits on the withdrawal amount as stated in Table 1 below.

**Table 1**

<b>Description</b>	<b>Withdrawal Amount</b>
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Maximum withdrawal during the first month upon creation and activation of Instant Pay Service	RM750
Minimum Withdrawal Amount for each Instant Pay Service request	RM100
Maximum Daily Withdrawal Amount for each Instant Pay Service request	25% of the User's Earned Wages at point of withdrawal, capped at RM500
Maximum Daily Withdrawal Amount	25% of the User's Earned Wages at point of withdrawal, capped at RM1,000
Maximum Monthly Withdrawal Amount	25% of the User's Earned Wages at point of withdrawal, capped at RM2,000

4. Upon a successful Instant Pay Service request, HLB will disburse the Withdrawal Amount requested (subject to the limits in Table 1 above), net of the Service Fee as detailed under Clauses 10 and 11 ("**Salary Advance**") to the User's salary account provided by their Employer ("**User's Bank Account**").
5. For the avoidance of doubt, the User's Bank Account can be maintained with HLB or any other financial institution in Malaysia.
6. HLB will perform disbursement of the Instant Pay Service requested based on the schedule stated in Table 2.

**Table 2**

<b>Day</b>	<b>Withdrawal Request Time</b>	<b>Disbursement Time</b>
Monday – Friday	Before 9:00 a.m.	By 12:00 p.m. on the same day
	9:00 a.m. – 2:00 p.m.	By 6:00 p.m. on the same day
	After 2:00pm (except for Friday)	By 12:00 p.m. the next day
Friday	After 2:00 p.m.	By 12:00 p.m. on the following Monday
Saturday – Sunday	Entire day	By 12:00 p.m. on the following Monday

7. HLB reserves the right to reject the User's Instant Pay Service request if:
  - (a) the User makes an Instant Pay Service request within three (3) calendar days from the User's Payday; or
  - (b) the Withdrawal Amount applied for is more than the limit imposed as stated in Table 1 above); or
  - (c) the Employer has reached its maximum cap for salary advance withdrawal (which is determined by HLB and notified to the Employer) for the calendar month.

### **INSTANT PAY SERVICE FEES**

8. The User's Instant Pay Service request which has been approved will be subject to an Instant Pay Service Fee ("**Service Fee**").
9. The Service Fee will be borne by the User.
10. The Service Fee that will be charged for each withdrawal is as stated in Table 3, provided that the maximum Service Fee charged in 1 calendar year shall not exceed 24% of the maximum salary advance taken in any month of that calendar year.

**Table 3**

<b>Salary Advance Withdrawal Amount (per withdrawal)</b>	<b>Service Fee</b>
RM100 – RM500	RM2

11. The Service Fee will be deducted directly from the Salary Advance Withdrawal Amount (i.e. if the Salary Advance Withdrawal Amount is RM500, the User will receive RM498 in their account after deduction of the Service Fee).

### **SALARY ADVANCE REPAYMENT VIA SALARY DEDUCTION**

12. The Employer will perform direct deduction of Withdrawal Amount by the User to make repayment directly to HLB.
13. By using the Service, the User authorizes the Employer to perform direct deduction from the User's salary to make repayment of the Withdrawal Amount made in the respective salary cycle to HLB on or before Payday.
14. The Employer will remit the balance salary amount (after repayment of the Withdrawal Amount to HLB) to the User on Payday.
15. In the event HLB does not receive from the relevant Employer the total Withdrawal Amount made by the Employer's Users during their respective salary cycle by Payday, the Service may be suspended until the total Withdrawal Amount made by the relevant Employer's Users have been fully repaid to HLB.

### **GENERAL**

16. By utilising this Instant Pay Service, the User hereby:
  - (a) agree they have read, understood and agreed to be bound by the T&Cs herein as applicable;
  - (b) agree they have read, understood and agreed to be bound by [HLB's Privacy Notice](#);

- (c) agree to access Paywatch's App and HLB's website at [www.hlb.com.my/instantpay](http://www.hlb.com.my/instantpay) ("**HLB's Website**") at regular intervals to view the T&Cs and to keep-up-to-date on any changes or variations to the T&Cs when HLB sends out Short Message Service ("**SMS**") or emails notifying Users changes or variations; and
  - (d) agree that the decision by HLB on all matters relating to the Service shall be final, conclusive and binding on all the Users.
17. HLB reserves the right to:
- (a) reject any Instant Pay Service request that do not meet the eligibility requirements as stated in the T&Cs herein;
  - (b) disqualify and/or suspend any User from utilising this Instant Pay Service in the event of any breach or non-compliance of the T&Cs herein by such User; and
  - (c) add, delete, suspend or vary the T&Cs contained herein, wholly or in part, or to suspend or terminate the Service at its discretion, by giving twenty-one (21) days' prior notice before any changes take effect, to the User by way of posting on the HLB's Website or Paywatch's App or in any other manner which HLB deems practical with a notification to User via SMS or email to check the HLB's Website.
18. In the event of any discrepancies between the T&Cs herein as compared to the advertising, promotional, publicity and other materials relating to or in connection with the Service, the final terms and conditions on the HLB's Website shall prevail.
19. The T&Cs herein shall be governed by and construed in accordance with the laws of Malaysia and the Customers agree to submit to the non-exclusive jurisdiction of the Courts of Malaysia.
20. Words denoting one gender include all other genders and words denoting the singular include the plural and vice versa.