



Merchant Conditions

The Terms and Conditions you'll need to understand and follow to work with us.

Effective 28 April 2026

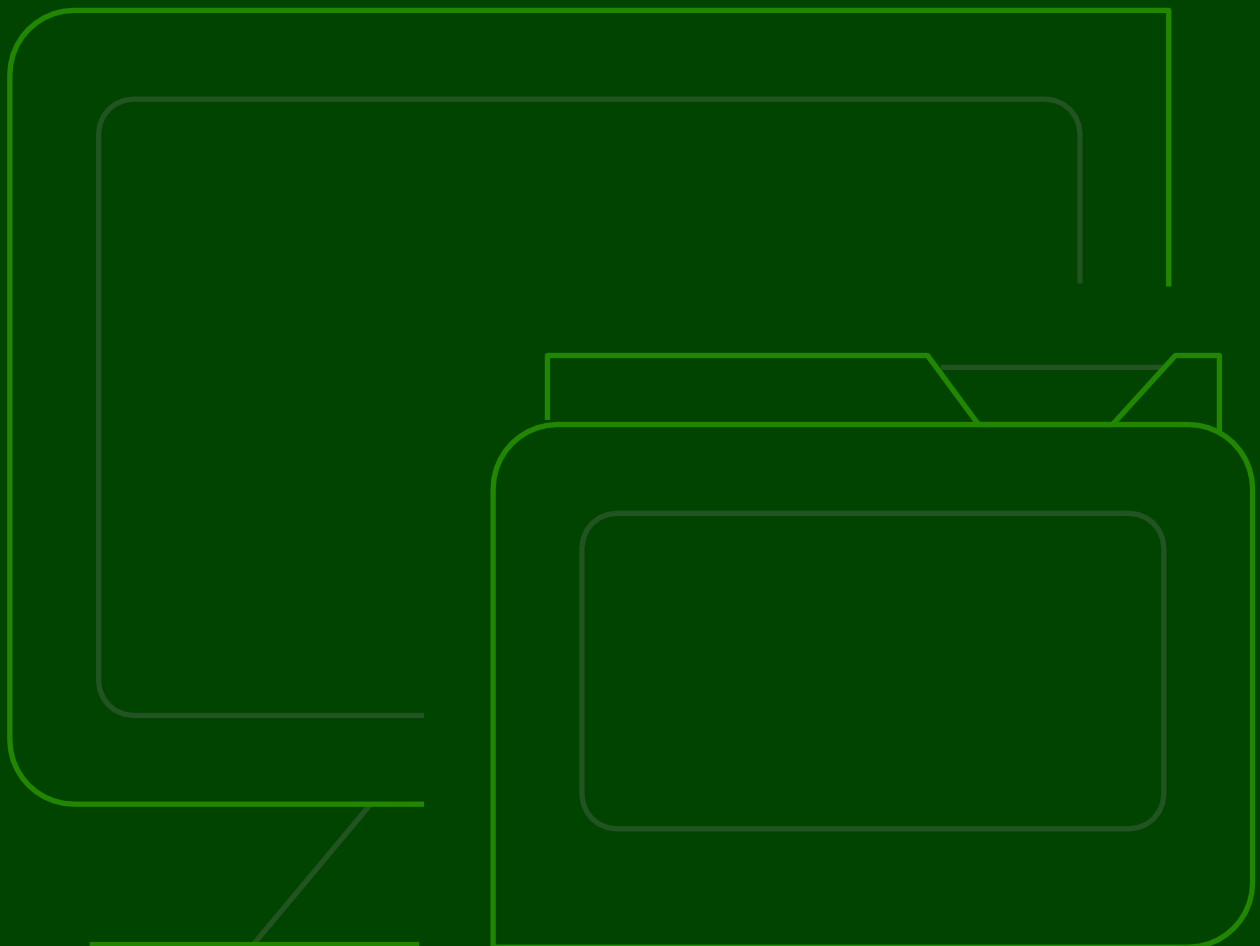


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1.1. In Your Merchant Agreement

- 1.1.1 (unless it is clear from the words in the clause that we do not mean this) if we refer to one gender we are also referring to all genders and if we refer to the singular or plural we are also respectively referring to the plural or singular;
- 1.1.2 We have put in the clause headings for your convenience only and these do not affect the meaning or interpretation of the clause concerned;
- 1.1.3 We have referred to statutes, statutory provisions, regulations and statutory instruments and where we have done so we are also referring to the amended, extended or re-enacted or updated versions of these as may be in force from time to time;
- 1.1.4 The word “including” means “including, without limitation”, and the word “include(s)” means “include(s), without limitation”;
- 1.1.5 Reference to a clause is to a clause in these Merchant Conditions;
- 1.1.6 In the event of any inconsistency between any provision in these Merchant Conditions and any provision in the Application Form, the Operating Guide and all other operating guides provided to you in respect of any Clover Products, the provision in these Merchant Conditions shall prevail; and
- 1.1.7 Where Clover approval, consent or authority is required, we may exercise that approval or consent right subject to any applicable Card Scheme Rules, legal or regulatory requirements.

1.2. Definitions and Interpretation

Acceptable Use Policy means the “Acceptable Use Policy” for Clover set out at clause 34.6 which is applicable to both the VT Services and Gateway Services.

Annual Participation Fee means the yearly fee applied for Card Scheme registration programmes.

Applicable Laws means any and all regional, national, local or other laws, statutes, regulations, rules, codes or ordinances enacted, adopted, issued or promulgated in any jurisdiction in the world by any court or regulator, to

the extent applicable to us or you, our or your business or our or your performance of obligations under your Merchant Agreement.

Applicant means the person who applied for Merchant Services from Clover by submitting the Application Form to us.

Application Form means the form submitted by the Applicant applying for Merchant Services from Clover to be provided under the terms of your Merchant Agreement.

Assessment Fees means the Assessment fees charged by Clover by reference to the rates set by the Card Schemes from time to time for each Card Transaction processed on behalf of a Merchant under your Merchant Agreement.

Attest means to demonstrate and confirm your compliance with the PCI DSS and any changes which may occur to those standards, by completing a self-assessment questionnaire and attestation through the PCI DSS Compliance Programme, either on-line, over the telephone or in paper form or submitting a report of compliance from a PCI DSS audit.

Authorisation means our approval for a Card Transaction to go ahead. Authorisation only confirms that the Card has not been registered as lost or stolen and has available credit at the time of the Card Transaction. It does not confirm that the person who presents the Card is the genuine Cardholder and, therefore, alone it does not prevent the Card Transaction being charged back to you in accordance with clause 16. All Card Transactions above your Floor Limit must normally be authorised.

Authorisation Fee also known as Consolidated Authorisation fee means the fee charged in respect of each electronic request for Authorisation of a Card Transaction.

Business means your Business as a Merchant as described in your Merchant Agreement or such other description as we may agree from time to time.

Business Day means any day which is not a Saturday, Sunday or a bank holiday in any part of the United Kingdom.

Card means any valid Payment Card approved by Clover from time to time and to which your Merchant Agreement applies.

Card Acquirer means any bank or other body duly authorised to process Card Transactions from a Merchant.

Cardholder means the company, firm, individual or other body for whose use a Card has been issued at any time.

Cardholder's Account means the account in the name of the Cardholder which may be debited or credited by the Card Acquirer in respect of Card Transactions.

Card Issuer means any bank or other body authorised by a Card Scheme to issue Cards.

Card Not Present Floor Limit means the Total Value for each Card Not Present Transaction at which you must obtain Authorisation. This is set out in the Application Form and we may increase or decrease this at any time by giving you written notice from time to time.

Card Not Present Transaction means any type of Card Transaction where the Cardholder is not present or the Card is not provided physically to you at the time of the transaction, including Card Transactions made through the telephone, mail order and/or a Website.

Card Number means the number displayed on a Card identifying the Cardholder's Account.

Card Present Floor Limit means the Total Value for each Card Present Transaction at which you must obtain Authorisation. This is set out in the Application Form and we may increase or decrease this at any time by giving you written notice from time to time.

Card Present Transaction means any type of Card Transaction where the Cardholder is present and the Card is physically provided to you at the time of the transaction.

Card Refund means any Refund given in respect of a Card Transaction for credit to the Cardholder's Account.

Card Refund Data means the details of a Card Refund processed through a Terminal or a Website in a form we approve.

Card Sales Data means the details of a Card Transaction processed through a Terminal or a Website in a form we approve.

Card Scheme means Visa International, Mastercard International, Diners, Japanese Credit Bureau and any other card scheme we approve from time to time.

Card Scheme Rules means the rules and operating instructions issued by the Card Schemes from time to time.

Card Transaction means any payment made by the use of a Card, a Card Number or in any other manner authorised by the Cardholder for debit to the Cardholder's Account.

Cashback means a service provided to Cardholders whereby cash is dispensed with a Payment Card purchase transaction at the Point-of-Sale.

Charges has the meaning assigned to it in clause 13.1.

Chargeback means a Card Transaction that is disputed by a Cardholder or Card Issuer and is returned to Clover under the relevant Card Scheme Rules.

Chargeback Fee means the fee charged in respect of each Card Transaction which is subject to a Chargeback.

Chip and PIN Card means a Card in respect of which a PIN may be entered in a PIN Entry Device.

Clover means First Data Europe Limited (FDEL), a private limited company incorporated in England (company number 02012925) with a registered address at Janus House, Endeavour Drive, Basildon, Essex, SS14 3WF.

Clover Products means the products made available to you by Clover from time to time on the terms set out in your Merchant Agreement.

Controller has the meaning given in the GDPR.

Currency means any fiat or Central Bank accepted currency.

Currency Conversion Commission means the commission we pay you in connection with the Transaction Currency Conversions that you process.

Currency Conversion Margin means the total margin (expressed as a percentage) that we add to a Wholesale Rate to create the Transaction Rate.

Customer Data means all Personal Data relating to a Cardholder which is processed by either party in connection with the Merchant Agreement.

Data Protection Laws means the GDPR and any other laws or regulations applicable to the processing of Personal Data.

Data Subject has the meaning given in the GDPR.

DCC Service means the service performed to authorise, process, and settle a DCC Transaction.

DCC Transaction means a Foreign Currency Transaction in which the Cardholder authorises (i) the Local Currency Price to be converted to the Foreign Currency Price, and (ii) the Cardholder's Account to be charged in the amount of the Foreign Currency Price.

Debit Card means a Visa Debit Card, Visa Electron Card, International Maestro Card, Maestro Card, Debit Mastercard and such other Cards as notified by us to you from time to time as being Debit Cards.

Deferred Payment has the meaning set out in clause 14.5.

Deferred Supply Transactions means Card Transactions where the goods, services, accommodation or other facilities are supplied to the Cardholder at a time later than the time of the Card Transaction.

Disabling Device means any software, viruses, worms, time or logic bombs, Trojan horses or other computer instructions, intentional devices or technologies that can or were designed to threaten, infect or disrupt, damage, disable or shut down all or any part of a computer program, network or computer data.

Dynamic Price means the Foreign Currency Price that is either selected by the Cardholder or selected automatically based on the country of Cardholder's IP address (geo-IP detection or other method).

Dynamic Pricing Service means the service performed to authorise, process, and settle a Dynamic Pricing Transaction.

Dynamic Pricing Transaction means a Foreign Currency Transaction that has been submitted to the Card Schemes in a Foreign Currency, based on (i) the Currency selected by the Cardholder for displayed pricing, and (ii) utilises a Dynamic Price, and (iii) is not a DCC Transaction or a Multicurrency Pricing Transaction as provided herein.

eCommerce means a business transaction conducted electronically. This includes Card Transactions taken over the internet.

Electronic Link means any computer system, server or network used by you to communicate with Clover or with Cardholders.

Equipment means all equipment, including Terminals, hardware and software that we or our agents have approved or supplied to you in connection with your Merchant Agreement.

Floor Limit means the Card Present Floor Limit or Card Not Present Floor Limit (as applicable).

Foreign Card means a Card which is denominated in a Foreign Currency.

Foreign Currency means a currency other than the Local Currency.

Foreign Currency Price means the Foreign Currency equivalent of the Local Currency Price, which we calculate using the Transaction Rate.

Foreign Currency Transaction means a Card Transaction between you and a Cardholder who uses a Foreign Card as a payment method with you to complete the Card Transaction.

Gateway Documentation means any and all manuals, operating policies and procedures and other written materials in any form or format provided or made accessible to you in conjunction with any element of the Gateway Services, as amended by us from time to time.

Gateway Services means the provision to you by Clover of: (i) our gateways, together with related Gateway Software and Gateway Documentation, which provide an interface for transmission of Transaction Data and the transmission of response and related data from us to you in connection with your use of the Merchant Services and includes Clover API Services and Clover Connect; and (ii) support services and any other ancillary or value-added services related to our gateways that are provided to you under your Merchant Agreement.

Gateway Set-Up Fee means the fee charged to configure your Gateway Services.

Gateway Software means all protocols, software components and other interfaces and software relating to the Gateway Services provided by us to you or accessed by you pursuant to your Merchant Agreement, including any and all updates.

Gateway Transaction Fee means the fee charged for each Authorisation request that is submitted through the Gateway Services. VAT applies to this charge.

GDPR means Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of Personal Data and on the free movement of such data.

Global Currency Solutions Services means the DCC Service, the Dynamic Pricing Service and the Multicurrency Pricing Service.

Group means Clover, any holding company of ours or any subsidiary of ours or our holding company. For the purposes of this definition, “subsidiary” and “holding company” shall have the meanings given to them in section 1159 of the Companies Act 2006 including any subsidiary acquired after the date of your Merchant Agreement.

Independent Sales Organisation means a third-party Clover may retain to refer new customer relationships.

Insolvency Event means one or more events described in clause 28.2.2.2 to clause 28.2.2.10 (inclusive).

Intellectual Property Rights means all present and future intellectual property rights, including patents, utility models, trade and service marks, trade or business names, domain names, rights in design, copyrights, moral rights, topography rights, database rights, trade secrets and rights of confidence in all cases whether or not registered or registrable in any country for the full term of such rights, rights to apply for the same and all rights and forms of protection of a similar nature or having equivalent or similar effect to any of these anywhere in the world.

Interchange Fees means the percentage of the value of a transaction or other amount charged by or payable to Card Issuers as interchange fees for a transaction processed on your behalf under your Merchant Agreement, as determined in accordance with the Card Scheme Rules.

Interchange Plus means Interchange fees plus the Processing fees.

Interchange Plus Plus means the Interchange fees plus Assessment fees plus the Processing fees.

Joining Fee also known as **A/C Startup** fee means the fee charged when your Application Form is accepted.

Licensed Technology means any materials, and all Intellectual Property Rights in and to any materials, that we give or make available to you in connection with

the Global Currency Solutions Services, including the object code (non-modifiable) version of our currency recognition method (including any updates), the object code (non-modifiable) version of any other software (including any updates), specifications, training materials, online training, online guides, and user guides.

Local Currency means the default fiat currency assigned to your merchant identification number with the applicable Card Schemes.

Local Currency Price means the original price (in Local Currency) of the good or service that is the subject of the Transaction between you and a Cardholder, prior to a Transaction Currency Conversion.

Local Currency Transaction means a Card Transaction between you and a Cardholder in the Local Currency that is submitted to us for processing in the Local Currency.

Local Currency Turnover means the total Local Currency Equivalent of all DCC Transactions or Dynamic Pricing Transactions you process in each calendar month.

Mastercard/Maestro EU Acceptance Fee means the additional fee charged for each transaction processed on a Mastercard or Maestro card issued in the area defined as Europe by Mastercard.

Mastercard/Maestro EU eCommerce Fee means the additional fee charged for each eCommerce transaction processed on a Mastercard or Maestro card issued in the area defined as Europe by Mastercard.

Mastercard/Maestro International Acceptance Fee means the additional fee charged for each transaction processed on a Mastercard or Maestro card issued outside the area defined as Europe by Mastercard.

Mastercard/Maestro International eCommerce Fee means the additional fee charged for each eCommerce transaction processed on a Mastercard or Maestro card issued outside the area defined as Europe by Mastercard.

Merchant means any supplier of goods or services and authorised by a Card Acquirer (in your case, Clover) to accept Cards.

Merchant Account means the bank accounts you nominate which we may debit or credit with payments in respect of Card Transactions.

Merchant Agreement means the Application Form, these Merchant Conditions, the Operating Guide and all other operating guides provided to you in respect of any Clover Products. These documents together form the agreement between you and Clover.

Merchant Conditions means these Terms and Conditions, as varied from time to time.

Merchant Liabilities means your actual liabilities or anticipated liabilities for which we reasonably believe you may become liable for, under or in relation to your Merchant Agreement.

Merchant Services means the Settlement of funds relating to Transactions that are: i) submitted to us by you; and ii) which are Authorised and accepted by us, and includes any related services to be provided by us to you pursuant to your Merchant Agreement.

Merchant Statement means the monthly statement we issue to you or which we agree you may view electronically, in respect of all Card Transactions processed by Clover for you in the preceding month.

Merchant Systems means any hardware or software used by you to access website(s) operated or maintained by us through which Transactions are submitted for processing, and all other associated systems.

Minimum Gateway Transaction Fee means the Minimum Monthly Charge for Authorisations submitted through the Gateway Services. VAT applies to this charge.

Minimum Monthly Charge also known as **Minimum MSF** means the fee charged for each month in which the amount of the Processing fees in respect of Card Transactions do not exceed this amount.

Monthly Service Charge also known as **Monthly Maintenance Fee or Account on File Fee** means the fee charged for maintenance and administration of your Merchant Account.

Monthly Statement Fee (Excluding VAT) means the fee charged monthly for the production and distribution of paper statements.

Multicurrency Pricing Price means the price you display in the Foreign Currency that is either selected by the Cardholder or selected automatically based on the country of Cardholder's IP address (geo-IP detection or

other method). The final displayed price is set by you and does not utilise a Transaction Rate.

Multicurrency Pricing Service (McP) means the service performed to authorise, process, and settle a Multicurrency Pricing Transaction.

Multicurrency Pricing Transaction means a Foreign Currency Transaction that has been submitted to the Card Schemes in a Foreign Currency, based on (i) the Currency selected by the Cardholder for displayed pricing, (ii) utilises a Multicurrency Pricing Price, and (iii) is not a DCC Transaction or a Dynamic Pricing Transaction as provided herein.

Non Qualifying Transaction means a transaction taken outside the terms of your Merchant Agreement with Clover or not undertaken in accordance with Card Scheme Rules as detailed in the Operating Guide.

Operating Guide means the Operating Guide issued and varied by Clover from time to time setting out those detailed rules, procedures and operating instructions you must follow in connection with accepting and processing Card Transactions and your other obligations under your Merchant Agreement.

Payment Card Industry Data Security Standards (PCI DSS) means the standards and any changes which may occur to those standards laid down by the Card Schemes and published by the Payment Card Industry Data Security Standards Council or its successors, to minimise the potential for Card and Cardholder data to be compromised and used fraudulently.

Payment Regulations means the United Kingdom Payment Services Regulations 2017.

Payment Service Provider (PSP) means a provider of a secure online payment gateway link between you and Clover.

PCI DSS Compliance Programme means our Payment Card Industry Data Security Standard Compliance Programme or such other compliance programme devised to test PCI DSS Compliance as we may notify you from time to time.

PCI DSS Management Fee means the fee charged monthly per outlet, for the monitoring and reporting of PCI DSS Compliance status.

Personal Data has the meaning given in the GDPR.

PIN means a personal identification number issued by a Card Issuer to a Cardholder for use with a PIN Entry Device.

PIN Entry Device means the device present at the Point-of-Sale in which a Cardholder can enter their PIN as part of a Card Present Transaction.

Point-of-Sale means the physical location at which you accept Card Transactions and, in the case of Card Not Present Transactions through a Website, where you have your fixed place of establishment.

Pre-Authorised Orders means those Card Transactions for which a Merchant has sought Authorisation prior to the debiting of the Cardholder Account.

Principal means an individual who is:

- A sole trader;
- A partner;
- In the case of a limited company, a director;
- In the case of a limited liability partnership, a member or a designated member; who provides information in the Application Form or otherwise as part of an application for Merchant Services from Clover or in performance of your Merchant Agreement including during financial reviews and interviews.

Privacy Policy means a policy explaining how Personal Data is processed and explaining the rights of the person whose Personal Data is processed under the Data Protection Laws.

Processing Fees means the charge made by Clover to you for the processing of Card Transactions under your Merchant Agreement.

Purchase with Cashback means a Card Transaction in which a Cardholder receives cash as well as goods or services.

Qualifying means a transaction undertaken within the terms of your Merchant Agreement with Clover in accordance with Card Scheme Rules, as detailed in the Operating Guide.

Rate ID means the unique identifier accompanying a Card Transaction that entails a Transaction Currency Conversion that identifies the Transaction Rate associated with that Card Transaction.

Recurring Transactions means those Card Transactions for which the Cardholder authorises you to debit their account on a periodical, recurring basis.

Refund means the reimbursement to a Cardholder of an earlier Card Transaction between that Cardholder and you.

Refund Charge means the fee charged for each refund transaction processed.

Refund Receipt means a receipt in respect of Refunds in the form we approve including an Electronic Refund Receipt or a Terminal Refund Receipt.

Reserve Account means an account under our sole control where funds due to you are credited until we agree to release the funds to you.

Sales Receipt means a receipt in respect of a Card Transaction in a form we approve, including an Electronic Sales Receipt and a Terminal Sales Receipt.

Sales Voucher means the Vouchers we supply or approve for your use to make manual Card Transactions.

Settlement means the payment of amounts to be paid by us to you or by you to us, under your Merchant Agreement.

Settlement Rate means the exchange rate which is used to convert the Foreign Currency utilised for a Multicurrency Pricing Transaction into the Local Currency.

Specific Assessment Fees means the fees referred to in the Application Form.

Terminal means the hardware approved by Clover which you use to process Card Transactions electronically.

Terminal Agreement means the agreement relating to the supply of your Terminal.

Terminal Collection Fee means the fee we may charge you for collection by Clover of any Equipment provided to you or your agents.

Terminal User Guide means the user guide supplied with the Terminal by the Terminal manufacturer.

Termination Fee means the fee payable by you on termination of your Merchant Agreement if terminated within six months of your Merchant Agreement commencing.

Total Value means the total value (in pounds sterling) of any goods, services, accommodation or other facilities purchased using a Card (including any part of the value of the purchase paid for by another Card or other method of payment). For example, a Cardholder may purchase goods for £100 but pay for it using £50 in cash and £50 on their credit card. The "Total Value" in that example is £100.

Transaction Currency Conversion means the process in respect of a Card Transaction entailing the use of either the DCC Service or the Dynamic Pricing Service that converts the Local Currency Price into a Foreign Currency price by applying the Transaction Rate.

Transaction Data means data relating to a Card Transaction including Card Sales Data and Card Refund Data.

Transaction Price means the original price (in Local Currency) of the good or service that is the subject of the Card Transaction between you and a Cardholder, prior to Transaction Currency Conversion.

Transaction Rate means the Wholesale Rate plus the agreed Currency Conversion Margin that we provide to you periodically, which is used to convert the Local Currency Price into a Foreign Currency Price.

TransArmor P2PE Service means the service described in clause 36 of these Merchant Conditions.

United Kingdom means the United Kingdom of Great Britain and Northern Ireland, but excludes for the avoidance of doubt, the Isle of Man and the Channel Islands.

Unregulated Card Transaction means any Card Transaction with a Card that is a commercial card as defined in Regulation (EU) 2015/751 or issued by a Card Issuer outside the EEA.

Virtual Terminal or VT means an online device used to capture Card details for submitting Card Not Present Transactions to a Card Acquirer.

VT Charges means the charges we apply to you for the provision of VT Services.

Virtual Terminal User Guide means the user guide supplied by us with your VT and varied by us from time to time, which sets out the detailed procedures and operating instructions you must follow in connection with accepting and processing Card Transactions through the VT and other obligations.

VT Services means the provision of a VT through the internet by us to you to enable you to process Card Transactions.

Visa EEA Crossborder Fee means the fee charged by Visa for all Card Present Transactions where the Merchant is located in the United Kingdom, and the Card Issuer is located in the EEA.

Visa EEA Crossborder Fee Card Not Present means the fee charged by Visa for all Card Not Present Transactions where the Merchant is located in the United Kingdom, and the Card Issuer is located in the EEA.

Visa EU eCommerce Fee means the additional fee charged for each eCommerce and mail order or telephone order transaction processed on a Visa Card issued within the area defined as Europe by Visa.

Visa International Acceptance Fee means the additional fee charged for each transaction processed on a Visa Card issued outside the area defined as Europe by Visa.

Visa International eCommerce Fee means the additional fee charged for each eCommerce and mail order or telephone order transaction processed on a Visa Card issued outside the area defined as Europe by Visa.

Vouchers means Sales Vouchers and Refund Vouchers.

we, us and our mean Clover and its successors and assignees.

Website means any internet website owned or operated by you or your agents or otherwise used by you or your agents to process Card Transactions.

Wholesale Rate means the market wholesale exchange rate which is then used by the DCC Service and Dynamic Pricing Service to derive the Transaction Rate.

you or your means the Merchant who has entered into your Merchant Agreement and if you are jointly and severally liable with other persons under clause 31 then each such person.

2. Acceptance of Cards

- 21 If a Cardholder wants to purchase goods, services, accommodation or other facilities offered by you, acceptance by you of any Cards must be in accordance with Applicable Laws, Card Scheme Rules, these Merchant Conditions, the Operating Guide and any other fraud prevention material provided by Clover.

3. Authorisation

- 31 If a Cardholder wishes to purchase goods, services, accommodation or other facilities from you which are equal to or cost more than the relevant Floor Limit for the Card concerned, you must get prior Authorisation at the time of purchase by following the procedures set out in the Operating Guide. For Recurring Transactions your Floor Limit will always be nil. We may vary the Floor Limits at any time and by such means and on such notice as we may think fit.
- 32 If Authorisation is refused, the Card Transaction must not proceed and you must not seek Authorisation for any different amount.
- 33 All Card Transactions using an International Maestro Card or a Visa Electron Card must, regardless of the amount, be Authorised in accordance with the Operating Guide.
- 34 If you get Authorisation, you must record the details of the Authorisation on the Sales Voucher.
- 35 If we have specified a Floor Limit which is higher than the standard for your type of Business (as determined by the Card Schemes from time to time), any Card Transaction disputed by the Cardholder equal to or in excess of such standard limit may be charged back even where you have complied with your Merchant Agreement and even where we have given Authorisation. Any such Authorisation operates only to confirm the availability of funds and that the Card has not been reported lost or stolen at the time of Authorisation.
- 36 Authorisation is not a guarantee of payment.

- 37 A Cardholder may ask you to split a payment between more than one Card or between a Card and cash or cheque. In such an event, if the value of the Card element is below your relevant Floor Limit but the Total Value of the sale is equal to or exceeds it, you must still obtain Authorisation for the value of the Card element.
- 38 You must obtain Authorisation as and when required in your Merchant Agreement following the procedures in your Merchant Agreement or as we may otherwise instruct you.

4. Card Transactions

- 4.1 Where the Card is provided physically to you then you agree to retain any Card that we request.
- 4.2 You must not accept any payment from a Cardholder or other person for the credit of the Cardholder's Account.
- 4.3 In presenting or submitting Vouchers or Transaction Data to Clover, you warrant and represent to Clover that:
- 4.3.1 the Card Transaction entered into by you is one which relates directly to your Business;
 - 4.3.2 the Card Transaction has been entered into by you in good faith and in compliance with all legal requirements to which you are subject and your Merchant Agreement;
 - 4.3.3 all information contained in the Vouchers or Transaction Data is true and complete;
 - 4.3.4 you have supplied (or, where the Voucher or Transaction Data relates to a Deferred Supply Transaction, you have agreed to supply) the goods, services, accommodation or other facilities to which the Voucher or Transaction Data relates and to the value stated therein;
 - 4.3.5 you are not aware of any dispute relating to or any matter which may affect the validity of, a Card Transaction;
 - 4.3.6 you are not aware that the Card Transaction has been previously subject to a Chargeback; and

4.3.7 you are not aware of any circumstances that would or might result in a breach of any law or other legal or regulatory requirement.

4.4 You must not accept or process Recurring Transactions, Pre-Authorised Orders, Deferred Supply Transactions, Purchase with Cashback Transactions, any prepayment or a deposit using a Card unless we specifically allow you to do so in writing and then only in accordance with the Operating Guide.

5. Card Not Present Transactions

5.1 You must not accept or process Card Not Present Transactions unless we specifically allow you to do so in writing and then only in accordance with the Terminal User Guide and the Operating Guide and any requirements we notify you of from time to time.

5.2 If you are allowed to accept Card Not Present Transactions you are still not permitted to accept or process Card Transactions through the internet unless we give you prior written consent and then only in accordance with the Operating Guide.

5.3 Card Not Present Transactions are in all cases at your own risk. Any Card Not Present Transaction disputed by the Cardholder may be charged back (in accordance with clause 16) even where you have complied with your Merchant Agreement and we have given Authorisation.

5.4 If you accept or process Card Not Present Transactions through the internet you warrant and represent to Clover that:

5.4.1 you will, and you will also ensure your agents and customers, do not use any Website in any way which might jeopardise the integrity or security of our or our agents' Equipment, any Electronic Link or other computer systems including through Disabling Devices and unsolicited emails; and

5.4.2 you will display and maintain an appropriate Privacy Policy on each Website and provide information on the Website's security capabilities. The Privacy Policy and information on security capabilities must be in accordance with the requirements in the Operating Guide and all Applicable Laws.

5.5 We may immediately on giving you notice withdraw our permission for you to accept or process Card Not Present Transactions where there are in our sole opinion unacceptable levels of:

5.5.1 cardholder disputes resulting from Card Not Present Transactions; or

5.5.2 fraudulent Card Transactions.

6. Refunds

6.1 A Refund may be issued only in reimbursement (full or partial) of an earlier Card Transaction using the same Card used in the original Card Transaction.

6.2 When you provide Refunds, you must offer the Cardholder a Refund Receipt and complete the Refund in accordance with the requirements in the Operating Guide.

7. Presentation of Vouchers and Transaction Data

7.1 You must, if using Vouchers, submit Vouchers to Clover within three (3) Business Days of the Card Transaction or if submitting Transaction Data electronically, submit such data to Clover within two (2) Business Days of the Card Transaction.

7.2 Vouchers or Transaction Data not properly completed or submitted in accordance with the Operating Guide and within the time periods specified in clause 7.1 will be Non Qualifying Transactions.

7.3 If requested, you will give Clover reasonable assistance to facilitate the successful collection and delivery of Transaction Data. We will assist you where we are unable to gain access to the Transaction Data but reserve the right to make additional Charges.

7.4 In circumstances where Transaction Data is to be delivered to Clover through your nominated agent, you accept responsibility for the collection, security, integrity and delivery of the Transaction Data to us in a medium and format agreed with Clover. In circumstances where you deliver Transaction Data to us by way of a direct communications link established between you and Clover:

- 7.4.1 you accept responsibility for the collection, security, integrity and delivery of the Transaction Data to Clover in a medium and format agreed with Clover; and
- 7.4.2 we reserve the right to refuse to accept Transaction Data where the requirements specified in any instructions issued by or on behalf of Clover are not satisfied in full.

8. Promotional Materials

- 8.1 You must at all times keep prominently displayed at each of your premises at the Point-of-Sale, and in any catalogue or other advertising material of yours (whether on a Website or otherwise) such promotional materials as we supply to you from time to time but only to indicate that you accept Cards for payment.
- 8.2 You must not use any promotional material that refers to us or any other name associated with Clover or our agents or contains any of our trademarks, logos or those of our agents or of any Card Scheme without our prior written consent.
- 8.3 You must not indicate that any Card Scheme endorses the goods, services, accommodation or other facilities offered, sold or provided by you.

9. Use and Ownership of Equipment, Vouchers and Data

- 9.1 You may not use any Equipment until we have tested and approved its location and operation. You must operate and keep all Equipment in accordance with any Terminal Agreement, Terminal User Guide, Operating Guide, all operating guides provided to you in respect of Clover Products and all requirements as we notify you from time to time. You are responsible for keeping all Equipment in good working order and you will replace and/or upgrade all such Equipment as we may require from time to time.
- 9.2 All Equipment and Vouchers which we supply you with or which are supplied on our behalf shall be and remain at all times our property. If we so direct, you must return to Clover as soon as possible all Equipment and Vouchers

which we or our agents have supplied to you. We may charge you a Terminal Collection Fee if we collect any Equipment provided to you. You may not make or permit any agent of yours or any third-party to make any changes to any Equipment including moving its location without our prior written consent.

- 9.3 Cards accepted by you under any agreement other than your Merchant Agreement may only be used with Equipment with our prior written consent. You acknowledge that we have no responsibility to reimburse you for the cost of goods, services, accommodation or other facilities supplied against presentation of such Cards.
- 9.4 All Transaction Data shall be and remain at all times our property. During the term of your Merchant Agreement we grant you a revocable, nonexclusive, non-transferable licence to use, store, copy and distribute the Transaction Data as necessary for the performance of a Card Transaction or your Merchant Agreement.
- 9.5 You must not give, rent, lease, sub-licence or sell to any Third-party or grant any form of security, lien or other encumbrance over or cease to be in possession of all or any part of the Equipment, Vouchers and/or Transaction Data. You shall prevent any third party, other than our agents, from using the Equipment except as authorised by us in writing.
- 9.6 You must permit Clover, during your normal business hours and on reasonable notice, to have access to:
- 9.6.1 any Equipment (either physically or electronically, as appropriate) to inspect, test, remove, replace, amend, alter or update such Equipment or data stored within the Equipment (other than Transaction Data); or
- 9.6.2 any Electronic Link, Vouchers or Transaction Data including where held on your or your agent's computer systems, and must permit Clover to make copies, if necessary.

10. Indemnity

- 10.1 You agree to indemnify and keep Clover and our agents indemnified against any and all claims, losses, costs, penalties, expenses and liabilities which we or our agents may suffer or incur which in any way, directly or indirectly, arise from or relate to any claim whether in contract, delict or tort (including negligence or breach of statutory duty) in respect of any Card Transaction between you and any Cardholder. In respect of any such claim the onus shall be upon you to prove to our satisfaction that any Card Transaction was authorised by the Cardholder.
- 10.2 You will at your own expense provide Clover with all information and assistance which we or our agents may reasonably require in relation to any Card Transaction between you and any Cardholder.
- 10.3 We shall have sole discretion whether or not to resist, defend or compromise any claim or to negotiate any settlement with the Cardholder. Any decision whether or not to resist, defend or compromise any claim or to negotiate any settlement shall be binding on you.
- 10.4 In respect of any claim, the burden shall be upon you to prove to our satisfaction that any Card Transaction was authorised by the Cardholder.

11. General Indemnity and Liability

- 11.1 You agree to indemnify and keep Clover and our agents indemnified on a full and continuing basis against any and all claims, losses, costs, expenses, fines, penalties or liabilities which we or our agents may suffer or incur, arising directly or indirectly:
- 11.1.1 in connection with your Merchant Agreement as a result of anything done or omitted to be done by you or any employee or any agent of yours including any breach or alleged breach of any of the warranties and representations in this Agreement;
- 11.1.2 from your failure to require the entry of a PIN into a PIN Entry Device where a Chip and PIN Card is used as part of a Card Present Transaction;

- 11.1.3 from operation or use of any Website, including in contravention of any law, regulation or code of practice or any infringement or other violation of any Intellectual Property Rights of any third party;
- 11.1.4 out of a breach of any of the obligations (whether by you or by any of your agents) set out in clause 12.1, 12.2 or 12.4; and
- 11.1.5 in connection with your noncompliance or breach of Applicable Laws, the Card Scheme Rules or any other reason where a Card Scheme levies a fee, fine penalty or charge against Clover due to any action or inaction by you. You shall at your expense, provide us or our agents with all assistance necessary to resolve any dispute arising under the Card Scheme Rules.
- 11.2 Subject to clause 11.4, Clover maximum aggregate liability for all claims or losses whether arising in contract, delict or tort (including negligence and breach of statutory duty) or otherwise shall not exceed the lesser of:
- 11.2.1 £30,000; or
- 11.2.2 the amount of Charges received by Clover in the immediately preceding twelve (12) months.
- 11.3 You agree that Clover shall not have any liability to you or your agents whether in contract, delict or tort (including negligence or breach of statutory duty) or otherwise and whatever the cause for any:
- 11.3.1 increased costs or expenses;
- 11.3.2 loss of profit, loss of business, loss of goodwill, loss of data or loss of revenue or anticipated savings; or
- 11.3.3 special, indirect or consequential loss or damage of any nature whatsoever.
- 11.4 Nothing in your Merchant Agreement shall exclude or limit any liability of you or Clover for death or personal injury caused by negligence or fraud, deceit or fraudulent misrepresentation, howsoever caused or to the extent that any such exclusion or limitation is not permitted by Applicable Laws.

12. Use of Information, Security, Confidentiality and Processing of Personal Data

- 12.1 You must and you will ensure that your agents and any sub-contractors have in place appropriate technical and organisational measures which ensure an appropriate level of security for the processing of Customer Data and Transaction Data against accidental or unlawful destruction or alteration, accidental loss or unauthorised disclosure access or processing.
- 12.2 You must not retain or store magnetic stripe or CVV/CVC2 data after Authorisation has been requested for a Card Transaction.
- 12.3 You agree to comply with the PCI DSS and any changes which may occur to those standards. Unless we otherwise agree with you, you shall Attest your compliance with those standards by participating in the PCI DSS Compliance Programme. In the event that we reasonably deem you to be non-compliant with PCI DSS, we will issue you with a noncompliance notice and you shall promptly remedy areas of noncompliance. We may charge a fee for noncompliance. If at any time you determine or suspect that Transaction Data has been compromised you must notify us immediately and provide all cooperation and assistance as required by us or applicable law enforcement agency, including assistance in providing notification to such parties as may be required by law or Card Scheme Rules or as we otherwise reasonably deem necessary.
- 12.4 Confidentiality:**
- 12.4.1 Any information relating to our business, our agents or your Merchant Agreement shall be treated as confidential information by you and may not be disclosed by you to any third-party except to:
- 12.4.1.1 our agents;
- 12.4.1.2 your agents (acting under a similar obligation of confidentiality); or
- 12.4.1.3 as required by law.

- 12.5 We will treat the information you provide to Clover or our agents in your Application Form or otherwise as part of your application or in performance of your Merchant Agreement including details given to Clover or our agents during any financial reviews and interviews, details of Card Transactions and any information relating to your account with Clover under your Merchant Agreement, as confidential information even when your Merchant Agreement with Clover has been terminated.
- 12.6 When making credit decisions and when managing your account with Clover, we or our agents may make searches at credit reference agencies, including electoral register information. These may be recorded by the credit reference agencies. We or our agents may also disclose information, including how you have run your account, to the credit reference agencies for the purposes of obtaining credit assessments on you as a Business or if you are an individual then in your personal capacity. If false or inaccurate information is provided and/ or fraud is identified, details will be passed to fraud prevention agencies by us or our agents to prevent fraud and money laundering.
- 12.7 We or our agents may record telephone conversations to offer you additional security, resolve complaints and improve our service standards. Conversations may also be monitored for staff training.
- 12.8 You undertake that you are entitled to disclose information about any guarantor and/or any other person whose information is provided by you to Clover or our agents.
- 12.9 In order to process, use, record and disclose Personal Data, we or our agents may transfer such information to countries outside the European Economic Area including the United States of America, which may not have laws comparable to those in the European Union to protect Personal Data. We are responsible for ensuring that Personal Data continues to be adequately protected during the course of any such transfer.

12.10 Processing of Personal Data

- 12.10.1 **Compliance.** Each of Clover and you, acting as a Controller, will process, and procure that their and your employees and agents will process, the Customer Data in compliance with applicable Data Protection Laws.
- 12.10.2 **Purposes.** We will only process the Customer Data:
- a. as required in order to meet our obligations pursuant to your Merchant Agreement;
 - b. to provide operational support (including managing disputes opened by Cardholders);
 - c. as agreed in writing between the parties;
 - d. as required or allowed by law applicable to us;
 - e. for fraud prevention or investigation purposes or other risk management purposes;
 - f. for customer identification and information verification purposes, including in connection with “know your customer”, anti-money laundering or anti-terrorism financing purposes;
 - g. in accordance with Card Scheme Rules;
 - h. to enforce our rights or the rights of other persons in a financial transaction;
 - i. to comply with policies applicable to our obligations under the Merchant Agreement, including to protect the security of the Customer Data;
 - j. to conduct analytics in compliance with Clover policies and to operate, maintain, improve, and provide the features and functionality of our products and services and provide additional products and services; or
 - k. to disclose Personal Data to sub-contractors/ sub-outsourcers and their representatives for the purposes set out in this clause 12.10.2.

- 12.10.3 In addition, in the following limited circumstances, we may transfer Personal Data to the following third parties:
- i. where you are in receipt of Merchant Cash Advance (“MCA”) services from one of our partners, and the transfer to the MCA partner(s) of your personal data is required to enable the MCA services to be provided;
 - ii. if you were referred to us by an Independent Sales Organisation (ISO), and the transfer is required to satisfy our reporting obligations to such ISO; and
 - iii. as applicable, to American Express in connection with their anti-money laundering review processes.

- 12.10.4 Transparency:
- i. as a Controller of the Customer Data, you will provide an information notice to Data Subjects meeting the requirements of Data Protection Laws, including the information referred to in Articles 13 and 14 of the GDPR (the “Customer Privacy Notice”) which notice shall include information about the use of Personal Data in the products and services we provide;
 - ii. as a Controller of the Customer Data, we will provide, with your assistance, an information notice to Data Subjects meeting the requirements of Data Protection Laws, including the information referred to in Articles 13 and 14 of the GDPR (the “Acquirer Privacy Notice”), the current version of which can be found at uk.Clover.com/legal/privacy/; and
 - iii. you will provide the Clover Merchant Privacy Notice found at Schedule 1 of these Merchant Conditions to any of your employees, staff or contractors prior to their Personal Data being provided to us in connection with this Agreement.

12.10.5 Assistance:

Each party will

- i. provide the other party with such assistance and co-operation as it reasonably requests to enable the requesting party to comply with any obligations imposed on it by Data Protection Laws in relation to the Processing of the Customer Data. A party will be entitled to refuse or limit its assistance where the requesting party is in the position to fulfil the obligations without that party's assistance;
- ii. respond to requests or notices from Data Subjects as required as a data controller and, where this relates to the other party's processing, notify Data Subjects that the other party is a separate data controller and that the Data Subject should contact the other party separately if he or she wishes to send a notice or make a request to them; and
- iii. notify the other party without undue delay where it receives a request from a Data Subject that might reasonably be expected to affect the other party's data processing, including requests to correct Personal Data provided by other party.

12.10.6 **Notices:** All notices and other communications between the parties under this clause 12.10 must be provided in accordance with clause 25 and, in the case of Clover, also by email to our Data Protection Officer, DPO@Fiserv.com.

13. Charges

13.1 You will pay to us all Charges that become due and payable to us under your Merchant Agreement.

13.1.1 The additional fees set out below may be charged and represent the additional costs related to investigations of your account, actions resulting from a breach of your Merchant Agreement or due to your acts or omissions in performance of your obligations under your Merchant Agreement or termination of your Merchant Agreement:

- a. notification of unauthorised account activity. A fee of £35 may be charged for each warning to you of irregular or improper usage of your Merchant Account or notices to you of a breach or potential breach of your Merchant Agreement;
- b. non-payment of a direct debit. A fee of £30 may be charged in respect of each direct debit request from us to your bank that is rejected;
- c. excessive Chargeback fee. A fee of £25 per Chargeback may be charged in respect of each Chargeback which occurs after the Total Value of Chargebacks in any month exceeds 1% of the Total Value of your Card Transactions for that month for Visa, Mastercard or Diners Card Transactions;
- d. administrative fee for operational guidance. A fee of £40 per mailing may be charged where we need to remind you of or provide guidance as to, your responsibilities under your Merchant Agreement or the Operating Guide;
- e. collections fee. A fee of £40 per incidence may be charged where we agree to enter into a repayment plan with you for repayment of your outstanding amounts due to us;
- f. management fee. We may charge you a fee of £50 per hour where we have to take steps to manage your account to include daily monitoring as a result of fraudulent Card Transactions; failure by you to follow standard operating procedures in the Operating Guide; implementing a Chargeback reduction plan; managing any repayment programme with you; collecting any outstanding amounts owed by you; carrying out a review following change of your trading terms or operating procedures; and managing or enforcing any security that we may hold in respect of your liabilities or in recovery of amounts due to us.

- g. termination fee. A £200 fee may be charged in the event your Merchant Agreement is terminated within six (6) months of the Agreement commencing, due to:
- i. you giving notice pursuant to clause 28.1 of the Merchant Conditions;
 - ii. us giving notice pursuant to clause 28.2.1;
 - iii. you being in material breach of your Merchant Agreement pursuant to clause 28.2.2.1;
 - iv. instructions received from any Card Scheme pursuant to clause 28.2.2.12; or
 - v. there being an excessive number of Chargebacks pursuant to clause 28.2.2.13 of the Merchant Conditions; or
 - vi. any other event of default by you pursuant to clauses 28.2.2.2 to 28.2.2.25 (inclusive).
- h. PCI DSS Non Compliance. A monthly fee of £35 may be charged in the event that you remain noncompliant with the Payment Card Industry Data Security Standard (PCI DSS), pursuant to clause 12.3 of the Merchant Conditions.
- 13.2 We may alter the level of the Charges from time to time. If we do so, we will give you notice before the change takes effect in accordance with clause 25.1.
- 13.3 We may also require one or more of the following payments:
- 13.3.1 the amount of any Refunds issued (if not already deducted from sums paid by you to us);
 - 13.3.2 the amount of any over payments made by us in respect of Vouchers or Transaction Data;
 - 13.3.3 the amount of any payments made by us in respect of invalid Vouchers or Transaction Data;
 - 13.3.4 the amount of any fees, fines, penalties and/ or other Charges payable by Clover to a Card Scheme or any other person as a result of any failure by you to comply with the PCI DSS, Card Scheme Rules, Applicable Laws or your Merchant Agreement; and
- 13.3.5 any other sums due and payable by you under your Merchant Agreement.
- 13.4 Any sum due to us under your Merchant Agreement is payable at the time specified. If no time is specified it is payable immediately. We may charge interest on unpaid sums at the rate of 2% per year above Bank of England base rate from time to time. Interest shall accrue on a daily basis on any sum that you fail to pay on time and will continue to accrue until you have paid the sum due (including interest) in full.
- 13.5 If you fail to present Refund Vouchers or Card Refund Data within the time specified in clause 7.1, interest shall accrue in accordance with the rate specified in clause 13.4. Interest shall accrue on the total amount that you should have paid to us if you had complied with the time limits in clause 7.1.
- 13.6 You will complete and sign a direct debit mandate authorising the bank at which you hold your account to pay on presentation all requests for payment of a direct debit originated by us in respect of sums due under your Merchant Agreement. You will not during the term of your Merchant Agreement revoke such mandate other than to change your account to another bank. If you intend to so change your account, you must give Clover at least thirty (30) days written notice and must complete a new direct debit mandate to the new bank.
- 13.7 Unless otherwise stated, all Charges, fees and other payments to be made by you under your Merchant Agreement are exclusive of VAT and any other relevant taxes (if any) and in addition to paying such sums you will be responsible for paying.

14. Payment/Settlement

- 14.1 We will endeavour to settle Transactions within four (4) Business Days of their receipt by us, unless we have informed you otherwise.
- 14.2 You agree that we may deduct all amounts due to us from amounts due to you in Settlement of Transactions, including fees, charges, costs and Chargebacks due and payable pursuant to your Merchant Agreement or as set out in your Merchant Statement.

- 14.3 Subject to clauses 14.4, 14.5 and 19.2, we will pay to you all sums due as recorded on Vouchers or as Transaction Data (less the amount of any Refunds and fees), submitted in accordance with your Merchant Agreement, by crediting your Merchant Account.
- 14.4 We may without notice withhold payment of sums relating to Card Transactions if we suspect that any Card Transaction between you and a Cardholder:
- 14.4.1 is fraudulent;
- 14.4.2 involves any other illegal activity;
- 14.4.3 was not in the ordinary course of your Business; or
- 14.4.4 was non-compliant with PCI DSS obligations under this Merchant Agreement. We may continue to withhold payment due to you until in our reasonable opinion any of the matters referred to in clauses 14.4.1 to 14.4.4 (inclusive) no longer apply and such Card Transactions are no longer liable to be the subject of a Chargeback.
- 14.5 We may alter the way we settle Card Transactions between you and a Cardholder by moving you on to a system under which we settle such Card Transactions by holding back payments to you for a pre-determined number of days ("Deferred Payment") if:
- 14.5.1 either party provides written notice of termination of this Merchant Agreement under clause 28.1 or 28.2
- 14.5.2 we reasonably suspect that your financial position has deteriorated;
- 14.5.3 the number and/or size of Card Transactions becomes in our opinion excessively high for a Business of your type and size; or
- 14.5.4 based on our reviews of your processing history we are of the opinion that there is a potential risk of loss to Clover through Chargebacks.

Where we move (or intend to move) you on to a system of Deferred Payment, we will tell you when the Deferred Payment will start (which other than in cases of urgency or where we exercise our rights under this clause 14.5 will

be at least seven (7) days after we contact you) and explain the terms on which Card Transactions will be settled from that date.

- 14.6 No interest shall accrue in respect of any amount withheld under this clause 14.

15. Statements

- 15.1 Clover will provide you a periodic Merchant Statement which shall provide details of all Card Transactions and constitute a proper demand for payment of the amount shown by it as being due from you to us, which will be conclusive unless inaccurate on the face of the Merchant Statement. You must check each such Merchant Statement on receipt and notify us or our agents within one (1) month of any errors in it.

16. Chargebacks

- 16.1 We may charge back to you any Card Transaction with respect to which:
- 16.1.1 there is no signature on the Sales Receipt, except where the lack of a signature is because a PIN was used or the signature on the Sales Receipt is different from that on the Card or the Sales Receipt is signed by a person other than the Cardholder;
- 16.1.2 the Card Transaction in respect of which the Sales Receipt was issued is illegal or of no legal effect;
- 16.1.3 the Card has expired, is not yet valid or has been cancelled or revoked, at the date of the Card Transaction;
- 16.1.4 the amount of the Card Transaction was equal to or exceeded the relevant Floor Limit and the Card Transaction was not Authorised by Clover;
- 16.1.5 you have in any way failed to comply with the Operating Guide, the Terminal User Guide or all operating guides provided to you in respect of Clover Products or are otherwise in breach of your Merchant Agreement;
- 16.1.6 the goods, services, accommodation or other facilities to be supplied by you under the Card Transaction have not been supplied, are defective or not as described;

- 16.1.7 the information recorded in the Sales Receipt presented to the Cardholder materially differs from the information recorded on the Voucher or contained in Transaction Data presented to Clover;
- 16.1.8 we have notified you, whether in a list or otherwise, that the Card is fraudulent, lost or stolen;
- 16.1.9 two or more Vouchers or sets of Transaction Data have been completed or sent to Clover for a single Card Transaction;
- 16.1.10 the Voucher or Transaction Data is incomplete or not presented to Clover within relevant time limits;
- 16.1.11 the Cardholder denies having authorised the Card Transaction and you are unable to provide evidence satisfactory to us that the Card Transaction was so authorised;
- 16.1.12 the Card Transaction is a Card Not Present Transaction or involves Purchase with Cashback and is disputed by the Cardholder or Card Issuer;
- 16.1.13 the Card Transaction is charged back for any other reason within the relevant Card Scheme Rules; or
- 16.1.14 the Card Transaction disputed is a Card Present Transaction where a Chip and PIN Card is presented and you did not require the person presenting the Chip and PIN Card to enter a PIN in a PIN Entry Device.
- 16.2 We may, at our complete discretion, apply Chargebacks immediately or detail them in your Merchant Statement and collect them together with your monthly Charges. We may at our discretion treat an invalid Voucher or Transaction Data as valid.
- 16.3 We shall not be obliged to notify you of the validity or invalidity of a Voucher or Transaction Data except where a Chargeback is in fact made. We shall have no obligation to procure or assist you in procuring, payment from a Cardholder where a Voucher or Transaction Data has been charged back.
- 16.4 Our Chargeback rights shall not be affected by any arrangement between you and the Cardholder.

17. Evidence of Card Transactions

- 17.1 Neither Clover nor its agents will in any circumstances, other than if due to our negligence, be liable in respect of the face value of any Vouchers or Transaction Data which you retain or are submitting to us in the event of loss or damage to such Vouchers or Transaction Data or for the costs of reconstituting such Vouchers or Transaction Data or for any other loss or damage. If any loss or damage to any Vouchers or to the physical medium containing any Transaction Data is due to our negligence, we will reimburse to you the replacement value of the lost or damaged Vouchers or medium.

18. Financial and Other Information

- 18.1 Upon request you will provide us or our agents with such copies of financial accounts (including management accounts), trading terms, supplier invoices, customer contracts, product information and such other documentation or information concerning your Business.
- 18.2 You authorise us and our agents to obtain the documents and information referred to in clause 18.1 from third parties and members of our Group.
- 18.3 You authorise us and our agents to contact the individuals at your Business identified in your Application Form and those whom you may notify Clover from time to time.
- 18.4 You must advise us and our agents immediately of any change in the circumstances affecting your Business including:
 - 18.4.1 any Insolvency Event;
 - 18.4.2 any change of voting control in you or your parent company;
 - 18.4.3 any change in your trading terms, directors, other officers, members or partners, business or trading name, legal status, email address, business or trading address or in any of your other details that you have provided to Clover; and
 - 18.4.4 any sale or other disposal of all or any material part of your assets.

19. Security and Set Off

- 19.1 We may at any time, acting reasonably, require you to provide additional or new collateral (as the case may be) in a form to be decided by us where, in our absolute discretion, we determine that such collateral is necessary to act as security in relation to the performance of your obligations under this Agreement on account of, inter alia, Chargebacks, Refunds, corrections and your liability for loss or damage suffered by us, penalties and all other amounts which you owe or may in future owe to us under or in connection with this Agreement.
- 19.1.1 For example, we may establish a Reserve Account in relation to you, require you or a company within your group of companies to provide guarantees or other security, and/or apply special Terms and Conditions in relation to your acceptance of Card Transactions at any time, for the purpose of providing a source of funds to pay us for any and all Merchant Liabilities.
- 19.1.2 The Reserve Account may, at the reasonable discretion of us, be funded by:
- i. requiring you to deposit into the Reserve Account a cash amount determined by us within seven (7) Business Days of written notice from us;
 - ii. us debiting your Merchant Account for any amount for deposit to the Reserve Account; and/or
 - iii. us depositing into the Reserve Account any payments that we are obliged to pay to you under your Merchant Agreement.
- 19.1.3 The amount of any Reserve Account may be set in our sole discretion and increased or decreased by us as we may determine from time to time. All funds held in any Reserve Account and all rights, title and interest to such funds, are at all times (and in the event of you becoming involved in any Insolvency Event) exclusively for our benefit and vested in us.

- 19.1.4 If we request that you provide, or ensure that a company within your group of companies provides, a parent company guarantee, such guarantee shall be provided in the form prescribed by us and receipt by us of such guarantee shall be a condition for us to provide, or continue to provide, the Merchant Services to you.
- 19.2 We may at any time (without notice to you) set off any sum which you owe to Clover under your Merchant Agreement against any sum which we owe you (whether under your Merchant Agreement or some other agreement with Clover).

20. Sub-Contractors and Agents

- 20.1 We may appoint at any time, and without notice to you, an agent or sub-contractor to process Card Transactions or perform any of our obligations to you under your Merchant Agreement.
- 20.2 If you want to appoint a sub-contractor or agent in connection with the performance of any part of your Merchant Agreement you need our prior written consent, which we may withdraw at any time. If we withdraw our consent, your sub-contractor or agent must stop acting for you immediately. If we do consent you must ensure that the sub-contractor or agent acts and complies with all terms of your Merchant Agreement.
- 20.3 You acknowledge that where you appoint a sub-contractor or agent, you are and will remain primarily liable for anything done (or not done) by any such sub-contractor or agent appointed by you and you will indemnify Clover and our agents on demand in respect of any and all claims, costs, losses, expenses and liabilities which we or our agents may suffer or incur as a result, direct or indirect of anything done (or omitted to be done) including negligence by such sub-contractor or agent.

21. Compliance with Legal Requirements

You shall comply with all Applicable Laws, Card Scheme Rules, PCI DSS, and any changes which may occur to those standards and codes of practice, which you are obliged to follow for the purposes of your Merchant Agreement and/or any part thereof. You also warrant that all activities conducted under your Merchant Agreement do not infringe the rights of any third party, including Intellectual Property Rights. We shall comply with all Applicable Laws and Card Scheme Rules which we are obliged to follow for the purposes of your Merchant Agreement.

22. Rights of Third Parties

22.1 Your Merchant Agreement shall not be enforceable by a third party except that any rights and any exclusion or limitation of liability in any term may be enforced by or relied upon by our agents under the Contracts (Rights of Third Parties) Act 1999.

23. Variation

23.1 We may from time to time change your Merchant Agreement (including the Charges and the Operating Guide). Unless we are required to implement a change on shorter notice pursuant to Applicable Laws or Card Scheme Rules, we will give you at least two (2) months' notice before making the changes. However, changes in interest or exchange rates may be applied immediately and without notice where such a change is a favourable to you.

23.2 We may change Floor Limits or cancel facilities without letting you know beforehand in exceptional circumstances, for example, where we suspect fraud.

23.3 If you do not wish to accept the changes we make to your Merchant Agreement, you may terminate your Merchant Agreement immediately by giving Clover notice in writing within one (1) month of such change coming into effect. Such notice should be sent to the address set out in clause 25.5.

23.4 You may ask for a copy of your Merchant Agreement at any time. These Merchant Conditions are available at uk.clover.com.

24. Entire Agreement

24.1 Your Merchant Agreement together with any documents referred to in it and any variation to it constitutes the entire agreement and understanding between Clover and you relating to its subject matter.

24.2 Your Merchant Agreement supersedes all prior oral or written agreements, representation or warranties including any previous merchant agreements between you and Clover provided that any charges schedule set out in a previous merchant agreement will continue to apply until amended or replaced. Any liabilities for and any remedies in respect of any such agreements, representations or warranties made are excluded, save only in respect of such as are expressly made or repeated in your Merchant Agreement or any accrued rights, liabilities and obligations which have arisen under any previous merchant agreements between you and Clover which will continue.

24.3 You have not entered into your Merchant Agreement in reliance on any oral or written agreement, representation or warranty from Clover, other than those explicitly set out in your Merchant Agreement.

24.4 For the avoidance of doubt, nothing in this clause 24 shall operate to exclude liability for any fraudulent statement or act.

25. Notices

25.1 Any notice required to be given under the Merchant Agreement must be in writing and in English. Notices shall be served on the other party in the manner detailed below. Written notices we give you may be sent by: (a) post to your last known place of business or head office, or where none, your last known address; (b) email to the email address advised by you; or (c) notification on a statement message or statement insert.

25.2 When notices are sent by post, they shall be deemed to have been received by the addressee at noon on the second Business Day after posting for first class post, and five (5) Business Days after posting for second class post (excluding the day of when they were actually put in the post).

- 25.3 When notices are given by email, they shall be deemed to have been received 24 hours after the time of transmission.
- 25.4 If we suspect fraud or a security threat, or if there has been an actual fraud or security incident which may affect you, we may contact you by secure means using your contact details.
- 25.5 Any written notice you give Clover should be sent by first class post or hand delivery to Clover, Janus House, Endeavour Drive, Basildon, Essex SS14 3WF (or any other address we tell you).

26. Remedies Cumulative

- 26.1 Except where expressly agreed otherwise in your Merchant Agreement, the rights and remedies of you and Clover under your Merchant Agreement are cumulative, may be exercised as often as we or you consider appropriate and are in addition to your or our rights and remedies under general law.

27. Waiver and Enforceability

- 27.1 No failure to exercise or delay by Clover in exercising any right, power or remedy provided by law or under your Merchant Agreement shall impair the same or be construed as a waiver or release of that right.
- 27.2 If any provision of your Merchant Agreement is held to be invalid or unenforceable, then such provision shall (so far as it is invalid or unenforceable) be given no effect and shall be deemed not to be included in your Merchant Agreement, but without invalidating any of the remaining provisions of your Merchant Agreement.

28. Termination

- 28.1 You may terminate your Merchant Agreement at any time by giving not less than one (1) months' notice to Clover.
- 28.2 Your Merchant Agreement may be suspended or terminated by Clover at any time:
- 28.2.1 by giving not less than ninety (90) days written notice to you; or

- 28.2.2 immediately in the event that:
- 28.2.2.1 you are in material breach of your Merchant Agreement;
- 28.2.2.2 an application for an administration order is presented, an administration order is made or an administrator is appointed in relation to you, or a notice of intention to appoint an administrator is served in relation to you, or a resolution for the appointment of an administrator is passed;
- 28.2.2.3 a petition for a winding up order is presented, a winding up order is made or a resolution for winding up is passed in relation to you;
- 28.2.2.4 you suffer an incumbrancer to take possession, or to exercise or attempt to exercise any power of sale, or a receiver or manager is appointed of the whole or any part of your assets or undertaking;
- 28.2.2.5 you become or are deemed to be unable to pay your debts within the meaning of Section 123 Insolvency Act 1986, you suspend payment of any debt or declare a moratorium, or are otherwise insolvent or bankrupt;
- 28.2.2.6 you enter or propose to enter into any compromise arrangement or composition with any or all of your creditors;
- 28.2.2.7 you are the subject of any judgment or order made against you which is not complied with within seven (7) days or you are the subject of any execution, distress, sequestration or other process levied upon or enforced against any part of your undertaking, property assets or revenue;
- 28.2.2.8 if you are an individual or a partnership, you (or any of your partners) are the subject of a bankruptcy petition or order or you (or any of your partners) are unable to pay or have no reasonable prospect of paying your debts or, if in Scotland, you (or any of your partners) become apparently insolvent within the meaning of the Bankruptcy (Scotland) Act 1985 or have a trustee in sequestration appointed to your estate;

- 28.2.2.9 if you experience a material adverse change in your financial condition, or, as applicable, your accountants fail to deliver an unqualified audit opinion with respect to your annual financial statements and/or those of your consolidated subsidiaries (as applicable);
- 28.2.2.10 any similar or analogous event or proceeding (or which has an equivalent or similar effect) to those set out in clauses 28.2.2.2 to 28.2.2.9 occurs in relation to you in any jurisdiction to which you are subject;
- 28.2.2.11 any event or circumstance becomes known to Clover which, in our sole opinion, gives rise to fraud or suspicion of fraud or other criminal activity, or causes or may cause Clover to be in breach of any legal or regulatory requirements including Card Scheme Rules, or is jeopardising or may jeopardise the integrity or security of any of our or our agents computer systems;
- 28.2.2.12 if we are required to do so by any Card Scheme;
- 28.2.2.13 the number of Chargebacks in relation to your Business are in our reasonable opinion excessively high;
- 28.2.2.14 if you fail to Attest your compliance with the PCI DSS as required in clause 12.3 within six (6) months of us giving you notice of your noncompliance or otherwise fail to comply with PCI DSS requirements;
- 28.2.2.15 if you fail to send us a Card Transaction for six (6) consecutive months;
- 28.2.2.16 if you engage in misrepresentation or intentional misconduct relating to the performance of your Merchant Agreement and/or the conduct of your business;
- 28.2.2.17 if you engage in business practices which create excessive risk for Cardholders or Clover;
- 28.2.2.18 you fail to provide us with notice of any material change in the nature of your Business;
- 28.2.2.19 you fail to disclose to us the details of the third parties or systems you use in connection with the Customer Data or Transaction Data processed under your Merchant Agreement;

- 28.2.2.20 you experience a data breach or other similar security incident;
- 28.2.2.21 you persistently or materially breach Card Scheme Rules;
- 28.2.2.22 you materially change your operations, products, services or procedures for payment acceptance;
- 28.2.2.23 you default under any other agreement with Clover or its affiliates;
- 28.2.2.24 any governmental authority or Card Acquirer instructs Clover to limit or suspend your performance under, or terminate, your Merchant Agreement; or
- 28.2.2.25 you fail to pay us any fees, Charges or other sums payable by you under the Merchant Agreement within 30 days of the due date.

29. Effects of Termination

- 29.1 Termination of your Merchant Agreement shall not affect obligations already incurred and in particular clauses 8 to 14, 16, 17, 19, 22, 24, 26, 27 and clauses 29 to 32 shall remain in full force and effect.
- 29.2 If your Merchant Agreement is terminated:
 - 29.2.1 by Clover under clause 28.2, you agree that we may notify the Card Schemes of the termination and the reasons for it and that details of your Merchant Account may be notified to the Card Schemes and credit reference agencies;
 - 29.2.2 you may not commence Card Transactions after the date of termination of your Merchant Agreement;
 - 29.2.3 you may not use, after the date of termination of your Merchant Agreement, our or our agents names or any of our trademarks or logos or any promotional materials we or our agents have provided to you or which refer to Clover or the provision of Merchant Services by us or our agents to you as a Merchant;
 - 29.2.4 all Vouchers and Card Refund Data shall be presented by you to Clover;

- 29.2.5 you will, at your cost, disconnect all Equipment and any Electronic Links and allow Clover access to remove all Terminals and other Equipment which we or our agents have supplied to you.
If we so direct, you must at your cost, return to Clover or our agents as soon as possible all Terminals and other Equipment which we or our agents have supplied to you; and
- 29.2.6 you will pay us the Termination fee (if applicable).

30. Assignment/Assignment

- 30.1 We may assign (whether in whole or in part), novate, transfer, dispose of, charge or deal in any other manner with, your Merchant Agreement and any interest or rights that we may have under your Merchant Agreement upon notice to you. You agree to enter into such documents as we may reasonably require in order to effect such novation, transfer, disposal, charge or dealing.
- 30.2 You may not assign (whether in whole or in part), novate, transfer, dispose of, charge or deal in any other manner with, your Merchant Agreement nor any interest or rights or burdens under your Merchant Agreement without our prior written consent.

31. Joint and Several Liability

- 31.1 If you comprise more than one person, then your liability under your Merchant Agreement is joint and several. This means that each of you is treated legally as having assumed the obligation both collectively, on behalf of each of you and individually. We may proceed against any one or more of you for the full performance of any obligation owed to Clover under your Merchant Agreement or for of all losses or damage arising from a breach or failure by any of you to perform, irrespective of which of you caused the breach. If such persons are a partnership, then any act or omission of any one partner shall be deemed to be an act or omission of all partners.
- 31.2 On termination of your Merchant Agreement, your Merchant Agreement will terminate with respect to all of you who are jointly and severally liable, subject to clause 29.

32. Governing Law

This Agreement and any dispute or claim arising out of or in connection with this Agreement or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the laws of England and Wales and the parties irrevocably agree that the English courts shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this Agreement or its subject matter or formation (including non-contractual disputes or claims).

33. Gateway Services

If you submit Transactions to Clover using the Gateway Services, the following Terms and Conditions shall apply, in addition to all other terms of your Merchant Agreement:

33.1 Description of the Gateway Service

- 33.1.1 Use of Gateway Software and Gateway Documentation. We hereby grant to you a personal, non-exclusive and non-transferable right to use the Platform, Gateway Software and Gateway Documentation in order to avail of the Gateway Services in relation to the Card Transactions, for the purposes expressly described in the Gateway Documentation, and for other Card Transactions which we have expressly agreed to process. In the event of conflict between your Merchant Agreement and anything set out in the Gateway Documentation, your Merchant Agreement shall prevail.
- 33.1.2 **Restrictions.** You shall not, and shall not cause or permit any third party to:
- 33.1.2.1 use the Gateway Services in any way, other than in accordance with your Merchant Agreement or as otherwise instructed by us in writing;
- 33.1.2.2 circumvent or attempt to circumvent any applicable security measures of any element of the Gateway Services including disassembling, decompiling, decrypting, extracting, reverse engineering or modifying the Gateway Software, or otherwise applying any procedures or process to the Gateway Software in order to ascertain, derive, and/or appropriate for any reason or purpose, the source code or source listings for the Gateway Software or any algorithm, process, procedure or other information contained in the Gateway Software;

- 33.1.2.3 except as specifically authorised in accordance with your Merchant Agreement, allow to any third party access to the Gateway Services other than to your authorised employees and contractors who are subject to a written confidentiality agreement, the terms of which are no less restrictive than the confidentiality provisions of these Merchant Conditions;
- 33.1.2.4 make any copies of the Gateway Documentation, except as necessary to comply with the obligations of your Merchant Agreement; or
- 33.1.2.5 remove or alter in any way whatsoever any copyright notice or acknowledgements appearing on any element of the Gateway Services save to the extent instructed and approved in writing by us.
- 33.1.3 **Passwords.** You shall ensure that if you receive a password from us to access any element of the Gateway Services, you will:
- i. keep the password confidential;
 - ii. not allow any other party to use the password or gain access to the Gateway Services except as expressly agreed by us;
 - iii. be liable for all acts or omissions of any user of the password; and
 - iv. notify us immediately if the Gateway Services have been compromised by use of the password.

If you receive passwords from a third party on our behalf or otherwise in connection with your Merchant Agreement, you must protect such passwords in the manner required by such third party.

33.2 Gateway Service Integration

- 33.2.1 **Integration with Merchant Systems.** While we provide the Gateway Services to you, you acknowledge that the Gateway Services are in themselves insufficient to allow your Merchant Systems to function with the gateways provided as part of the Gateway Services. Programming, development and maintenance of the Merchant Systems and their functionality are your sole responsibility. You have the ultimate

responsibility to ensure the Merchant Systems function correctly. You shall be responsible for all technical support for the Merchant Systems and integration issues on your side. You will be responsible for all of your own development and implementation costs associated with such integration.

- 33.2.2 **Shutdowns and Suspension.** We reserve the right in our absolute discretion, without prior notice, to suspend the provision of the Gateway Services for a reasonable period of time for any reason including, but not limited to, maintenance and/or Gateway Software upgrades.

33.3 Intellectual Property Rights

- 33.3.1 All Intellectual Property Rights with respect to the Gateway Services and Clover, Fiserv and First Data names, trademarks and brands, whether now existing or in the future, are reserved to Clover and its licensor(s) (as may be the case).
- 33.3.2 Save for the limited licence granted under clause 33.1.1, nothing in your Merchant Agreement shall be interpreted as granting to you a licence to use Clover or its licensors' Intellectual Property Rights.
- 33.3.3 You will promptly notify us of any infringement or threatened infringement or of any challenges to validity or ownership of any Intellectual Property Rights or other rights belonging to Clover which you become aware and you will provide reasonable assistance to us, at our reasonable expense, in connection therewith.
- 33.3.4 We may include, at our discretion, your company name, description and hyperlink on our website and other marketing material.
- 33.3.5 You may, at your discretion, display any graphic or hyperlink provided to you by us on your website(s) (without altering the form or presentation of such graphic, and in no way that implies or represents that you operate or own any element of the Gateway Services and our related brand(s)).

33.4 Legal Responsibility

- 33.4.1 You acknowledge that neither we nor any of our subcontractors underwrites or agrees to compensate you or any third party (including your customers) for the value of any Card Transaction (or Card Transaction Data) as a result of any failure or delay in processing of any such Card Transaction pursuant to or in connection with this Merchant Agreement. Your sole remedy for such failure or delay shall be for us to use commercially reasonable endeavours to complete processing of the relevant Transaction as soon as practicable after receipt of notification from you of the relevant failure or delay.
- 33.4.2 The provision of Gateway Services by us does not give rise to additional or separate liability for the Authorisation or non-Authorisation of Card Transactions, Chargebacks or any other losses incurred by you.
- 33.4.3 You acknowledge and accept that we will only be able to provide the Gateway Services to you if you properly collect and deliver relevant data (including, if applicable, Card Transaction Data) to us in accordance with the Gateway Documentation or as otherwise advised by us.
- 33.4.4 You acknowledge and accept that neither we nor our subcontractors shall have any liability whatsoever or howsoever to you in relation to any data submitted by you or the results of the Gateway Services, including any Authorisation request sought on your behalf.
- 33.4.5 You acknowledge and accept that we do not in any way guarantee the valid or non-fraudulent use of any payment method for the purchase of goods or services or of any of the Gateway Services by your customers. Fraudulent or invalid use of a payment method cannot be exhaustively checked for and we expressly exclude any liability for invalid or fraudulent use of any payment method or any of the Gateway Services, to the maximum extent permitted by Applicable Laws.

33.5 Indemnification

- 33.5.1 You shall on demand indemnify and hold harmless Clover and its subcontractors and our and their officers, directors, employees, shareholders and agents from and against all loss, liabilities, actions, claims, proceedings, demands, damages and expenses (including legal fees) arising out of or in connection with any representations made to a cardholder concerning the Gateway Services, including any communications made to a cardholder about the availability or non-availability of funds in its account. For avoidance of doubt, the indemnification provisions set out at clause 10 also apply to the Gateway Services.

34. Virtual Terminal

If you use a Virtual Terminal, the following Terms and Conditions shall apply, in addition to all other terms of your Merchant Agreement:

34.1 Service Specification

- 34.1.1 The following are not within the scope of the VT Services:
- the provision of hardware or software;
 - the connection and data transfer between you and the Cardholder;
 - data transmission through third-party telecommunications networks or the flow of internet data traffic (we act only as a conduit for the transmission of data and have no influence over this and accept no responsibility for availability or reliability in this regard).

34.2 Your Obligations

- 34.2.1 You must:
- provide us with all the relevant information that is necessary for the performance of the VT Services;
 - at all times comply with the current version of our Acceptable Use Policy as set out in clause 34.6; and

- c. have internet-compatible hardware and software, an internet connection and an interface that enables you to use the VT Services.

34.3 Ownership and Acceptable Use of a Terminal

34.3.1 You acknowledge that all title, right and interest in any technology that is provided with the VT Services, and any of our trademarks or service marks are vested in us or in our licensors. You shall have no right, title or interest in any of the above, except for any right specifically granted to you in your Merchant Agreement.

34.3.2 You may not reproduce, duplicate, copy, sell, resell, or exploit any portion of the VT Services without our prior written consent. You will not use the VT Services in a manner prohibited by any Applicable Laws, and you will abide by all applicable Merchant Conditions.

34.3.3 Without limiting clause 34.3.2, you shall not:

- a. use the VT Services, or allow the VT Services to be used, for any abusive purpose or in any way that damages our systems or interferes with or disrupts our other users;
- b. attempt to circumvent user authentication or security of any host, system, or account (also known as cracking or hacking). This includes, but is not limited to (i) accessing data not intended for you, (ii) logging into a server or account that you are not expressly authorised to access, and (iii) probing the security of other networks;
- c. attempt to interfere with service to any user, host, or system (denial of service attacks). This includes, but is not limited to (i) flooding of networks, (ii) deliberate attempts to overload a service, and (iii) attempts to crash a host;
- d. use any kind of program/script/command, or send messages of any kind, that are designed to interfere with a user's session, by any means, locally or through the internet;

- e. use the VT Services or take any action that will result in:

- i. excessive consumption or utilisation of our System or System resources;
- ii. weakening of our performance; or
- iii. reduced performance of the VT Services for other customers, all as determined in our sole discretion.

In the event that we detect excessive or abusive use of your VT Services, we may:

- i. restrict your access to the VT Services;
 - ii. increase the VT Charges, including upgrading you to a higher class of VT Services; and/or
 - iii. terminate or suspend your VT Services. We have the right to restrict any use of the VT Services that we believe, violate the Agreement or any Applicable Laws;
- f. give, sub-licence or sell, or grant any form of security, lien or other encumbrance over all or any part of, the VT or the VT Transaction Data. You shall prevent any third party, other than our agents, from using the VT except as we may agree in writing.

34.3.4 Without prejudice to our other rights of termination and/or suspension under the Merchant Agreement, we may immediately suspend or terminate your VT Services without notice to you if we suspect (i) abuse or fraudulent use of the VT Services, (ii) interference with our system, or (iii) a violation of the Merchant Agreement. You will cooperate with us in any fraud investigation and use any fraud prevention measures we identify. Your failure to cooperate may result in the suspension or termination of your VT Services.

34.3.5 You must operate and maintain the VT in accordance with the terms of the Merchant Agreement, the Virtual Terminal User Guide and any other requirements as we notify you from time to time.

34.3.6 Cards accepted by you under any agreement other than your Merchant Agreement may be used with our VT only with our prior written consent.

You acknowledge that we have no responsibility to reimburse you for the cost of goods, services, accommodation or other facilities supplied against presentation of such Cards.

34.3.7 We may at any time inspect, test, remove, replace, alter, amend or update the VT (other than Transaction Data stored within the VT), and inspect any Electronic Link and make copies of any VT Transaction Data, wherever stored.

34.4 No Warranty

34.4.1 The VT Services are provided on an “as is” and “as available” basis without warranties of any kind, either express or implied, save for those statutory and implied warranties that cannot be excluded.

34.4.2 Any statements made in any packaging, manuals or other documents, or by any of our employees or representatives, are provided for information purposes only and not as warranties by us.

34.4.3 VT Services are only available within the coverage area of our System, which is subject to change. You acknowledge that service may be temporarily unavailable for scheduled or unscheduled maintenance, equipment modifications or upgrades, and for other reasons within and without our direct control.

34.4.4 Although security measures are employed, we cannot guarantee the security of data transmission or storage, or that viruses, worms, trojan horses, or other code that manifests contaminating or destructive properties will be detected or remediated by the service.

34.4.5 In addition to the effects set out at clause 29 above, clause 34.4 shall survive termination of your Merchant Agreement.

34.5 Suspension of VT Services

34.5.1 Without prejudice to any other rights, we will be entitled to suspend the VT Services if:

- a. you have failed to pay the VT Charges or other sums payable by you within 30 days of the due date;

- b. we suspect that you are involved in fraudulent activity;

- c. we reasonably believe that your Website, script or other application is the cause of interruptions to our ability to service other customers;

- d. there is a force majeure event; or

- e. you are in breach of the Acceptable Use Policy.

34.5.2 The period of suspension shall be at our discretion and we will inform you in writing of the reason for suspension (other than in the case of a suspension under clause 34.5.1(b)). You may be given an opportunity to remedy the problem.

34.6 Acceptable Use Policy

34.6.1 This Acceptable Use Policy forms part of the Merchant Agreement between Clover and you relating to the provision by us of VT Services and/or Gateway Services (as applicable) and it is subject to review in our sole discretion from time to time. Please read and follow this Acceptable Use Policy carefully.

34.6.2 Prohibited Activities For the benefit of all merchants, as a condition of the VT Services and/or Gateway Services, we prohibit the following:

- a. **Intellectual Property Infringement.** You may not use the VT Services and/or Gateway Services to store, transmit or receive any material that infringes on any Intellectual Property Rights of any person.
- b. **Objectionable Material.** You may not use the VT Services and/or Gateway Services to store, post, transmit, or disseminate material or information that is unlawful, harmful, threatening, abusive, harassing, libellous, defamatory, hateful, obscene, indecent, or otherwise objectionable or which encourages or participates in conduct that would constitute a criminal offence, gives rise to a civil liability, or otherwise violates any Applicable Laws.

- c. **Fraudulent Activity.** You may not use the VT Services and/or Gateway Services to make fraudulent offers to sell or buy products, items, or services or to advance any type of financial scam such as pyramid schemes, Ponzi schemes, or chain letters. You may not use techniques to hide or obscure the source of any e-mail or other communication.
- d. **Impersonation.** You may not use the VT Services and/or Gateway Services to impersonate any person, falsely state or misrepresent your affiliation with any person, or create a false identity for the purpose of misleading others. Without limiting the foregoing, you may not use invalid or forged headers, invalid or non-existent domain names or other means of deceptive addressing.
- e. **Software Viruses.** You may not use the VT Services and/or Gateway Services to upload files or transmit any material that contains viruses, worms, trojan horses, time bombs, cancelbots, corrupted files, or other code that manifests contaminating or destructive properties.
- f. **Collecting Information.** You may not use the VT Services and/or Gateway Services to store or collect, or attempt to store or collect, personal information about third parties without their prior knowledge and consent.
- g. **Use of Your Account by Others.** You may not, through action or inaction, allow others to use the VT Services and/or Gateway Services for illegal or improper activities or for any purpose or in any manner prohibited by this Acceptable Use Policy. You may not permit your System, through action or inaction, to be configured in such a way that gives a third party the capability to use the VT Services and/or Gateway Services in an illegal or improper manner or for any purpose or in any manner prohibited by this Acceptable Use Policy.
- h. **Reselling.** You may not directly or indirectly reproduce duplicate, copy, sell, provision, resell, rent, lend, pledge, transfer, distribute or exploit any portion of the VT Services and/or Gateway Services without our prior written consent.
- i. **Security Precautions.** You are solely responsible for implementing sufficient procedures and checkpoints to satisfy your particular requirements for accuracy of data input and output, and for maintaining a means external to the VT Services and/or Gateway Services for the reconstruction of any lost data.
- j. **Violations of Acceptable Use Policy.** In the event that you violate this Acceptable Use Policy, we may, without limitation, restrict your access to our System or immediately terminate or suspend your VT Services and/or Gateway Services.
- k. **Monitoring the Service.** We have the right to monitor or restrict any use of the VT Services and/or Gateway Services that we believe violates this Acceptable Use Policy, any part of your Merchant Agreement or Applicable Laws. You are solely responsible for all content that you transmit or receive utilizing the VT Services and/or Gateway Services, and are responsible for abuse of your account by others. To protect our merchant customers and our System, we may block and allow traffic types as we see fit at any time.
- l. **Reporting Violations.** We request that any person who becomes aware of a violation of this Acceptable Use Policy report the information to us. If available, please provide the IP address used to commit the alleged violation and the date and time of the alleged violation. We may take any appropriate action as we deem fit, including, but not limited to, one or more of the following: issue a warning; suspend the Merchant's Account; terminate the Merchant's Account; bring appropriate legal action to enjoin violations and/or to collect damages, if any, caused by violations.

- m. **Notices and Procedure for Making Claims of Copyright Infringement.** If you believe that your copyright or trademark has been used by one of our merchants without permission, such that the use may constitute infringement of your Intellectual Property Rights, you must send a notice in accordance with clause 25.

35. Global Currency Solutions Services

- 35.1 If you are approved to use any of Clover Global Currency Solutions Services, you will be able to accept Transactions in the Foreign Currency of a Card and receive Settlement of those Transactions in Local Currency.
- 35.2 In using Clover Global Currency Solutions Services, you agree: (a) that the DCC Service may be used to undertake DCC Transactions as part of a Card Present Transaction or as a Card Not Present Transaction, but the Dynamic Pricing Service and Multicurrency Pricing Service may only be used as part of a Card Not Present Transaction; (b) to use Transaction Rates solely in connection with receipt of the DCC Service and the Dynamic Pricing Service and for no other purpose (including to set the Multicurrency Pricing Price for a Multicurrency Pricing Transaction); (c) that Clover Global Currency Solutions Services are available for Transactions using Visa or Mastercard branded Cards only, unless otherwise specified by Clover; (d) to retain the electronic Rate ID for each Transaction that entails a Transaction Currency Conversion which is authorised in a currency other than the Local Currency; (e) that we have the right to add, delete or substitute the source of the Wholesale Rate so long as any substituted Wholesale Rate is a recognised market wholesale exchange rate; and (f) that because of the different basis on which Multicurrency Pricing Transactions are effected (compared to DCC Transactions or Dynamic Pricing Transactions), neither your Merchant Agreement nor the Card Scheme Rules permit you to represent to a Cardholder that a Multicurrency Pricing Transaction is in fact either a DCC Transaction or a Dynamic Pricing Transaction (or vice versa) nor attempt to process a Multicurrency Pricing Transaction as either a DCC Transaction or a Dynamic Pricing Transaction (or vice versa).

- 35.3 The Global Currency Solutions Services support only certain Foreign Currencies and certain types of Foreign Currency Transactions. You can find the list of supported Foreign Currencies and Foreign Currency Transactions in the Operating Guide. We will use commercially reasonable efforts to give you advance notice if we cease supporting any existing Foreign Currency or Foreign Currency Transaction. If, however, there is a fluctuation in the value of a Foreign Currency that we reasonably consider may give rise to material market disruption in the conversion or exchange of that Foreign Currency to Local Currency, we have the right to stop supporting the Foreign Currency immediately without notice to you.
- 35.4 For DCC Transactions and Dynamic Pricing Transactions, we will provide you with the following information: (a) the Foreign Currency Price of the Card Transaction; (b) the Transaction Rate applied; (c) the Currency Conversion Margin used in calculating the Transaction Rate; and (d) any other information specified in the Operating Guide or required by Applicable Laws. You must clearly and conspicuously disclose relevant portions of such information to the Cardholder in accordance with the Card Scheme Rules and Applicable Laws when required to do so (further details regarding your disclosure obligations are set out in the Operating Guide). The Foreign Currency Price will then be the amount we use to authorise the Card Transaction with the Card Schemes. You are solely responsible for obtaining the Cardholder's consent to a Card Transaction that entails a Transaction Currency Conversion, including obtaining the Cardholder's agreement for any DCC Transaction and clearly and conspicuously disclosing all terms of a DCC Transaction to the Cardholder (including on the transaction receipt or credit voucher).
- 35.5 For Multicurrency Pricing Transactions, we will provide you with the following information: (a) the Foreign Currency amount of the Transaction; and (b) any other information specified in the Operating Guide or required by Applicable Laws. The Foreign Currency will be the amount set by you using a Multicurrency Pricing Price which we will then use to authorise the Card Transaction with the Card Schemes. You must clearly and

conspicuously disclose relevant portions of such information to the Cardholder in accordance with the Card Scheme Rules and Applicable Laws when required to do so.

- 35.6 Each month, for the DCC Transactions and Dynamic Pricing Transactions that you process, we will credit you with Currency Conversion Commission in an amount equal to the Currency Conversion Commission, multiplied by the Local Currency Turnover.
- 35.7 The fees in your Merchant Agreement that apply to Card Transactions generally also apply to Card Transactions that utilize Global Currency Solutions Services. Should you be approved to utilize Clover Multicurrency Pricing Service, you also agree to pay any Multicurrency Pricing fees as may be notified to you in advance by Clover from time to time.

36. TransArmor P2PE Service

- 36.1 If you elect to receive the TransArmor P2PE Service, the following terms will apply. The TransArmor P2PE Service uses a combination of validated hardware, software, applications and processes to encrypt Customer Data from the point of payment through to our secure environment. The TransArmor P2PE Service removes clear text data from your network by encrypting Transaction Data at the point of payment.
- 36.2 You acknowledge that in order to avail of the protections of the TransArmor P2PE Service, you must take the following steps: (a) use a Point-of-Sale device that has been certified

with a PCI PTS approval number; (b) receive your Point-of-Sale device by a secure courier as part of our validated supply chain; (c) use a PCI P2PE certified gateway; (d) comply with the obligations set out in the relevant Point-to-Point Encryption (P2PE) Instruction Manual (PIM) that we provide you; and (d) ensure you do not store or transmit Customer Data outside of the Point-of-Sale device.

- 36.3 Use of the TransArmor P2PE Service will not, on its own, cause you to be compliant or eliminate your obligation to comply with PCI DSS or the Card Scheme Rules. You must demonstrate and maintain current PCI DSS compliance certification. Compliance must be validated either by a Qualified Security Assessor (QSA) with corresponding Report on Compliance (ROC) or by successful completion of the applicable PCI DSS Self-Assessment Questionnaire (SAQ), all in accordance with the Card Scheme Rules and PCI DSS.

37. Force Majeure

- 37.1 Neither we nor our agents shall be liable for any failure to perform our obligations under your Merchant Agreement where the failure arises directly or indirectly through war, civil disturbance, industrial dispute (whether including our employees or not), any Equipment failure (including if any data processing system or transmission link fails), any act of God or any circumstances or event whatsoever beyond our control.

Schedule 1

Clover Merchant Privacy Notice

This Notice applies to Personal Data collected about staff, employees, principals and contractors of Merchants (“you” or “your”). This Notice describes how Clover (the trading name of First Data Europe Limited) (“we”, “us”, or “our”) may use information provided to us about you either by the Merchant (“your company” or “your employer”) or by you directly, for example if you are a sole trader and not an employee. Personal Data means any information that relates to an identified or identifiable individual. This Notice also describes your data protection rights, including a right to object to some of the processing which we carry out. More information about your rights, and how to exercise them, is set out in Section G of this Privacy Notice below. We reserve the right to modify this Privacy Notice at any time in the manner provided in our agreement with you or your company, and subject to such notice periods as we may operate from time to time.

Clover will be the Controller of Personal Data in relation to the Merchant Services.

To contact us in relation to our use of your Personal Data or to exercise your rights, you can write to us at Janus House, Endeavour Drive, Basildon, Essex SS14 3WF or by email at DPO@fiserv.com.

A. What Information we Collect

We collect Personal Data both directly from you and from your employer. The information we ask you or your employer to provide or that we collect under our agreement with you or your company includes:

- Your name, contact details, including home address and telephone number, and trading address;
- Identity verification, including passport or driving license;
- Bank account information;
- If you (rather than your employer) are the Merchant, information about the card transactions you process, such as the number of transactions, transaction reference number, merchant location where a transaction occurred, date and time of transaction. Transaction amount and currency, card issuer, card and payment type and information about the goods or services purchased in a transaction and your;
- Merchant ID and category code; and
- Any information you or your employer provide to us in the course of correspondence or telephone calls

We and our service providers may collect information about you that is publicly available, including by searching publicly accessible government lists of restricted or sanctioned persons (such as the Specially Designated Nationals And Blocked Persons List), public records databases (such as company registries and regulatory filings), and by searching media and the internet.

We may link information about you between accounts, including your arrangements and any account(s) you may guarantee, and between accounts and the other products and services you may have with the Clover, its holding company, and its subsidiaries, and its holding company’s subsidiaries, and their associated companies from time to time. Depending on the products and services the Merchant receives from us, we may also link information about you with information about other companies.

B. How and why we use your Personal Data

Providing our Products and Services, which Includes:

- Administering the products and services we supply to you (or your company) under any agreement and any future agreements we may have, or may wish to have, with you (or your company);
- Managing our relationship with you or your company;
- Carrying out our obligations, and exercising our rights, under our agreement with you or your company;
- Communicating with you regarding the products and services we provide, including by sending you or your company service-related emails or messages;
- Personalising the manner in which we provide our products and services;
- Preventing and checking for fraud or money laundering and for risk management purposes;
- Administering and protecting our business; and
- Providing support and maintenance for our products and services, including responding to service-related requests, questions, and feedback from you or your company

Verifying your Identity, Credit Checking, Credit Scoring and Debt Detection

When considering a request, proposal, application or administering our agreement with you or your company, managing your account(s) or making decisions regarding credit, including whether to make credit available or to continue or to extend existing credit to Merchants, we carry out, (i) searches for the purpose of verifying your identity, and/or (ii) credit searches in relation to you or your company with one or more licensed credit reference agencies, and/or (iii) credit scoring. We use automated decision making systems to help us to make fair and reasonable decisions as to whether to contract with the Merchant, particularly considering your and the Merchant’s financial security and status. You can ask us to reconsider any decision we take and to express your point of

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view about the decision. However, should the results of any credit scoring, security check or similar processing be too low, we are unlikely to conclude a contract with the Merchant. We also use Personal Data we hold for debt tracing and the prevention of money laundering as well as the management of the Merchant's arrangements.

Developing Scoring Criteria

We also use some of your Personal Data to develop standard scoring criteria to assist us in assessing future Merchant applications and in reviewing your company's facility.

For Research, Development and Analytics

We use the information we collect for our own research and development purposes, which include:

- Developing or improving our products and services; and
- Developing and creating analytics and related reporting, such as regarding industry and fraud trends

Complying with Law

We use your Personal Data as we believe necessary or appropriate to comply with applicable laws, lawful requests and legal process, such as to respond to subpoenas or requests from government authorities.

Compliance, Fraud Prevention and Safety

We use your Personal Data as we believe necessary or appropriate to (a) enforce the Terms and Conditions that govern our products and services; (b) protect our rights, privacy, safety or property, and/or that of you or others; and (c) protect, investigate and deter against fraudulent, harmful, unauthorised, unethical or illegal activity.

To Create Anonymous Data

We may create anonymous data from your Personal Data. We make Personal Data into anonymous data by excluding information that makes the data personally identifiable to you, and use that anonymous data for our lawful business purposes.

Processing Purpose

Legal Basis

Details regarding each processing purpose listed below are provided in the paragraph above this table

Providing our products and services

Processing is necessary to perform the contract governing our provision of the products or services or to take steps that you request prior to signing up for the Services.

- Verifying your identity, credit checking, credit scoring and debt detection
- Developing scoring criteria
- Research, development and analytics
- Compliance, fraud prevention and safety
- Risk management

These processing activities constitute our legitimate interests. We make sure we consider and balance any potential impact on you (both positive and negative) and your rights before we process your Personal Data for our legitimate interests. We do not use your Personal Data for activities where our interests are overridden by the impact on you (unless we have your consent or are otherwise required or permitted to by law).

Compliance, debt detection, prevention of money laundering fraud prevention, and safety (where we have a legal obligation) and otherwise complying with law

Processing is necessary to comply with our legal obligations

To ensure we carry out your instructions accurately, to help improve our services and in the interests of security, we monitor and/or record your telephone calls with us.

C. How we share your Personal Data

We employ third party companies and individuals to administer and provide services on our behalf (such as companies that provide software and call centre services).

To prevent or detect fraud, we may pass information to financial and other organisations involved in fraud prevention. If you give us false or inaccurate information and we suspect fraud, we will record this and will pass such information to such other financial and other organisations.

We give details of your company's arrangements and how you conduct them to collection agencies, other financial institutions, our legal advisers, law enforcement and to applicable regulatory entities, where appropriate.

In particular, we may give those entities details of non-payment where:

- i. Any monies are not paid in accordance with the terms of our agreement with the Merchant;
- ii. The Merchant has not made proposals satisfactory to Clover or to our agents or affiliates for repayment of the Merchant's debt, following formal demand;
- iii. The Merchant has been given at least twenty eight (28) calendar days' notice of our intention to disclose; and/or
- iv. Fraud has been suspected relating to your facility.

We will report to the Visa VMAS and MasterCard MATCH listings the Merchant's business name and principals, as required under their rules.

In addition, subject to any banking regulations and the law, we or our agents may disclose all information you or your employer provide to us or our agents to:

- i. Other companies in the Clover group (Clover holding company, its subsidiaries, and its holding company's subsidiaries, and their associated companies from time to time) and to our agents or affiliates, so that they may record, analyse, assess, use and retain same for the same purposes described above in relation to their own businesses, products and services;

- ii. The Schemes (Visa, MasterCard, Maestro, American Express and such other schemes notified to you by Clover from time to time) where the rules and operating instructions issued by particular Schemes from time to time require us to do so, or where we conduct AML/KYC on their behalf, or to any regulatory body as required under any applicable law or regulations;
- iii. Any party, including its advisers, to whom we transfer or assign, or propose to transfer or assign our business or our rights and obligations under our agreement with you or your company;
- iv. Any party who participates or wishes to participate, wholly or in part, in the financing of any of our products and services;
- v. Any insurance company for the purposes of insuring risk and/or your guarantor (if applicable); and
- vi. Any party who introduces you to us or us to you, each of whom may also use your information in the way described in our agreement with you or your company.

D. Where we will store your Personal Data

We transfer your Personal Data within our group of companies, including outside of the European Economic Area ("**EEA**") and/or the United Kingdom, ("**UK**").

Whenever we transfer your Personal Data out of EEA and/or UK within our group to countries not deemed by the European Commission/ICO to provide an adequate level of protection for Personal Data, the transfer will be based on our Binding Corporate Rules, a copy of which can be found at: merchants.fiserv.com/en-us/privacy/binding-corporate-rules/?utm_source=firstdataus.

When we transfer Personal Data outside of EEA and/or UK to third parties in countries not deemed by the European Commission/ICO to provide an adequate level of protection for Personal Data, the transfer will be made pursuant to:

- A contract approved by the European Commission (or the UK equivalent) (the "Standard Contractual Clauses");
- The recipient's Binding Corporate Rules;

- The consent of the individual to whom the Personal Data relates; or
- Other mechanisms or legal grounds as may be permitted under applicable European/UK law

Please contact us if you would like to receive further information on the specific mechanism used by us when transferring your Personal Data out of EEA and/or UK.

E. How long we will keep your Personal Data

We retain Personal Data for as long as necessary to (a) provide the service under our agreement with you or your company; (b) comply with legal obligations; (c) resolve disputes; and (d) enforce the terms of our agreement with you or your company.

F. Other Relevant Notices

N/A

G. Your rights in relation to your Personal Data

Under certain circumstances, you have rights under data protection laws in relation to your Personal Data. You may ask us to take the following actions regarding Personal Data that we hold:

- **Access.** You are entitled to ask us if we are processing your Personal Data and, if so, for a copy of the Personal Data we hold about you, as well as obtain certain other information about our processing activities
- **Correction.** If any Personal Data we hold about you is incomplete or inaccurate, you can require us to correct it, though we may need to verify the accuracy of the new data you provide to us
- **Erasure.** This enables you to ask us to delete or remove Personal Data where there is no good reason or us continuing to process it. You also have the right to ask us to delete or remove your Personal Data where you have successfully exercised your right to object to processing (see below), where we may have processed your information unlawfully or where we are required to erase your Personal Data to comply with local law
- **Object.** Where our reason for processing your Personal Data is legitimate interest you may object to processing as you feel it impacts on your

Fundamental Rights and Freedoms. You also have the right to object where we are processing your Personal Data for direct marketing purposes or for profiling for direct marketing

- **Restriction.** You may ask us to suspend our use of your Personal Data in the following scenarios:
 - If you want us to establish the data's accuracy;
 - where our use of your Personal Data is unlawful but you do not want us to erase it;
 - where you need us to hold your data for a longer period than we usually would, because you need it to establish, exercise or defend legal claims; or
 - you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it
- **Transfer.** Where it is possible, we will provide to you, or a third party you have chosen, your Personal Data in a structured, commonly used, machine-readable format. Note that this right only applies to Personal Data provided by you which you initially provided consent for us to use or where we used the information to perform a contract with you
- **Withdraw Consent.** Where our reason for processing is based on your consent, you may withdraw that consent at any time. If you withdraw your consent, we may not be able to provide certain products or services to you. We will advise you if this is the case at the time you withdraw your consent

You can submit requests to exercise these rights, and to ask us to reconsider automated decisions, by contacting Clover at our registered office: Janus House, Endeavour Drive, Basildon, Essex SS14 3WF or by email at DPO@fiserv.com. We may need to request specific information from you to help us confirm your identity and ensure you are entitled to exercise a right in respect of your Personal Data, for example, a merchant identification number or account number. This is a security measure to ensure that Personal Data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

There may be legal or other reasons why we cannot, or are not obliged to, fulfil a request to exercise your rights.

We will use available lawful exemptions to your individual rights to the extent appropriate. If we decline your request, we will tell you why, subject to legal restrictions.

You will not have to pay a fee to exercise any of your rights relating to your Personal Data. However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

We will respond to all legitimate requests promptly and, in any event, within any timeframes prescribed by applicable law. In general, we must respond to queries within one month from the receipt of the request, so it is important

that requests are identified and sent to us as soon as possible. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated. Any transmission of your Personal Data will be handled in a secure manner.

- Right to complain to a Supervisory Authority. You also have the right to make a complaint at any time to a supervisory authority that is located where you live, work or where you believe the breach has occurred. In Ireland, this is the Data Protection Commission (for more information go to edpb.europa.eu/about-edpb/about-edpb/members_en)