

FIDELITY GUARANTEE POLICY

Your **Corporate Signature/Platinum** card is covered with Fidelity Guarantee Policy with cover equal to credit limit or maximum of INR 2,00,000 per cardholder and INR 6,000,000 per any one entity

Terms and Conditions:

1. The sum insured per card is equal to the credit limit of the card subject to a maximum Rs. 200, 000 per card (depending on the options) and the amount payable will be the principal amount of charges incurred and shall not include interest, overdue charges
2. Warranted that the corporate card issued is intended for business expenses incurred by the employee during the tenure of the employment with the Corporate
3. Warranted that the resigned employees to handover the card to the concerned Corporate administrator at the time of submitting the resignation and the Corporate administrator to intimate Issuing Card Bank for blocking the card in 2 working days from the submission of the resignation /termination of employee
4. Losses that may be claimed by a Corporate pursuant to this Policy pertain solely to charges that have been incurred on a Card by an Employee, payment against which has been received by SBI Card from the Corporate, and standing due and unrecovered by the Corporate from the Employee by reason of that Employee no longer remaining in the employment of Corporate.
5. These losses shall be restricted to charges incurred by the Employee during a period of 50 days preceding cessation of employment with the Corporate, provided that:
 - The Corporate has informed bank in writing, not later than 2 business days after the cessation of employment, that the Employee is no longer in the employment of the Corporate
 - The charges incurred by the Employee (s) are the expenses which have not been authorized by the Corporate
 - The charges incurred do not benefit the Corporate directly or indirectly
6. The Corporate shall take all reasonable actions to recover monies from the Employee, and shall first set-off any dues the Corporate may have to the Employee, upon cessation of Employment, towards monies that the Corporate is then aware as due and payable to it or to the bank by the Employee by reason of charges incurred by the Employee on the card. The Corporate shall provide the Company such documentary evidence as may be in its possession of actions taken by it
7. Cessation of Employment, as the term is used herein in respect of an Employee, shall mean the earliest of (i) the date on which that Employee receives written notice from the Corporate expressing the intention of the Corporate to terminate employment of the Employee; or (ii) the date on which the Employee ceases to be an employee of the Corporate on the basis of an accepted, written resignation initiated by the Employee

8. No charges incurred on a lost or stolen or Card Not Present transactions where there is no second level of authentication shall be subject matter of this Policy nor will any amounts be payable hereunder solely as a result of bankruptcy/insolvency of the Corporate.

9. The amounts payable shall be the principal amount of charges incurred, and shall not include any amount towards interest or charges imposed on overdue amounts.

10. Charges incurred outside India shall also form subject matter of claims hereunder

INTIMATING A CLAIM

For Intimating a Claim with us please contact us through the following channels:

MTNL/BSNL users: 1800-22-1111 & for other users 1800-102-1111

E mail - customer.care@sbigeneral.in ; Website: www.sbigeneral.in

Facsimile - 1800-102-7244/1800-22-7244(Toll Free)

Address:

SBI General Insurance Company Limited, 7-B, Ground Floor, Pusa Road, Rajendra Park, Near Rajendra Place, New Delhi – 110060

CLAIM PROCES

Complete the claim form and submit the signed copy along with the list of documents mentioned below:

- Detailed Statement of loss as to its Discovery, with Claim Form
- FIR Copy followed by Final Report/Charge sheet duly accepted by Court
- Defaulting Employee Appointment & Separation Documents
- Recovery made from Defaulting Employee / Outstanding's towards employee from Company
- Internal Enquiry Report of Organization for reported Incident
- Claim form for reference. <https://www.sbicard.com/sbi-card-en/assets/docs/pdf/corporate/credit-cards/fidelity-insurance-november-2016.pdf>

This policy is underwritten by SBI General Insurance Company Limited, whose registered office is at 7-B, Ground Floor, Pusa Road, Rajendra Park Near Rajendra Place, New Delhi – 110060. This information is given by SBI Cards & Payment Services Private Limited (SBICPSL) whose registered office is at State Bank of India, Local Head Office, 11 Parliament Street, New Delhi -110001, and which is a group policy administrator for this particular policy. SBICPSL does not accept any responsibility for SBI General actions or decisions relating to claims. Conditions Apply. SBICPSL holds no warranty & makes no representation about claims processing. SBI General is liable to claims processing as per the terms and conditions of this Policy. SBICPSL will be disclosing, any information relating to your corporate card(s) as SBICPSL may deem fit and proper to the insurer, for the purpose of issuance and administration of this insurance.