

# SBI CORPORATE VIRTUAL CARD APPLICATION FORM

**Important Instructions:**

- A. Please fill the below form in BLOCK LETTERS
- B. All the fields in the form are mandatory
- C. Please do not strike or use whitener / fluid while capturing the information. In case of any correction, please use fresh application form
- D. Please do not exceed the no. of boxes given

<b>For Office use only</b>		Application Type : <input type="checkbox"/> New <input type="checkbox"/> Update	
SR No.	<input type="text"/>	KYC No.	<input type="text"/>
		WCP Application No.	<input type="text"/>
Account Type : <input type="checkbox"/> Normal <input type="checkbox"/> Simplified <input type="checkbox"/> Small			
Promo Code/ Company Code		Source Code	
<input type="text"/>		<input type="text"/>	
Fee Code		Card Type	
<input type="text"/>		<input type="text"/>	

Affix Passport Size Photograph here (35mmx45mm)

**I. AUTHORIZED USER PERSONAL DETAILS**

I want to apply for (please tick only one):  Virtual Corporate Card  Virtual Travel Card

Salutation  Mr.  Mrs.  Ms.  Dr.  Others \_\_\_\_\_

Name (as per AADHAAR)  First Name  Middle Name  Last Name

Maiden Name (If any)

Name as you would like on the card (max. 19 letters)

Date of Birth (as per AADHAAR)         Gender  Male  Female  Third Gender

Marital Status  Married  Single  Others Qualification  Graduate  Post Graduate and above

Spouse Name (Full Name)(if applicable)

Mother's Name (Full Name)

Father's Name (Full Name)

Nationality  IN-Indian  Others \_\_\_\_\_ (For Other, PAN Copy/Form 60 required) PAN

ID and Address Proof Type  Aadhaar Card  Voter ID  Passport  Driving Licence\*\*  Latest month Utility Bill\*

Aadhaar/ID proof No.  VID No. (If applicable)

If you have placed a request for Aadhaar enrollment, please specify the enrollment number and share a copy with the form :

I, hereby give my consent to SBI Card to obtain my Aadhaar Number/ Virtual ID, Name, date of birth, Address, mobile number and/or fingerprints/Iris and/or OTP for authentication with UIDAI. SBI card has informed me that my identity information would only be used for processing my credit card application and also informed that my biometric will not be stored/shared and will be submitted to CIDR only for the purpose of authentication.

(Kindly ensure a self-attested copy of the above selected ID and Address proof is attached along with this application form. Additionally, other than Aadhaar card, the address mentioned on the Address proof submitted should match with the current residential address stated below)

Residence Status  Resident  NRI  Foreign National  Person of Indian Origin

**Current Residential Address**

Address line 1

Address line 2

Landmark

City  PIN Code  No. of years completed at current residence

State

Telephone  Mobile

**Permanent Residential Address (Same as above)**

Address line 1

Address line 2

Landmark

City  PIN Code  Telephone

State

\*Any one Electricity Bill/ telephone bill/ Postpaid mobile bill/ Piped Gas bill as Current Address proof Plus Passport/ DL/ Voter's Card Copy as ID Proof  
 \*\*For Driving Licenses issued in states where it is specifically mentioned that the document cannot be used as address proof, the same will not be acceptable as an address proof KYC document.

Address as on Aadhaar (Same as Current Address)  (Same as Permanent Address)

Address line 1

Address line 2

Street  Post Office

District  City

PIN Code  Telephone

State

**II. AUTHORISED USER WORK DETAILS**

Occupation type  Service ( Private Sector  Public Sector  Government Sector) Your Employee Code

Self-employed ( Professional  Businessman) Your Band

Your Designation  Your Department

Name of your company/firm

Office Address

Telephone  Extn.  Mobile  PIN Code

Official E-mail ID

**III. PLEASE SIGN THIS DECLARATION**

We, the undersigned Authorised User and the Company, request SBI Cards & Payment Services Private Limited ("SBICPSL") to issue a SBI Corporate Virtual Card ("Card") on Company's account to the Authorized User. We agree to be bound jointly and severally by SBI Corporate Virtual Card Agreement accompanied with the Welcome mailer unless any disagreement is notified to SBICPSL in writing and to be jointly and severally liable for all charges on the Card.

I/we declare that the information given by me/us in this form is true, correct and complete in all respects. I/we authorise SBICPSL and/or its associates to conduct any verification checks at my/our office and/or residence and with my/our employer/ organization, financial institution, credit bureau or any third party. I/we hereby agree that SBICPSL reserves an absolute right to approve or reject my/our application, without giving any reason whatsoever. I/we authorise SBICPSL to disclose, from time to time, any information relating to my/our Card including any default in payments to any other card issuer, credit bureau, financial institution, any parent, subsidiary, affiliate company or associate of SBICPSL. We agree that any information in respect of our Account can be shared with third parties for marketing/operational and other administrative purposes.

I/we hereby declare that, if the signature hereinbelow is in a language other than English, I/we reaffirm that I/we have read and understood my/our averments, obligations and declarations herein and/or the same have been read out to me/us in entirety and the Authorized User and the Company are bound by everything stated herein.

I/We undertake that my use of the card shall be in strict compliance with the applicable exchange control / management regulations and other applicable laws/regulations, failing which the card may be immediately cancelled at the sole discretion of SBICPSL. In the event I/we become aware of any such non-compliance on my/our part, I/We shall immediately bring the same to the notice of SBICPSL, in writing. I declare the aforesaid notwithstanding the issuance / non issuance or maturity or discontinuance of the card, by me.

I/We authorize SBICPSL to use my PAN number to verify KYC details submitted by me in the Application form. Any such verification will be from an authorized forum only. I agree and understand that the application form will not be processed pending completion of KYC verification. Further, if SBICPSL requires any information on account of compliance with the KYC and AML Guidelines, I/We will provide the same. I/We have read and understood all SBICPSL policies regarding data privacy and security procedures published on its website [www.sbocard.com](http://www.sbocard.com) and accept & acknowledge all its content.

I/we have read and understood the contents of this SBI Corporate Card Application form and I/we confirm that I have received the Most Important Terms & Conditions(MITC) along with the application form and have read and understood all details in it. The MITC provided is in English Language and I/we am fully conversant with English to understand the MITC. Further, I/we request SBI Card to provide any information with regards to SBI Card in English language. I am aware that the MITC is available for reference on the SBI Card website [www.sbocard.com](http://www.sbocard.com).

Notwithstanding any earlier instructions given by me/us, I/we hereby authorize SBICPSL to send me/us SMS alerts on marketing / account related information on my registered mobile phone number. All documents submitted in support of the application shall become the sole and absolute property of SBICPSL and shall be treated in accordance with all applicable Laws and Rules established in India.

I understand, agree and concur that all the documents filled, consented and signed by me are to be read concurrently and that all these documents signed in parts taken together constitute one application form for an SBI Corporate Virtual Card in accordance with all the specific terms contained therein.

SBICPSL may engage, hire, use the services of agent(s) and/or any third party(ies) for the purpose of providing marketing or sales related services or any other related services in relation to its products on its behalf and I hereby consent and acknowledge that I may be required to deal with such agents/third parties/service providers with respect to such product/services.

I would like to partner with SBI Card on 'The Go Green' initiative and authorize SBI Card to send the monthly billing statements to my Official e-mail ID only. Also, I agree and understand that that SBI card will be using my official mailing address and official email ID for all correspondence purposes.

I understand that this application form and all supporting documents submitted along with it including but not limited to the identity and address proofs submitted may not/do not be in a physical form and may not/do not contain my wet signatures however, I certify the contents thereof are true and accurate as on the date of submission of such documents to SBICPSL and will be deemed to be true and accurate in all respects even if such supporting documents do not contain my wet signatures and submitted by any means as acceptable to the SBI Card.

I authorize international Usage to be enabled on my card by affixing my signature at the bottom of this declaration and I undertake that the usage of the corporate card for international transactions shall be strictly in accordance with the exchange control regulations, of the Regulatory Authorities as applicable from time to time which I undertake as my responsibilities to keep myself updated of and in the event of any failure to do so, I will be liable for action under the Foreign Exchange Management Act, 1999 or its statutory modification or re-enactment thereof.

Please note International activation is required for:  
Transaction made on all international websites including INR transactions Retail transactions made in foreign currency.

**In case you do not require international usage, please tick the box below.**

Disable International Usage

I am fully aware and understand the regulations governing the use the Card outside India and my obligations under the applicable exchange control / management regulations and guidelines issued by Reserve Bank of India / applicable authority from time to time.

Place : \_\_\_\_\_ Date

Signature of Authorized User

**IV. AUTHORIZED CORPORATE OFFICER (To be filled by Corporate Card Program Manager(CCPM)/Authorized Signatory)**

1. Applicant's Employee Code \_\_\_\_\_ 2. Credit Limit Recommended Rs.

3. Authorized Signatory/Program Manager's Name: \_\_\_\_\_

I hereby certify that the information shared by the applicant in Section II ( Applicant's official E-Mail Address, Designation, Department and Band) in this form is true and correct in all respect.

Authorized Signatory/ Program Manager's Signature Company Stamp

## Most Important Terms & Conditions - SBI Corporate Card (Applicable only for Corporate Liability Customers)

### 1. FEES AND CHARGES

#### A. Joining Fees, Annual Fees & Renewal Fees(if applicable)

There are joining fees, annual fees and renewal fees applicable on the SBI Corporate Card (SBI Card). These fees may vary from Corporate to Corporate and may also vary from Cardholder to Cardholder, and from offer to offer. These shall be as communicated to the Corporate and the Cardholder at the time of applying for the corporate card. The joining and annual fees, as applicable, are directly charged to the Cardholder account and the same would be displayed in the card statement of the month in which it is charged.

#### B. Cash Advance Fees(if applicable)

The Cardholder can use the Card to access cash in an emergency from ATMs / Cash points in India or ATMs overseas. A transaction fee would be levied on all such charges and would be billed to the Cardholder in the next statement. A transaction fee of 2.5% or upto Rs 450 whichever is higher at domestic SBI ATMs / Cash points, and upto Rs.450 or 2.5% whichever is higher, at other domestic ATM's and 3% or upto Rs. 450, whichever is higher at international ATMs will be levied. The transaction fee is subject to change at the discretion of SBI Cards & Payment Services Private Limited (SBICPSL). All cash advances also carry a service charge from the date of withdrawal until the date of settlement. The service charge is currently Upto 3.35% per month [40.2% per annum] and is subject to change at the discretion of SBICPSL.

#### C. Cash Payment Fees

The Cardholder can walk into any SBI branch and pay SBI Card dues by mentioning the Corporate Card number & Amount in the pay-in slip and depositing the same at the branch counter. An instant payment acknowledgment receipt will be provided after paying your bill. This service is available at Rs. 100 + applicable taxes.

#### D. Charges

- i. Charges and fees, as may be applicable from time to time, are payable by the Corporate and its Cardholders for specific services provided by SBICPSL to the Corporate and its Cardholder or for defaults committed by the Cardholder with reference to his Card account
- ii. SBICPSL retains the right to alter any charges or fees from time to time or to introduce any new charges or fees, as it may deem appropriate, with due intimation to Corporate.

#### E. Interest Free Grace Period

The interest free credit period could range from 20 to 50 days subject to submission of claims by the merchant. However, this is not applicable if the previous month's balance has not been cleared in full or if the Cardholder has availed of cash from any ATM / Cash Point.

#### F. Finance Charges (Service Charges)

Finance Charges are payable at the monthly percentage rate on all transactions from the date of transaction in the event of the Corporate or the Cardholder choosing not to pay his balance in full, and on all cash advances taken by the Cardholder, till they are paid back.

If the Corporate or the cardholder makes partial or no payment of Total Amount Due(TAD) before Payment Due Date (PDD); i.e. the Customer has outstanding balance from previous months and in the current month, full payment of Total Amount Due is made before Payment Due Date then Finance charges will be levied on the closing balance till the payment date.

Card Interest Rate is dynamic and will be based on the Cardholder's usage and payment patterns and is subject to periodic review. The rate of finance charges may increase to a maximum of 3.35% per month [40.2% per annum] from the transaction date and is subject to change at the discretion of SBICPSL. Finance charges, if payable, are subject to levy of applicable taxes and are debited to the Cardholder's account till the outstanding on the card is paid in full.

a) Finance charges on cash advances (if applicable) are applicable from the date of transaction until the payment is made in full

**Example 1** Card Statement date -2nd of every month

Transactions done between 3rd Mar'17-2ndApr'17 are as follows:

1. Retail Purchase of INR. 5000 – On 10th Mar'17
2. Cash Withdrawal (if applicable) of INR.7000 – On 30th Mar'17

Assuming no previous balance carried forward from the 2nd Mar'17 statement, the cardholder will get his 2nd Apr'17 statement showing Rs. 12,000 of transactions along with 3 days of finance charges at the rate applicable on the Rs. 7,000 cash withdrawal. The cardholder needs to make payment against the outstanding by 22nd Apr'17, i.e. 20 days from the Statement date. Please note that all payments for a cardholder's SBI Corporate Card account has to be settled in full (Total Amount Due) by payment due date. The payment would be first cleared against taxes, followed by fees and other charges, Interest charges, retail outstanding and Cash Balance (if any) last. In case of any previous balance being carried forward from the previous statement, finance charges will be levied from the previous statement date (unless in the case of non-interest levied outstanding retail balance where the finance charge is levied from the date of the transaction).

b) In case the statement outstanding has no cash balance and has not been carried forward from a

previous statement and the retail balance outstanding on the statement date is paid in full by the payment due date, No Finance Charges are levied on such balances.

**Example 2** – Card Statement date – 2nd of every month.

Transactions done between 3rd Jan'17– 2nd Feb'17 are as follows:

1. Retail Purchase of INR. 10000 – On 5th Jan'17
2. Online Purchase of INR. 30000 – On 15th Jan'17

Assuming no previous balance carried forward from the 2nd Jan'17 statement, the cardholder will get his 2nd Feb'17 statement showing Rs. 40,000 transactions. The cardholder needs to make payment against the outstanding by 22nd Feb'17, i.e. 20 days from the Statement Date. Please note that all payments for a cardholder's SBI Corporate Card account has to be settled in full (Total Amount Due) by payment due date. The payment would be first cleared against taxes, followed by fees and other charges, Interest charges, retail outstanding and Cash Balance (if any) last. In case of any previous balance being carried forward from the previous statement, finance charges will be levied from the previous statement date (unless in the case of non-interest levied outstanding retail balance where the finance charge is levied from the date of the transaction).

**Making only the minimum payment every month would result in the repayment stretching over the years with consequent interest payment on the outstanding balance of the cardholder.**

**Example 3:** Card Statement date – 2nd of every month.

Transactions done between 3rd Dec'17 – 2nd Jan'17

1. Retail Purchase of Rs 500 – On 15th Dec'17
2. Online Purchase of Rs 600 – On 20th Dec'17

Assuming no previous balance carried forward from the 2nd December 2017 statement, the Cardholder will get his 2nd Jan'17 statement showing Rs 1100 transactions, Total Amount Due of Rs 1100. The Cardholder needs to make payment against the outstanding by 22nd Jan'17, i.e. 20 days from the Statement Date.

Assuming the Cardholder makes partial payment of Rs 500, on 22nd Jan'17, finance charges would be levied at the effective rate and added to the total outstanding. Considering the effective rate of 3.35% p.m., finance charge calculation will be done as follows–

On the balance of Rs 500 (15th Dec to 22nd Jan) for 39 days:  $(3.35 \times 12) \times (39/365) \times 500/100 = \text{Rs } 21.48$

On the balance of Rs 600 (20th Dec to 22nd Jan) for 34 days:  $(3.35 \times 12) \times (34/365) \times 600/100 = \text{Rs } 22.47$

On the balance of Rs 600 (22nd Jan to 2nd Feb) for 10 days:  $(3.35 \times 12) \times (10/365) \times 600/100 = \text{Rs } 6.61$

Total Interest Charged = Rs 50.56

Transactions done between 3rd Feb'17 – 2nd Mar'17

1. Beginning balance of Rs 650.56 – On 3rd Feb'17
2. Retail Purchase of Rs 1000 – On 5th Feb'17
3. Online Purchase of Rs 3000 – On 15th Feb'17

Assuming previous balance of Rs 650.46 carried forward from the 2nd Feb '17 statement, the Cardholder needs to make payment against the outstanding by 22nd Feb'17, i.e. 20 days from the Statement Date.

Assuming Cardholder makes complete payment by 15th Feb i.e. within Payment Due Date. Considering the effective rate of 3.35% p.m., finance charge calculation will be done as follows:

On the balance of Rs 650.56 (3rd Feb – 15th Feb) for 12 days:

$(3.35 \times 12) \times (12/365) \times 650.56/100 = \text{Rs } 8.60$

Total Interest Charged = Rs 8.60

Sum of Outstanding purchase amount, Interest charges, Fees and Charges, if any, and all applicable taxes would reflect as the Total amount due in the statement dated 2nd March.

#### G. Late Payment Charges

Late Payment charges will be applicable if Total Amount Due is not paid by the payment due date.

NIL for Total Amount due from Rs. 0-Rs. 200;

Rs. 100 for Total Amount due greater than Rs. 200 & up to Rs. 500;

Rs. 400 for Total Amount due greater than Rs. 500 & up to Rs. 1000;

Rs. 500 for Total Amount due greater than Rs. 1000 & up to Rs. 10,000;

Rs. 750 for Total Amount due greater than Rs. 10,000

**Example 1** - Card Statement date – 2nd of every month.

Transactions done between 3rd Feb'17– 2nd Mar'17 areas follows:

1. Retail Purchase of INR. 2000 – On 8th Feb'17;
2. Online Purchase of INR. 2500 – On 19th Feb'17.

Assuming no previous balance carried forward from the 2nd Feb '17 statement, the cardholder will get his 2nd Mar statement showing Rs. 4500 transactions. The cardholder needs to make payment against the outstanding by 22nd Mar'17, i.e. 20 days from the Statement Date. If the cardholder does not make full payment (i.e Total Amount Due) by payment due date, he would be charged a Late

Payment Charge of Rs. 500 (Rs. 500 for Total Amount Due from Rs. 1,001 - Rs.10,000).

H. Over Limit Charges – Not applicable for Corporate Cards

I. Payment Dishonor Fee

In case of a Payment Dishonor, the Corporate Cardholder will be charged payment dishonor fee of 2% of Payment Amount subject to minimum charges of Rs 450.

J. Other charges(if applicable):

- Card Replacement Fee: Rs. 100/- – Rs. 250/-
- Cheque Fee: Rs 100 (Payments made via cheque upto Rs. 2000)
- Cheque Pick Up Fee: Rs.90/-
- Statement Retrieval Fee: Rs 100/- per statement for statements more than 2 months' old
- Foreign Currency Transaction fee: Upto 3.5% The exchange rate used to convert Foreign Currency transaction into INR will be determined by VISA/MasterCard, as the case may be, basis the exchange rates governed by them on the date the transaction is settled with SBI Card, which may not be the same date on which the transaction was made. The Foreign currency transaction fee will be applied on the INR converted amount shared by VISA/MasterCard.

## 2. LIMITS

Credit Limit and Cash Limit (if applicable) are assigned to Cardholders based on the instructions received from the Corporate Card Program Manager. These limits are communicated to the cardholder at the time of card delivery. The Credit Limit and Cash Limits (if applicable) are communicated to the Cardholder in every statement. The Available Credit Limit (i.e. the Credit Limit available for use) at the time of the statement generation is provided as a part of the statement. SBICPSL may review the corporate level limit Cardholder account periodically, and increase or decrease the Cardholder credit limit the same based on internal criteria or basis request received from the Corporate Card Program Manager. Any such changes may also impact Cardholders limit and the same would be informed to the Corporate Card Program manager who can further disseminate this information to the respective cardholders. Cardholders seeking to have their credit limit increased can do so by writing to SBICPSL however SBICPSL, at its sole discretion and based on request received and approval of the Corporate Card Program Manager, may increase the Credit Limit of the Cardholder.

## 3. BILLING AND STATEMENT

a) SBICPSL will send the Cardholder a monthly statement showing the payments credited and the transactions debited to the Cardholder's Account since the last statement. SBICPSL will send a statement through email to the registered email id, on a pre-determined date.

In case of SBI Corporate Utility Card, there shall be a statement of account issued on 2nd day of every month. The payment due date for this consolidated statement of account shall be 17th day of that month. In addition, for convenience of the corporate, an unbilled transaction summary shall also be issued on 13th day of the same month wherein the debit transactions for a period between 3rd to 13th of the same month are duly reflected.

b) SBI Corporate Card does not offer the cardholder a revolving credit facility. Total Outstanding in any particular statement has to be paid in full to avoid any penal charges.

c) Payments made towards the card outstanding are acknowledged in subsequent statements. Any dispute regarding input tax credit or any other matter pertaining to taxes shall be communicated to Corporate Card Issuer within 30 days from the date of issuance of the Statement

d) Payments received against the Cardholder's card outstanding will be adjusted against the taxes, fees and other charges, interest charges, purchases and cash advances, in that order. Corporate would be responsible for providing correct and timely information for enabling Corporate Card Issuer to undertake appropriate GST compliances which would in turn enable Corporate to take input tax credit of supplies made by the Corporate Card Issuer. Card issuer shall not be responsible for any loss of input tax credit or delay in availment of input tax credit to the card holder on account of incorrect information provided by Corporate or due to any act or omission by Corporate.

e) Payments towards the Card account may be made in any of the following ways:

- By logging onto [www.sbicard.com](http://www.sbicard.com) and using Paynet option to make payment through netbanking or your SBI ATM cum debit card.
- By mailing a Cheque or draft to the mailing address provided in the reverse of the statement.
- By dropping a Cheque or draft into any of the SBI Card drop boxes placed in your city or in designated State Bank of India branches. The Cheque/draft should be made payable to "SBI Card Number xxxx xxxx xxxx".

· - ECS: Payments can be made through the Electronic Clearing System (ECS) in select cities.

· NEFT:

Beneficiary Name: SBI Cards and Payment Services Pvt. Ltd, Bank Address State Bank of India, GE Capital Branch(04401), 12th Floor, Infinity Towers, Tower-C, DLF Phase- II, Gurugram-122002  
Bank Account Number- 30000712414  
IFSC code: SBIN0004401

f) SBI Card Offers various mode of making payments of bill outstanding, the same is illustrated at the

back of the monthly statement and SBI Card website. Any advance received from Corporate or the card holder shall be treated as being an advance towards future spends and not against any charges/fees.

g) **Billing Disputes:** All contents of statements will be deemed to be correct and accepted by the Cardholder unless within 30 days of the Statement Date the Corporate or the Cardholder informs SBICPSL of any discrepancies, and these discrepancies are found to be true by SBICPSL. On receipt of such information, SBICPSL may reverse the charge on temporary basis. If on completion of subsequent investigations, the liability of such charges is to the Cardholder's account, the charge will be reinstated in a subsequent statement.

h) **Customer Grievance Redressal:** All grievance escalations should be marked to Head- Corporate Customer Management, DLF Infinity Towers, Tower C, 12th Floor, Block 2, Building 3, DLF Cyber City, Gurugram-122002 (Haryana) India.

The Corporate Card Program Manager or the Cardholder can also contact SBICPSL for making any enquiries or for any grievance redressal through an e-mail to [sbicorporate.services@sbicard.com](mailto:sbicorporate.services@sbicard.com) or through the 24-Hour SBI Card Helpline: 1860 180 1290 , 39 02 02 02 (prefix local STD code) - from time to time for settlement of any outstanding on the card account, by post, fax, telephone, e-mail, SMS messaging and/or engage third parties to remind, follow up and collect dues. Any third party so appointed, shall adhere fully to the code of conduct on debt collection. The total Outstanding on the Card account, together with the amount of any Charges effected but not yet charged to the Card Account, will become immediately due and payable in full to SBICPSL on bankruptcy of the Corporate and the Card Account shall immediately stand Cancelled. The Corporate will be responsible for settling any Outstanding on the Card Account and should keep SBICPSL indemnified against all costs, including legal fees and expenses incurred in recovering such Outstanding. Pending such repayments, SBICPSL will be entitled to continue to levy finance charges at its prevailing rates.

#### **4. DEFAULT**

In the event of default, the Corporate Card Program Manager and the Cardholder will be sent reminders from time to time for settlement of any outstanding on the card account, by post, fax, telephone, e-mail, SMS messaging and/or engage third parties to remind, follow up and collect dues. Any third party so appointed, shall adhere fully to the code of conduct on debt collection and SBICPSL's Fair Practice Code. The total Outstanding on the Card account, together with the amount of any Charges effected but not yet charged to the Card Account, will become immediately due and payable in full to SBICPSL on bankruptcy of the Corporate or death of the Cardholder and the Card Account shall immediately stand cancelled. The Corporate will be responsible for settling any Outstanding on the Card Account and should keep SBICPSL indemnified against all costs, including legal fees and expenses incurred in recovering such Outstanding. Pending such repayments, SBICPSL will be entitled to continue to levy finance charges at its prevailing rates.

Before reporting default status of a Corporate/Cardholder (as the case may be) to a Credit Information Company which has obtained Certificate of Registration from RBI and of which the SBICPSL is a member, we will provide a months' notice to the corporate/cardholder (whichever case is applicable).

It may further be noted, that if a Corporate/Cardholder (as the case may be), post being reported as defaulter, clears the dues, then SBICPSL would withdraw the defaulter status from the Credit Information Company. Such changes may take 45-60 days to reflect in corporate's/cardholder's (whichever case is applicable). credit report. SBICPSL submits the Corporate's/Cardholder's (whichever case is applicable). data to a Credit Information Company every month in the prescribed format. Credit Information Company uploads the submitted data onto their server within 30 days' time.

SBICPSL at its sole discretion may provide some insurance cover along with the Corporate Card and shall have full right to withdraw the same without any prior notice to the corporate/cardholder. SBICPSL shall update the details of such offerings at the website at all times. For updated details, Corporate/Cardholders shall refer to [www.sbicard.com](http://www.sbicard.com). The respective insurance cover will be applicable and/or activated from the date of issuance of corporate card to the corporate cardholder.

#### **5. TERMINATION/REVOCAION OF THE CARDHOLDERSHIP**

a) The Corporate Card Program Manager or the Cardholder with an approval from the Corporate Card Program Manager may end the Agreement at any time by writing to SBICPSL and by cutting the card(s) diagonally. Termination will be effective after payment of all amounts outstanding on the card account is cleared by the corporate. No joining or renewal/annual fees shall be refunded on a pro-ratabasis.

b) SBICPSL may also restrict, terminate or suspend the use of the Cardholder Account at any time without prior notice, if SBICPSL reasonably believe it necessary for business or security reasons and/or at the request of any law enforcement agency, and/or any government authority and/or under the laws & regulations which apply to SBICPSL & its customer.

c) SBICPSL can suspend the facility on the Corporate Card, if the Corporate/cardholder defaults on the payment due or exceeds the credit limit extended. The Card must not be used after the Agreement ends or while use of Card Account is suspended. In such a situation, the Corporate must (subject to

any default or other notice required by law) immediately pay SBICPSL the aggregate Outstanding Balance on all the Cards. This includes all amounts due to SBICPSL under the Agreement, including all transactions and other amounts not yet charged to the Account. The Cardholder Account will not be considered as closed until the Corporate has paid all such due amounts.

## 6. LOSS/THEFT/MISUSE OF CARD

- a) The Cardholder should contact SBICPSL as soon as possible at the SBI Card Helpline if the Corporate Card is misplaced, lost, stolen, mutilated, not received when due or if he/she suspects that the Corporate Card is being used without the Cardholder's permission. Once a card is reported lost, it should not, under any circumstance be used if found by the Cardholder subsequently, and the Cardholder should cut the card diagonally in half.
  - The Cardholder can also block the card instantly either on IVR or our website [www.sbicard.com](http://www.sbicard.com) or through PULL SMS
  - To block your lost/stolen card through PULL SMS, just SMS BLOCK XXXX to 5676791 from your registered mobile number. (XXXX = Last 4 digits of your Card number). If you do not receive a confirmation SMS within 5 minutes of your request, please do not consider the card to have been blocked. Please call up the help line to get your card blocked immediately and to avoid any misuse.
- b) The Corporate and/or Cardholder must notify to SBICPSL through any of the multiple channels for reporting unauthorized transactions that have taken place and/or loss or theft of the Card. SBICPSL will be responsible for any unauthorized electronic banking transactions only in terms of and in accordance with the directions on "Customer Protection – Limiting Liability of Customers in Unauthorized Electronic Banking Transactions". SBICPSL is not liable or responsible for any transactions incurred on the card account prior to the time of reporting of the loss of the card to SBICPSL and the Cardholder/Corporate will be wholly liable for the same unless the loss to the customer is due to deficiency on the part of SBICPSL. The Corporate will not be liable for transactions made on the Card after receipt by SBICPSL of the written notice of the loss/theft/misuse. In addition to notifying SBICPSL about the loss or theft of the Card, the Cardholder must report any theft of the Corporate Card(s) to the Police and lodge an FIR. The Cardholder will, however, be liable for all losses when someone obtains and misuses the Card or PIN with the Cardholder's consent.
- c) If the Cardholder has acted fraudulently the Cardholder will be liable for all losses. If the Cardholder acts without reasonable care, the Cardholder may be liable for all losses incurred. This may apply if the Cardholder fails to follow the safeguards as specified by SBICPSL.
- d) As per Reserve Bank of India (RBI) mandate, dated 06 Jul'17 on Customer Protection - Limiting Liability of Customers in Unauthorised Electronic Banking Transactions, a policy is designed to ensure customer protection relating to unauthorized credit card transactions. The same is updated on SBI Card's website under "Customer Grievance Redressal Policy". The policy is based on the principles of transparency and fairness in treatment of customers.
- e) SBICPSL may, without referring to the Cardholder -, give the police or other relevant authorities any information that SBICPSL considers relevant about the loss, theft or misuse of a Card or PIN.
- f) Changes in contact details of your Corporate Card account would be intimated to your new as well as preceding contact details in the system. It is advised to keep your current contact details updated in our records.

## 7. DISCLOSURE

The Corporate and/or Cardholder (as the case may be) acknowledges that SBICPSL is authorized to share Corporate's and/or Cardholder's information (whichever case is applicable) with any of the existing or future credit bureaus only after issuing sufficient notice about the intention to report Corporate and/or Cardholder and such information may pertain to positive or negative performance/default by the Corporate and its Cardholders. Such update may take 45-60 days to reflect in credit bureau report. The Credit Information Bureau India Ltd. (CIBIL), is an initiative of the Government of India and the Reserve Bank of India (RBI) to improve the functionality and stability of the Indian financial system. This is in line with RBI's efforts to provide an effective mechanism for exchange of information between banks and financial institutions, thereby enabling cardholders to avail of better credit terms from various institutions. The Corporate further acknowledges that SBICPSL is authorized to share Corporate's information, including default in payments with Financial Institution, to other third parties engaged by SBICPSL for proper operation of card accounts, verification and other administrative services. SBICPSL may also share Corporate information with any parent, subsidiary, affiliate or associate of SBICPSL, for the purposes of marketing and offering various products and services of SBICPSL or its group companies, subsidiaries, affiliates and/or associates.

SBI Card Most Important Terms and Conditions are also available at [www.sbicard.com](http://www.sbicard.com)

### **Important Regulatory information**

- The Card is valid for use both in India as well as abroad. It is, however, not valid for making foreign currency transactions in Nepal and Bhutan.
- Usage of the Card for transacting outside India must be made in accordance with applicable laws including the Exchange Management Regulations of the RBI and the Foreign Exchange Management Act, 1999. Foreign exchange trading through internet trading portals is not permitted. In the event of any violations or failure to comply, you may be liable for penal action. You should consult your Authorized Dealer (AD) regarding your Foreign Exchange Entitlement.
- If there is a credit balance on the Corporate Card account, SBI Card has the right to return this credit balance to the Corporate.
- Please do not use Corporate Cards for making remittances /payments towards capital account transactions such as investment in overseas entities or setting up of entities overseas as it is not a permissible method of funding under RBI's Master Direction - Direct Investments by Residents in Joint Venture/ Wholly Owned Subsidiary Abroad.
- As per RBI Master Circular- on Miscellaneous Remittances from India facilities for Residents, use of Corporate Card is prohibited for purchase of prohibited items like lottery tickets, banned or proscribed magazines, participation in sweepstakes, payment for call-back services, etc., since no drawal of foreign exchange is permitted for such items/activities. Please refer Master Circular on Miscellaneous Remittances from India facilities for Residents for more details.



## 8. Schedule of Charges

<b>Fees</b>	<b>Platinum Signature Virtual Card</b>
Joining Fee (one time)	NIL   NIL   NIL
Annual Fee (p.a.)	NIL   Rs.499   NIL
<b>Extended Credit</b>	
Interest Free Credit Period	20-50 days (applicable only on retail purchases and if previous month's outstanding balance is paid in full)
Finance Charges#	15-32 days (applicable only in case of SBI Corporate Utility Card) Upto 3.35% p.m. (40.2% p.a.) from the transaction date (It is a charge card and does not offer revolving facility)
Total Amount Payable	Total Outstanding Due
<b>Cash Advance (If Applicable)</b>	
Cash Advance Limit (If Applicable)	Variable
Free Credit Period	Nil
Finance Charges#	Upto 3.35% p.m. (40.2% p.a.) from the date of withdrawal
<b>Cash Advance Fees (If Applicable)</b>	
SBI ATMs / Other Domestic ATMs	Upto 2.5% of withdrawal amount or upto Rs. 450 (WIH) per transaction
International ATMs	Upto 3% of withdrawal amount or upto Rs. 450 (WIH) per transaction
<b>Other Charges &amp; Fees (If Applicable)</b>	
Cash Payment Fee	Rs. 100
Cheque Pickup	Rs. 90
Statement Retrieval	Rs. 100 per Statement (>2 months old)
Cheque Fee	Rs. 100 (Cheque payment upto Rs. 2000)
Payment Dishonor fee	2% of Payment amount (subject to a minimum of Rs. 450)
Late Payment	NIL for Total Amount due from Rs.0-Rs.200; Rs.100 for Total Amount due greater than Rs.200 & upto Rs.500; Rs.400 for Total Amount due greater than Rs.500 & upto Rs.1000; Rs.500 for Total Amount due greater than Rs.1000 & upto Rs.10,000; Rs.750 for Total Amount due greater than Rs.10,000
Overlimit	Not Applicable for Corporate Card
Emergency Card Replacement	Complimentary
Foreign Currency Transaction	Conversion mark up: Upto 3.5%
Annual Priority Pass Fee	Upto Rs. 180 for Platinum and Complimentary for Signature
Priority Pass Lounge Charges	All Airport Lounge visits within and outside India through the Priority Pass Program will be charged with an usage fee of \$27 per visit + applicable taxes. For more details, please visit sbicard.com All guests being accompanied by the SBI Cardholder having the Priority Pass, to visit the Airport Lounge will be charged with an usage fee of \$27 per visit + applicable taxes.
Annual Reward Fee	Upto Rs. 300
Rewards Redemption Fee	Rs. 99
<b>Surcharge</b>	
Railway Tickets -Railway Counters	Rs. 30 + 2.5% of transaction amount
Railway Tickets	1.8% of transaction amount +

www.irctc.co.in	service charge, as applicable
Petrol & all products	1% of transaction value.
/services sold at petrol Pumps	1% surcharge waiver (excluding all applicable taxes wherever applicable + other charges) for single transaction spends between Rs.500 and Rs.4000 for Signature & Platinum Cards Maximum surcharge waiver of Rs.250 per statement cycle per Corporate Card account for signature & platinum cards
Payment of Customs duty	2.25% of transaction amount (subject to a minimum of Rs. 75)
Order of Payment	Total Amount Due (which is inclusive of applicable taxes), followed by fees and other charges, Interest charges, retail outstanding and cash advance.

\*Any changes in schedule of charges will be communicated via email and will be available on our website [www.sbicard.com](http://www.sbicard.com)

# Card Finance charge is dynamic and will be based on the cardholder's usage and payment patterns and is subject to periodic review.