

# SBI CORPORATE CARD APPLICATION FORM

FOR CORPORATE LIABILITY

**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

<p><b>For Office use only</b></p> <p>SR No. <input style="width: 100%;" type="text"/></p> <p>WCP Application No. <input style="width: 100%;" type="text"/></p> <p>Promo Code/ Company Code <input style="width: 50%;" type="text"/> Source Code <input style="width: 50%;" type="text"/></p> <p>Fee Code <input style="width: 50%;" type="text"/> Card Type <input style="width: 50%;" type="text"/></p>	<p>Affix Passport Size Photograph here (35mmx45mm)</p>
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## I. ABOUT YOURSELF

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

Name (as per KYC)  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 KYC)         Gender  Male  Female  Third Gender

Marital Status  Married  Single  Others \_\_\_\_\_ Qualification  Graduate  Post Graduate and above

Spouse Name (if applicable)

Mother's Name  Father's Name

PAN  Form 60  (In case, PAN not available)

Nationality  IN-Indian  Others \_\_\_\_\_

## II. KYC DETAILS - PLEASE SELECT ONE OF THE FOLLOWING

<input type="checkbox"/> <b>Officially Valid Documents(OVD)##</b> <input type="checkbox"/> UID/Aadhaar/VID copy# <input type="checkbox"/> Voter ID <input type="checkbox"/> Passport <input type="checkbox"/> Driving Licence* <input type="checkbox"/> NREGA <input type="checkbox"/> National Population Registration	<input type="checkbox"/> <b>C-KYC/KIN Number</b> <input style="width: 100%;" type="text"/> <input type="checkbox"/> I hereby give my consent to SBI Card to share and obtain my KYC details from Cersai CKYC portal and to receive information from Central Registry through SMS/Email on the registered number/email address. (In presence of C-KYC number, KYC documents are not required for identity and address proof) (Please do not enter your Aadhar number in this section)	<input type="checkbox"/> <b>Video KYC</b> In case you do not have a C-KYC no. or do not want to upload or send your KYC documents, you can choose Video KYC option and a SBI Card agent will connect with you to book an appointment as per your availability, to complete the VKYC process. Only Aadhaar Card is accepted for your KYC requirements. Also, kindly keep the original copy of PAN card handy during the process. Please ensure your mobile number is linked to your Aadhaar Card. Video-KYC option is applicable within India only.
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**Important Instructions If Option 1 (OVD) is Selected**

- Kindly ensure a self-attested copy of the above selected documents is attached along with the application form
- Please ensure that the address mentioned in the document submitted matches exactly with the current address mentioned in the application form
- # Kindly ensure the first 8 digits of the Aadhaar card number are masked as without masking, the document will be considered as invalid and alternate set of KYC documents will be required
- \*Driving license cannot be used as a document for KYC in proof of address where it is specifically mentioned that the same cannot be used as address proof
- ## In case you do not have the above listed documents or your current address does not match with any of the above listed Official Valid Documents (OVD) please get in touch with us at SBI Corporate.application@sbicard.com or visit <https://www.sbicard.com/en/corporate/forms-central.page> for a list of acceptable Deemed KYC documents.

Residence Status  Resident  NRI  Foreign National  Person of Indian Origin

**Current Residential Address**

House No.  Locality/Society

Residential line 2

Landmark

City  PIN Code  No. of years completed at current residence

State  Mobile  Telephone

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

House No.  Locality/Society

Address line 2

Landmark

City  PIN Code

State

### III. ABOUT YOUR WORK

Occupation type  Service  Self-employed

Your Designation

Your Employee Code

Your Department

Name of your company/firm

Office Address line 1

Office Address line 2

Landmark

City  PIN Code

State  Telephone  Extn.

Official E-mail ID

### IV. PLEASE SIGN THIS DECLARATION

We, the undersigned applicant and the Company, request SBI Cards & Payment Services Limited (formerly known as SBI Cards and Payment Services Private Limited) to issue a SBI Corporate Card ("Card") on Company's account to the applicant. We agree to be bound jointly and severally by SBI Corporate Card Agreement accompanying the Card unless the Card is cut in half and returned to SBICPSL 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.

I hereby:

- Authorize and provide my consent  
 Do not authorize

to share any of my information mentioned in the application form and/or any other document, transaction details with SBICPSL agent(s) and/or with any third party vendors, & also to send me SMS/e-mail alerts or call me on my registered mobile number for the purposes such as operation of the card, marketing and offering of various products and services of its group companies, subsidiaries, affiliates and co-brand partners. In case none of the above checkboxes are selected SBICPSL will consider this as authorized and consented.

I share my consent and hereby authorize SBI Card to send me updates, service messages and other communications regarding my SBI Corporate Card through WhatsApp messaging platform.

I/We agree that SBI Card is authorized to send an email/SMS for validation of e-mail address provide in application form. I/We hereby declare that, if the signature herein below is in 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 read out to me/us in entirety and the applicant and the Company are bound by everything stated herein.

I/We undertake that 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 authorise SBICPSL to use my PAN number to verify KYC details submitted by me in the Application form. Any such verification will be from an authorised 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.sbicard.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 i.e. www.sbicard.com

Not with standing any earlier instructions given by me/us, I/we hereby authorise SBICPSL to send me/us SMS alerts on marketing / account related information on my registered mobile 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 agree unconditionally to be bound by the terms and conditions of the card holder agreement accompanying each SBI Corporate Card unless the card is cut in half and pieces returned to SBICPSL.

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 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 authorise 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 e-mail 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 understand that Domestic and International usage and specific usage types for Domestic and International transactions such as Point Of Sale, ATM, Online, Contactless would be activated/deactivated basis consent received from my organisation program manager or authorise person or as defined in the agreement between SBICPSL and my organisation.

**\*Below declaration is applicable only for SBI Signature Corporate Card applicant**

I understand that I may be issued a SBI Signature Corporate Card from SBI Corporate Card portfolio at the absolute and sole discretion of SBI Card and at the request of my organization to which I, hereby give my full and free consent and I further undertake that subsequently I shall not raise any Demur, protest and/or contest with regard to any matter connected therewith. I also confirm that I have been duly communicated and I have fully understood all accompanying terms and conditions of SBI Signature Corporate Card.

I hereby acknowledge that my organization on behalf of me may apply for SBI Signature Corporate Card and agrees to pay the annual fee of INR 499+GST each year. I am aware that the annual fee will reflect in my first card statement issued to me and my company need to pay the same before the payment due date of the 1st statement.

I further state and declare that while sourcing the application of SBI Signature Corporate Card No Cash has been collected from me. No gifts etc. have been promised to me. I shall contact the SBI Credit Card Customer Helpline in case I have any doubts /clarifications.

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

Date

Signature of Primary Card Applicant

### V. AUTHORISED CORPORATE OFFICER (To be filled by Corporate Card Program Manager (CCPM)/Authorised Signatory)

1. Type of Card (Please tick only one)

- T&E-Platinum  T&E-Signature (Annual charge of INR 499 + GST applicable)  Central Purchase Card  Central Travel Account  Utility Card

2. Credit Limit

3. Authorised 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 And Department) in this form is true and correct in all respect.

Authorised Signatory/Program Manager's Signature

Company stamp

**KEY FACT STATEMENT**

<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) 15-32 days (applicable only in case of SBI Corporate Utility Card)
Finance Charges	Up to 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</b>	
Cash Advance Limit	Variable (If Applicable)
Free Credit Period	Nil
Finance Charges	Up to 3.35% p.m. (40.2% p.a.) from the date of withdrawal
<b>Cash Advance Fees</b>	
SBI ATMs/Other Domestic ATMs	Up to 2.5% of withdrawal amount or Up to Rs. 450 (WIH) per transaction
International ATMs	Up to 3% of withdrawal amount or Up to Rs. 450 (WIH) per transaction
<b>Other Charges &amp; Fees</b>	
Payment Dishonor fee	2% of payment Amount (subject to a minimum of Rs. 350)
Statement Retrieval	Nil
Overlimit fees	Not Applicable on Corporate Cards
Late Payment	<b>Nil for Outstanding Amount due from Rs. 0- Rs. 200</b> <b>Rs. 100 for Outstanding Amount due greater than Rs. 200 and up to Rs. 500</b> <b>Rs. 400 for Outstanding Amount due greater than Rs. 500 and up to Rs. 1,000</b> <b>Rs. 500 for Outstanding Amount due greater than Rs. 1,000 and up to Rs. 10,000</b> <b>Rs. 750 for Outstanding Amount due greater than Rs. 10,000</b>
Emergency Card Replacement	Complimentary
Foreign Currency Transaction	Conversion mark up: Up to 3.5%
Cash Payment Fees	Rs. 100 + Applicable taxes
Card Replacement	Rs. 100 - Rs. 250
Cheque Pickup	Up to Rs. 90
Annual Reward Fee	Up to Rs. 99
Rewards Redemption Fee	Rs. 99
Annual Priority Pass Fee	Up to Rs. 180 for Platinum and Complimentary for Signature
Priority Pass Charges	All Airport Lounge visits within and outside India through the Priority Pass Program will be charged with a usage fee of \$27 per visit + applicable taxes. For more details, please visit sbicard.com

# 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 / Cashpoints 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 / Cashpoints, 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 Limited (formerly known as SBI Cards & Payment Services Private Limited). 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 Cardholders for specific services provided by SBICPSL to the 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 cardholders.

### 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 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. The minimum amount of Finance Charge levied on all transactions in the event of the Cardholder choosing not to pay his balance in full within payment due date, and on all cash advances taken by the Cardholder will be Rs 25 each, exclusive of applicable taxes.

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

Example1: Card Statement date -2nd of every month Transactions done between 3rd Mar'17-2ndApr'17are 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.

- a) 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 outstanding balance.**

Example 3: Card Statement date – 2nd of every month. Transactions done between 3rd Dec'16 – 2nd Jan'17

1. Retail Purchase of Rs 500 – On 15th Dec'16
2. Online Purchase of Rs 600 – On 20th Dec'16

Assuming no previous balance carried forward from the 2nd December 2016 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:  $(3.35 \times 12) \times (39/365) \times 500/100 =$  Rs.21.48

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

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

$(3.35 \times 12) \times (12/365) \times 650.56/100 =$  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 Outstanding Amount Due is not paid by the payment due date.**

**NIL for Outstanding Amount from Rs. 0-Rs. 200;**

**Rs.100 for Outstanding Amount greater than Rs. 200 & up to Rs. 500;**

**Rs. 400 for Outstanding Amount greater than Rs. 500 & up to Rs.1000;**

**Rs. 500 for Outstanding Amount greater than Rs.1000 & up to Rs.10,000;**

**Rs.750 for Outstanding Amount greater than Rs.10,000**

Example 1: Card Statement date – 2nd of every month. Transactions done between 3rd Feb'17– 2nd Mar'17areas follows:

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

Example 2: Card Statement date – 2nd of every month. Transactions done between 3rd Feb – 2nd Mar are as follows:

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

Assuming no previous balance carried forward from the 2nd Feb statement, the cardholder will get his 2nd Mar statement showing Rs. 4500 due. The cardholder needs to make payment against the outstanding by 22nd Mar, i.e. 20 days from the Statement Date.

In case the cardholder makes a partial payment of Rs. 4000 on or before the payment due date, basis which the outstanding amount due would be Rs. 500 and he would be charged a Late Payment Charge of Rs. 100 (Rs. 100 for slab Rs. 200 - Rs. 500)

Example 3: Card Statement date – 2nd of every month. Transactions done between 3rd Feb – 2nd Mar are as follows:

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

Assuming no previous balance carried forward from the 2nd Feb statement, the cardholder will get his 2nd Mar statement showing Rs. 4500 due. The cardholder needs to make payment against the outstanding by 22nd Mar, i.e. 20 days from the Statement Date. The cardholder makes complete payment of Rs. 4500 against the outstanding on or before 22nd Mar.

Transaction done between 3rd Mar – 2nd Apr

- (1) Retail Purchase of Rs. 5000 – On 3rd Mar
- (2) Online Purchase of Rs. 5000 – On 15th Mar

The card holder will get 2nd Apr statement showing Rs. 10,000 as total amount due. The customer receives a refund of Rs. 4500 for the transactions done in previous cycle from the merchant on 10th Apr . This refund amount would be adjusted against the Total Amount Due , basis which the outstanding amount due would be Rs.5500 . In case there is no further payment made by the cardholder by the payment due date he would be charged a Late Payment Charge of Rs. 500 (Rs. 500 for slab Rs. 1000 - Rs.10000)

**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 350.

**J. Other charges(if applicable):**

- Card Replacement Fee: Rs. 100/- – Rs. 250/- · Cheque Payment Fee: Rs 100
- Cheque Pick Up Fee: Rs. 90/-
- Statement Retrieval Fee: Nil
- Foreign Currency Transaction fee: Upto3.5% 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 periodically, and increase or decrease 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 and providing nancial documents declaring their income. 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, provided the card has been active during the said period. SBICPSL will send a statement through email to the email id on record, on a pre-determined date.
- 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. Card Holder would be responsible for providing correct and timely information for enabling Corporate Card Issuer to undertake appropriate GST compliances which would in turn enable cardholder 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 card holder or due to any act or omission by cardholder.
  - 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 xxxxxxxxxxxxxxxxx".
  - NACH: Payments can be made through the National Automated Clearing (NACH) in select cities.
  - NEFT: Beneficiary Name: SBI Cards and Payment Services Limited. Bank address : State Bank of India, Commercial Branch(04079), 6th Floor, Palm Court, Maharana Pratap Chowk, Near M.D.I., Gurugram-122001  
Bank Account Number – 39735563903  
IFSC code - 'SBIN0004079'
- e) 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 card holder shall be treated as being an advance towards future spends and not against any charges/fees.
- f) 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 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.
- g) 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 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 or death of the Cardholder and the Card Account shall immediately stand Cancelled. The Cardholder's estate 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.

#### h) SMA & NPA

- Special Mention Accounts ('SMA'):  
Special Mention Accounts ('SMA'): In furtherance to Regulatory requirements, SBI Card is required to identify incipient stress in the account by creating a sub-asset category viz. 'Special Mention Accounts ('SMA')' with the three sub-categories as given in the table below. Corporate cards are treated as "Loans other than revolving facilities".

SMA Sub-categories	Basis for classification [Principal or interest payment or any other amount wholly or partly overdue]
SMA – 0	Upto 30 days from Payment Due Date ('PDD').
SMA – 1	More than 30 days & upto 60 days from PDD
SMA – 2	More than 60 days & upto 90 days from PDD

Example regarding classification of SMA:

If Payment Due Date ('PDD') of a Corporate Card account is 31st March 2021, and 'Minimum Amount Due ('MAD') is not received before this date then after the due date, the account will be mentioned as SMA – 0.

If the account continues to remain overdue beyond 30 days from PDD i.e., beyond 30th April 2021 then this account shall get tagged as SMA-1.

Similarly, if the account continues to remain overdue, beyond 60 days from PDD i.e., beyond 30th May 2021 then this account shall get tagged as SMA – 2

- Non-Performing Asset ('NPA'):  
A Corporate card account will be treated as non-performing asset ('NPA') if the Minimum Amount Due, as mentioned in the statement, is not paid fully within ninety (90) days from the PDD mentioned in the statement. Further, any account where a settlement or restructuring arrangement has been availed will be classified as NPA. An account continues to be classified as NPA till the entire arrears of interest and principal are paid. Settlement and restructured accounts do not qualify for an upgrade. Finally, if any customer has even one Corporate card with SBICard tagged as NPA, all cards of the customer will be classified as NPA.

Example regarding classification of an account as NPA:

If Payment Due Date ('PDD') of a Corporate Card account is 31st March 2021, and Minimum Amount Due as mentioned in 14 the statement has not been fully paid by the customer within a period of 90 days from the PDD i.e., till 29th June 2021, then the lender shall consider the Corporate card account as NPA.

- (i) Any fee and charges, any reversal/ cashback initiated by SBI Card will not be adjusted against the payment due and will be treated as credit for current billing cycle. Any credit amount arising out of refund/failed/reversed transactions or similar transactions before the due date or on the due date of payment for which payment has not been made by the corporate cardholder, will be adjusted against the 'payment due'
- (j) The Corporate/Cardholder can write on dedicated email id for Misselling and Harassment related complaints– [salesgrievance@sbicard.com](mailto:salesgrievance@sbicard.com)  
The Corporate / Cardholder can write on dedicated email id for dispute/unauthorized transaction - ([corporate.dispute@sbicard.com](mailto:corporate.dispute@sbicard.com))  
The Corporate/Cardholder can call us up on dedicated helpline for Mis-sell/Harassment related complaints : 080-39356050

#### 4. DEFAULT

In the event of default, 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. 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 or death of the Cardholder and the Card Account shall immediately stand cancelled. The Cardholder's estate 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 / credit 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 prior communication to the corporate / card holder (whichever case is applicable). In the event of non-payment of Total Amount Due by the Payment Due Date, card account will be reported as 'Default' to credit information bureaus / agencies.

It may further be noted, that if a Cardholder, post being reported as defaulter, clears his/her dues, then SBICPSL would withdraw the defaulter status from the Credit Information Company. Such changes may take 45-60 days to reflect in Cardholder's credit report.

SBICPSL submits the Cardholder's 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.

The said insurance is provided by a third-party insurance company, who is also responsible for any claim settlement in this regard. SBI Card shall not be responsible for any dispute arising due to claim settlement.

## **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 or calling in to the SBI Card Helpline, and by cutting the card(s) diagonally. Termination will be effective after payment of all amounts outstanding on the card account by the cardholder. 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 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 Cardholder must (subject to any default or other notice required by law) immediately pay SBICPSL the total outstanding Balance on the Account. 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 Cardholder has paid all such due amounts.

The Corporate can write to us for corporate relationship or card closure on our dedicated email [sbicorporate.services@sbicard.com](mailto:sbicorporate.services@sbicard.com)

## **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.

The Corporate Card holder can contact on dedicated helpline no. -18605003000 for reporting of Lost/theft/unauthorized transaction.

The Cardholder can write on dedicated email id for reporting of lost card - [lostcard@sbicard.com](mailto:lostcard@sbicard.com)

- b) The 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 will be wholly liable for the same unless the loss to the customer is due to deficiency on the part of SBICPSL. After the receipt of proper notification of the loss by SBICPSL (via website, phone banking, SMS, email, IVR or dedicated helpline), the Cardholder's subsequent liability is restricted Upto a maximum of Rs.1000 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 or any Additional 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 Cardholder acknowledges that SBICPSL is authorized to share Cardholder information with any of the existing or future credit bureaus only after issuing sufficient notice about the intention to report the Cardholder, and such information may pertain to positive or negative performance/default by the Cardholder. 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 Cardholder further acknowledges that SBICPSL is authorized to share Cardholder information, including default in payments with Financial Institution, employer and to other third parties engaged by SBICPSL for proper operation of card accounts, verification and other administrative services. SBICPSL may also share Cardholder 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 law 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 you have any credit balance on the Corporate Card account, SBI Card has the right to return this credit balance to you.
- 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- 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

Fees	Platinum	Signature	Virtual Card
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) 15-32 days (applicable only in case of SBI Corporate Utility Card)		
Finance Charges#	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	Nil		
Cheque Payment Fee	Rs. 100		
Payment Dishonor fee	2% of Payment amount (subject to a minimum of Rs. 350)		
<b>Late Payment</b>	<b>NIL for outstanding amount from Rs.0-Rs.200; Rs.100 for outstanding amount greater than Rs.200 &amp; upto Rs.500; Rs.400 for outstanding amount greater than Rs.500 &amp; upto Rs.1000; Rs.500 for outstanding amount greater than Rs.1000 &amp; upto Rs.10,000; Rs.750 for outstanding amount greater than Rs.10,000</b>		
Overlimit Emergency Card Replacement	Not Applicable for Corporate Card 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  
Rewards Redemption Fee

Upto Rs. 300  
Rs. 99

## Surcharge

Railway Tickets	Rs. 30 + 2.5% of transaction amount
-Railway Counters	1.8% of transaction amount + service charge,
Railway Tickets	as applicable 1% of transaction value.
www.irctc.co.in	1% surcharge waiver
Petrol & all products	(excluding all applicable taxes
/services sold at petrol Pumps	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.

All taxes would be charged as applicable on all the above Fees, Interest & Charges.

"Applicable Taxes" (for Statements issued on or after 1st July, 2017) means:

- For the cardholders having state of residence in the records of SBI Card on the statement date as "Haryana" - Central Tax @ 9% and State Tax @ 9%
- For the cardholders having state of residence in the records of SBI Card on the statement date as other than "Haryana" - Integrated Tax @ 18%

Your continued usage of the card will be deemed as acceptance of these amendments.

### SBI Card Helpline

39 02 02 02 (prefix local STD code), 1860 180 1290

All terms & conditions mentioned in this document (including schedule of charges) are the standard conditions and charges applicable to all Corporates. Any changes to these would be mutually agreed between SBICPSL and the respective corporate through a separate addendum or would be a part of the Corporate Card agreement signed with the Corporate.

All information in this communication is correct as per 1st July 2022 and is subject to change at the discretion of SBICPSL. SBI Card Most Important Terms and Conditions are also available at [www.sbicard.com](http://www.sbicard.com)

SBI Cards & Payment Services Ltd.  
P.O. Bag No. 28, New Delhi - 110 001  
Please visit our website at: [www.sbicard.com](http://www.sbicard.com)