



**HSBC World Corporate MasterCard®**



Together we thrive

**Dear Cardholder,**

**Welcome to the new HSBC World Corporate MasterCard®**

Thank you for choosing the HSBC World Corporate MasterCard® - a card that offers you a host of benefits and privileges, while adding significant benefits to your Company. Be it your travel needs or your entertainment needs, your Corporate Card ensures that you have a privileged and secure experience all the way.

The following is a glimpse of the key benefits that you would enjoy with your card:

**Travel and entertainment privileges**

- Complimentary access to select premium airport lounges
- A host of discounts and privileges at leading hotels and restaurants
- Privileges at select golf courses
- Fuel surcharge waiver

**Security and services**

- Dedicated helpline for any card related assistance and information
- Air travel accident and travel inconvenience insurance cover
- Protection against loss / theft / misuse of card
- Enhanced protection against fraud risk from a Chip and PIN enabled card
- Enhanced security for online transactions using a One Time Password (OTP)

Please do take time to go through this Welcome Pack to get more details on these benefits and privileges.

We hope you will make the most of the exclusive benefits on your HSBC World Corporate MasterCard®.

We thank you for your support and look forward to being of service to you.

Yours sincerely,



Siddharth Rungta  
Country Head of Global Liquidity and Cash Management,  
HSBC India

For details on Banking Codes and Standards Board of India (BCSBI), please refer page 46 of this welcome pack.

## Key things you should know

1. HSBC World Corporate MasterCard® is a product offered by The Hongkong and Shanghai Banking Corporation Limited (HSBC). The card extends a host of offers ranging from travel privileges to dining, shopping and more.
2. You will not be able to use your Corporate Card outside India, unless you have specifically requested for international usage to be enabled at the time of application. In case international usage is not enabled and you require so, please call our PhoneBanking.
3. Your Company needs to pay the amount due, by the payment due date specified on your monthly card statement to avoid transactions getting declined and penal charges getting billed.
4. The Bank will notify the Company and the Corporate Cardholder of any changes in the tariff, terms and conditions of this product with prior notice of 1 month.

Non-payment would also impact:

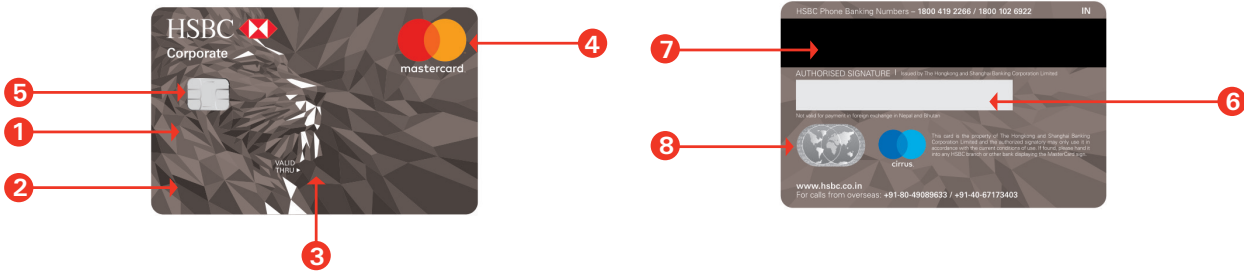
- Credit rating (reporting to Credit Bureau – CIBIL)
- Other credit facilities availed from HSBC
- Cancellation of credit limit and
- Initiation of recovery proceedings to recover the dues



# Table of contents

HSBC World Corporate MasterCard® Service Guide.....	5
HSBC World Corporate MasterCard® Terms and Conditions.....	18
HSBC World Corporate MasterCard® MITC.....	32
Banking Codes and Standards Board of India .....	46
Your Voice Matters .....	73

# Your HSBC World Corporate MasterCard®



1. **HSBC World Corporate MasterCard® number:** This is your exclusive 16-digit Corporate Card number. Please include this in all correspondence with HSBC.
2. **Your name:** Please check to see that your name and your Company's name are correctly embossed. In case of incorrect embossing, call HSBC's PhoneBanking on the number printed at the reverse of your card.
3. **Valid From-Expires End (mm/yy):** Your Corporate Card from HSBC is valid throughout the period (up to the last date of the month of the year) indicated on your card.
4. **The MasterCard® logo:** Any establishment displaying the MasterCard® logo accepts your Corporate Card worldwide.
5. **Chip:** This special embedded feature in your Corporate Card allows you to transact with ease, while adding to the security of your card. The embedded Chip provides the security features that protect your card from fraudulent usage, especially counterfeiting and skimming card frauds.
6. **Signature panel:** For your protection, please sign on this signature panel immediately using a non-erasable ballpoint pen (preferably in black ink).
7. **Magnetic stripe:** Important information pertaining to your Corporate Card is encoded on this stripe. Protect your card from exposure to direct sunlight, magnets and continuous magnetic fields (handbag clasps, televisions, speakers and any other electronic appliances). Also prevent the magnetic stripe from being scratched.
8. **The MasterCard® hologram:** Any establishment displaying the MasterCard® hologram accepts Corporate Card worldwide.

# Privileges of the HSBC World Corporate MasterCard®

## Travel and entertainment privileges

Your HSBC World Corporate MasterCard® provides you a host of offers and privileges to cover your various travel and entertainment related needs.



### Complimentary access to airport lounges

Your HSBC World Corporate MasterCard® offers you with complimentary access to select premium airport lounges in India. You can enjoy upto 6 complimentary lounge access with your Corporate Card every quarter

For a detailed list of these lounges and other offer specific terms and conditions, visit [www1.mastercard.co.in](http://www1.mastercard.co.in)



### Hotel and dining offers

Enjoy a host of discounts when you use your Corporate Card while travelling. Be it hotel bookings or dining privileges, you can save with your Corporate Card all the way.

Visit on the following programme specific links for a detailed list of these offers and for offer specific terms and conditions:

1. MasterCard® Moments India - Offers and Experiences ([www1.mastercard.co.in](http://www1.mastercard.co.in))
2. World MasterCard® Offers ([www.worldcard.mastercard.com](http://www.worldcard.mastercard.com))
3. Exclusive dining discounts from HSBC ([www.hsbc.co.in](http://www.hsbc.co.in))



### Fuel surcharge waiver

Your HSBC World Corporate MasterCard® provides you the benefit of a fuel surcharge waiver. HSBC will waive the surcharge that is ordinarily levied on Corporate Card fuel purchases for spends between ₹400 and ₹4,000 at any petrol pump in India.

# Privileges of the HSBC World Corporate MasterCard®

## Golf privileges

---



### Tee Off at golf courses

Enjoy a host of golf offers with your HSBC World Corporate MasterCard® – be it complimentary green fee access, discounted green fee or golf lessons at select golf courses; you can tee off with your Corporate Card all the way.

For offer details and offer specific terms and conditions, visit [www1.mastercard.co.in](http://www1.mastercard.co.in)

# Privileges of the HSBC World Corporate MasterCard®

## Security and service



### Travel insurance

Personal travel insurance, with a cover of upto ₹1 crore in the event of loss of life in an air accident. Also enjoy coverage against other travel related inconvenience such as a missed international flight, loss of checked in baggage, delayed flight, loss of passport/travel documents and delayed baggage.

### Lost card liability

You will not be liable for any transaction made on the Corporate Card after reporting the loss / theft / misuse to HSBC. You are also covered for misuse of the Card up to 24 Hrs before reporting and 7 days after reporting the loss of card to HSBC, for up to ₹3,00,000.



### Enhanced security with a chip card

To enhance security on your transactions, your Corporate Card has been issued as a Chip and PIN enabled card. This reduces the risk of fraud on your card considerably and also provides you with the flexibility of setting up international usage in addition to the domestic usage facility.

### Secure online payment service

The usage of your card on the internet is secured by issuing a One Time Password (OTP) for enhanced security. The OTP will be sent to your registered mobile number via SMS.



### Dedicated customer service

A dedicated HSBC PhoneBanking Helpline, 1800 419 2266 or 1800 102 6922 (toll-free) or +91 - 80 - 4908 9633 / +91 - 40 - 6717 3403, to help you with any card related assistance and information.

You also get access to MasterCard's® Global Cardholders Solutions helpline, 001-636-722-7111, for emergency situations.

For more details and for country specific numbers, visit [www.mastercard.com](http://www.mastercard.com)

#### Important note:

- Please contact your Company to check availability of these offers to your Company
- Offer specific terms and conditions apply – please visit relevant sections for detailed terms and conditions and please ensure that you read through the terms and conditions before utilising any offer
- All insurance benefits listed above are provided directly to Cardholders by ICICI Lombard General Insurance Company Limited, whose terms, conditions and decisions, shall apply, for which HSBC is not liable. Claims for settlement should be sent directly to ICICI Lombard General Insurance Company Limited. Please visit the terms and conditions section to get details of the claims procedure.
- Travel Insurance benefit would not be available on if the Corporate Card is used as a Central Travel Solution with a Travel Agency.



# How to use your HSBC World Corporate MasterCard®

## A. Corporate Card activation

The Corporate Card has been sent in a deactivated state. You need to call us to activate your card. Call us on toll-free number 1800 103 4015 and you will be sent an SMS OTP (One Time Password) on your mobile phone number registered with us. You are required to enter an OTP sent to you via SMS for acceptance and activation of the HSBC Corporate Card.

## B. For purchases at merchant establishments

When using your Corporate Card to pay for products or services, present your card at the merchant establishment, where the products or services are sought to be availed.

1. The merchant will dip the card into the card reader in the Point of Sale (POS) terminal.
2. The merchant will enter the amount to be paid by you. The POS terminal will ask for your Personal Identification Number (PIN), which will be your 6-digit Corporate Card ATM PIN.

You will be required to enter your Corporate Card ATM PIN on the POS machine for the purchase transaction to successfully go through.

Your PIN will be sent to you via SMS within 3 working days of approval of your Corporate Card application. You can change this initial PIN by using the PIN change facility at any HSBC ATM.

3. The merchant will handover the receipt along with your Corporate Card. Some acquirers (banks issuing the POS terminals) might require you to sign the charge/charge slip.

When you use your Corporate Card, the merchant may be required to 'refer' the transaction. This does not mean that it has been 'declined' by HSBC but requires the merchant to contact their bankers for approval. During the approval process, you may need to provide your personal details for verification. These are intended to minimise your risks, in case your Card is stolen or lost or there is any unusual activity on your Corporate Card account. Please contact HSBC's PhoneBanking if your transaction is declined without any valid reason being given by the merchant.


## C. For online purchase (e-commerce)

Your Corporate Card can be used for shopping online at websites where MasterCard® are accepted.

1. To shop online with your card, you would be required to authenticate the transaction using a One Time Password (OTP).
2. When the online transaction is initiated, a pop-up message will appear on the screen asking you to enter the OTP. The 6-digit OTP will be automatically sent by the Bank to your registered mobile phone number, via SMS.
3. Enter the 6-digit OTP on the transaction screen to complete the online transaction.

### Please note:

You will be required to register your mobile phone number with HSBC, if not already done so as to receive the OTP by way of an SMS. Please call HSBC's PhoneBanking to register your mobile phone number with HSBC.



#### **D. International usage**

To enhance security on your transactions, your Corporate Card has an option of setting up international usage facility in addition to the domestic usage facility. Cardholders who choose only domestic usage facility will not be able to carry out the following kinds of transaction.

- POS (Point of Sale) transactions outside India
- E-commerce transactions on a website (server) located outside India
- Transactions at ATMs located outside India

If you wish to use the card for international transaction, please place a request with HSBC's PhoneBanking.

# How to avoid misuse of your HSBC World Corporate MasterCard®

Based upon HSBC's experience as a global Corporate Card issuer, we have developed the following rules to further significantly reduce your chance of being subjected to Corporate Card fraud:

1. Never keep your Corporate Card loosely in your pockets or bags.
2. Always keep your Corporate Card in the same place within your wallet/purse so that you notice immediately if it is missing.
3. Never leave your Corporate Card unattended. Before you dispose the old card, please cut the same across the magnetic stripe/Chip to avoid any misuse.
4. Always memorise your Personal Identification Number (PIN) and change it on a regular basis.
5. Never keep a copy of your PIN in your wallet/purse and never write your PIN on your Corporate Card.
6. Never disclose your PIN to anyone not even your family members.
7. Never surrender your Corporate Card to anyone other than a merchant when making a purchase. This includes people claiming to be representatives of HSBC/MasterCard®.
8. Always ensure that the merchant processes the transaction on your Corporate Card in your presence and ensure they do not note down your Corporate Card number, swipe your Corporate Card twice or fill out two charge slips. Never sign an incomplete charge slip.
9. Always take some time to verify that, upon completion of the purchase, the Corporate Card returned to you is yours.
10. Always call HSBC's PhoneBanking, if you have any suspicions that your Corporate Card has been lost, stolen or used fraudulently.
11. Always keep a copy of your Corporate Card details (Corporate Card account number/expiry date) and any relevant bank addresses/contact numbers in a safe place other than your purse/wallet.
12. Always keep a track of your Corporate Card's billing statement date. If your Corporate Card statement is not received on time, do not hesitate to contact HSBC to ensure that it has been dispatched to your appropriate mailing address. You can also opt for e-mail statements to be sent to your registered e-mail ID to avoid delays.
13. Always notify HSBC, in writing or on phone, of any changes in your employment and/or residential address and telephone numbers.
14. Never reveal your Corporate Card number/expiry date/PIN and your personal details to any mail soliciting your personal information or any telephonic survey.
15. Never seek help from strangers at the ATM even if offered voluntarily while utilising your Corporate Card at ATMs.
16. Never hand the consignment containing your Corporate Card, once delivered to you, back to the delivery person under any pretext.
17. Never disclose the CVV (Card Verification Value) number on execution of any physical or internet transaction, till you are satisfied with the safety and security of the information being shared.

# Monthly statement

Your monthly HSBC World Corporate MasterCard® account statement is a comprehensive record of all activities on your card for the statement period. If you find any discrepancy in the statement, please write to us within 15 days of receipt of statement. For your convenience, a detailed explanation is given below.

**HSBC World Corporate MasterCard® number:** This is your 16-digit HSBC World Corporate MasterCard® account number.

**Name and address:** This is your name and address registered as per our records. Please notify us of any change in your address/telephone numbers, immediately through the authorised signatory of your corporate/Company to ensure timely receipt of your statements.

**Statement period:** This is the period for which transactions on your HSBC World Corporate MasterCard® is listed in the statement. Note that only transactions received by HSBC during the said period are listed.

You may have made other transactions that are in the course of processing and thus not listed.

**Credit limit:** This is the maximum amount which can normally be outstanding against your HSBC World Corporate MasterCard® account at any given time. This limit is also specified in the mailer accompanying your Corporate Card.

**Date:** This refers to the date on which the transaction takes place.

**Transaction details:** This section lists all domestic and international purchases and cash advances during the month, with a brief description of where the transaction was incurred. The name of the merchant establishment where you

used your HSBC World Corporate MasterCard® may differ from that shown on your statement. This happens when the merchant's trading name differs from its registered Company name. Your copy of the charge/charge slip will assist with this reconciliation. All overseas transactions (i.e. made in currency other than INR, or the local currency of Nepal and Bhutan) will also reflect the currency of transaction and the amount in foreign currency denomination. This section also acknowledges payments received and balance brought forward, fees charged and any adjustments.

**Amount:** Lists the corresponding transaction amount in INR against each purchase, cash advance or payment received. The letter 'CR' against an amount indicates a credit to your account.

**Payment due date:** This indicates the date by which the payment in full should be realised in your Company's HSBC Corporate Sweep Account for a particular statement period. If the payment is not realised in full on or before this date then penal charges would be billed and transactions may get declined.

**Messages:** Useful and important information is provided to you each month through the statement message printed in the transaction area at the end of the statement.

**Payment slips:** The payment slip can be attached with the cheque when making a payment. Please ensure that the payment is always made to your Company's HSBC Corporate Sweep Account and not on your card account number. The total payment due and the payment due date are also mentioned on the payment slip.

# Settlement of outstanding of overseas transactions/foreign exchange entitlement

1. Please ensure that usage of your card is in accordance with the relevant Exchange Control Regulations issued and amended by Reserve Bank of India from time to time and adheres with the provisions under the Foreign Exchange Management Act (FEMA), 1999.
2. All expenses incurred overseas must be strictly in accordance with the Exchange Control Regulations of the Reserve Bank of India (RBI). Please note that the aggregate expenses you incur overseas (i.e. through cash/ traveller's cheques/your bank accounts/Corporate Card) should not exceed the limit set by RBI, as prevailing from time to time.
3. Corporates holding a Resident Foreign Currency (RFC) or External Earners Foreign Currency (EEFC) account may pay for the overseas transactions incurred on their HSBC World Corporate MasterCard® accounts by a debit to their EEFC or RFC account. They may enclose a draft in USD or INR as payment towards their designated sweep account number.
4. Please note that the 'Total Payment Due' shown on your HSBC World Corporate MasterCard® statement reflects the total outstanding on your card account and includes both, domestic and international transactions. Unbilled transactions will reflect as soon as they are received from the merchant. Each international transaction will show the amount in the transaction currency together with the corresponding Rupee equivalent amount.
5. Foreign exchange transactions can be put through the internet, provided the purpose is otherwise allowed under the FEMA.
6. Any payment made by the Company towards your HSBC World Corporate MasterCard® dues will be applied towards repayment of the total outstanding, either domestic or international, of your card account and not against any single/specific amount charged to the account. The payment will be applied to the items on the Corporate Card statement in accordance with the Payment Hierarchy described on page 16 of the Service Guide.
7. To track your overseas spends in order to ensure that they are within the permissible RBI limits, you will have to convert the equivalent Rupee amount shown on your statement for each overseas transaction to USD, using the day's telegraphic transfer selling rate which can be obtained from your authorised dealer.
8. Your Corporate Card transactions outside India must be made strictly in accordance with Exchange Control Regulations of the Reserve Bank of India. Kindly note, the Cardholder resident in India are notified that collecting and effecting/remitting payments directly/indirectly outside India in any form towards overseas foreign exchange trading through electronic/ internet trading portals is prohibited and Corporate Cardholder making such transactions would make himself/herself/themselves liable to be proceeded against with for contravention of the Foreign Exchange Management Act (FEMA), 1999 besides being liable for violation of regulations relating to Know Your Customer (KYC) norms/Anti Money Laundering (AML) standards.

Any violation of the Exchange Control Regulations arising out of utilisation of this Corporate Card is the responsibility of the individual Corporate Cardholder. If bank comes across any prohibited transaction undertaken by the Cardholder vide Corporate Card or online banking, the Bank will immediately close the card and will be reported to Reserve Bank of India. Cardholder and he/she would be liable for action under the provisions of the FEMA, 1999 and any other regulations in force from time to time. Please note the onus of ensuring compliance with the regulations is with the holder of the international Corporate Card.
9. Your HSBC World Corporate MasterCard® is not valid for making foreign currency transactions in Nepal and Bhutan, i.e. the transactions in currencies other than the local currency of Nepal/Bhutan or in INR.

# Payment options

All payments towards the HSBC World Corporate MasterCard® outstanding should be made only on the designated Corporate Sweep Account. Making the payment in a different account might result in penal charges being billed and transactions getting declined. Payment towards the outstanding needs to be made in full.

You and your Company have the choice of 3 convenient modes of payment:

## 1. Standing instruction

Your Company can issue a written Standing Instruction (SI) to have the total monthly Corporate Card outstanding, automatically debited to the Company's current account with HSBC on the payment due date. The system will automatically debit the designated Company account and credit the Corporate Sweep Account.

## 2. Cheque/draft

For payment involving cheque/draft, please make this payable to your 'HSBC Corporate Sweep A/c No. \_\_\_\_\_', (19-digit HSBC Corporate Sweep Account Number). On the reverse of the cheque/draft, please include your contact telephone number and your full name. Cheques/ drafts forwarded to HSBC for clearance of dues must be drawn on payable at any city, where HSBC has a branch. Please refer to [www.hsbc.co.in](http://www.hsbc.co.in) for the list of HSBC branches.

## 3. Over the counter

You or your Company can also make payments by cash or cheque, quoting the 19-digit HSBC Corporate Sweep Account Number, at any HSBC branch or HSBC ATM in India. The cash or cheque will be deposited into the Company's HSBC Corporate Sweep Account.

## Schedule of charges

Standard joining fees (per card)	₹2,000
Standard annual fees (per card)	₹2,000
Finance charges on extended credit and cash advances	3.3% p.m. (39.6%# p.a.) computed from the date of transaction
Minimum payment due on extended credit usage	All amounts need to be paid in full
Duplicate statements (older than 3 months)	₹100 per statement
Charge in case of cheque bounce, Standing Instruction dishonoured or unsuccessful payment through ECS	₹350
Cash advance limit* (against Corporate Card account)	As communicated to you in your monthly card statement
Transaction fee for cash advances against your Corporate Card	2.5% of the transaction amount (subject to a minimum of ₹300)*
Overlimit fee	Nil
Late payment fee (charged if the full amount due does not reach HSBC by payment due date)	₹500
Charge slip retrieval/charge back processing fees	₹225
Out-of-town cheque processing/ collection charge	₹50 per instrument (up to ₹10,000) ₹100 per instrument (₹10,000 - ₹1 lakh) ₹150 per instrument (greater than ₹1 lakh)
Corporate Card replacement fee (within India/outside India)	₹100
Currency conversion charge for foreign currency transactions	3.5% of transaction value

Surcharge on purchase of railway ticket	1.8% per transaction if booked through internet (IRCTC)
Surcharge/Convenience fee on fuel purchase	For fuel transactions up to ₹399: ₹10 For fuel transactions between ₹400 and ₹4,000 (both amounts inclusive): Nil For fuel transactions over ₹4,000: 2.5% of the transaction amount
Smart data annual fee (per Company)	₹10,000
Smart data implementation fee (per Company)	₹7,000

#Or as decided by the Bank from time to time.  
\*Finance charge per month at the prevailing rate will also be applicable.

Please note that basis Goods and Services Tax (GST) regulations and notified GST rates, Central GST and State/Union Territory GST or Inter-State GST, as applicable, would apply on our fees and charges with effect from 1 July 2017.  
The Bank shall provide a prior notice of 1 month in case of any changes to the above Corporate Card charges.

**Note**

The schedule of charges is subject to change from time to time at the sole discretion of HSBC. The Bank will notify you of any changes in the terms and conditions of this product with prior notice of 1 month.

Please note that basis Goods and Services Tax (GST) regulations and notified GST rates, Central GST and State/Union Territory GST or Inter-State GST, as applicable, would apply on our fees and charges with effect from 1 July 2017.

The credit limit is communicated to you in your monthly card statement. The available credit limit is provided as part of the monthly card statement.

HSBC reserves its right to reduce the credit limit without any prior notice or intimation. Usage of the Corporate Card shall be deemed as acceptance of the credit limits granted from time to time.

**Payment hierarchy**

Payments made to the Corporate Card account will be allocated in the following order:

1. Retail transaction service charges\*
2. Annual fee
3. Return cheque charges
4. Purchase principal

In addition, the allocation of payment will be such that the transaction/fees billed after your last statement but not yet paid, will get paid off, before any charges/fees incurred after your last statement date and are yet to be reflected on your statement.

\*Service charges include the following:

- Applicable Taxes
- Card replacement fee
- Statement reprint fee
- Standing Instruction (SI) failed fee



# Late payment charge and finance charge illustration

As an illustrative example, let's assume that you purchase an air ticket for ₹12,000 on 1 March and do a hotel booking for ₹8,000 on 10 March.

The following interest will be charged on your purchases, if you make a partial payment:

Outstanding due in the 20 March statement	₹20,000
Payment made on the due date of 11 April	₹10,000
Balance carried forward (revolved)	₹10,000
Interest calculations: (3.3% p.m.)	
a) Interest on ₹12,000 for 41 days (from 1 March to 10 April)	₹533.79
b) Interest on ₹8,000 for 32 days (from 10 March to 10 April)	₹277.74
c) Interest on ₹10,000 for 10 days (from 11 April to 20 April)	₹108.49
Total interest charged in the 20 April statement	₹920.02
Late payment charges	₹500
GST @ 18%	₹255.60
Outstanding due in the 20 April statement	₹11,675.62

# Terms and conditions of HSBC World Corporate MasterCard®

The Hongkong and Shanghai Banking Corporation Limited, India with its India Corporate Office at 52/60 Mahatma Gandhi Road, Mumbai - 400 001, India (HSBC).

**Important:** Before you use your **HSBC World Corporate MasterCard®**, please read these terms and conditions carefully. By signing or using the Corporate Card, you agree to accept the terms and conditions set out below and accordingly agree to be bound by them.

Unless the context requires otherwise, the terms defined shall have the same meaning attributed to them herein.

## Definitions

1. **'Account'** shall mean an account opened and maintained with HSBC by the Corporate in relation to **the HSBC World Corporate MasterCard®**.
2. **'Alerts'** means the customised messages sent as Short Message Service (SMS) to the Corporate Cardholder over the mobile phone.
3. **'Applicant'** means an employee of a Corporate who is designated for issuance of HSBC World Corporate MasterCard® by The Hongkong and Shanghai Banking Corporation Limited (HSBC).
4. **'Authorised Signatory'** means the person authorised by the Corporate to provide instructions to HSBC on behalf of the Corporate.
5. **'Billing Cycle'** means the period for which the Corporate Card statement is generated.
6. **'You', 'Your', 'Cardholder', 'Corporate Cardholder' and 'HSBC World Corporate MasterCard® Cardholder'** means an Applicant to whom a HSBC World Corporate MasterCard® is issued by HSBC, although the payment liability rests solely with the Corporate.
7. **'Chip'** means, Corporate Card from HSBC India with an embedded Chip issued by HSBC India to a Cardholder. The embedded Chip provides enhanced security features. In addition to this, the Chip card also has a magnetic stripe to support fall back transactions on the Chip card.
8. **'Credit Card/Card'** means, the HSBC World Corporate MasterCard® issued by HSBC to an Applicant.
9. **'Card Account'** means the account opened and maintained by HSBC in the name of the Corporate Cardholder under the umbrella of and linked to the account for the purpose of use of the HSBC World Corporate MasterCard® as per the terms and conditions contained herein.
10. **'Company' or 'Employer' or 'Corporate'** means the Corporate to whom HSBC has provided the HSBC World Corporate MasterCard® facility and on behalf of whom the HSBC Corporate Card(s) are issued to its employees on request.
11. **'CSP'** means the Cellular Service Provider with whom HSBC has an arrangement for providing the facility to send alerts.
12. **'Fallback'** refers to the payment transaction effected on the Corporate Card by swiping the card on a Point of Sale (POS) terminal which is not enabled on Chip cards. Such POS transactions are processed based on the information contained in the magnetic stripe of the Card, instead of information on the Chip and will be treated as a magnetic stripe Card transaction and USD 1,000 per transaction limit will thereby apply for international transactions.
13. **'HSBC'** means The Hongkong and Shanghai Banking Corporation Limited, India, its successors and assignees also referred to as 'The Bank'.

14. **'We', 'Our' and 'Us'** means HSBC.
15. **'International Transactions'** means transactions carried out by the Corporate Cardholder on his/her internationally valid HSBC World Corporate MasterCard® outside India, Nepal and Bhutan.
16. **'Merchant Establishments' or 'Merchants'** shall mean establishments wherever located which honour the HSBC World Corporate MasterCard® and shall include amongst others stores, shops, restaurants, hotels, airline organisations and mail order advertisers, including mail order outlets (whether retailers, distributors or manufacturers) and such other establishments, advertised by HSBC or Visa/MasterCard® International.
17. **'Net Outstanding Balance'** means the outstanding amount on the statement billing date including outstanding amounts on purchases on the Corporate Card.
18. **'Purchases'** means the amount spent on acquiring a product or a service.
19. **'Payment Due Date'** means the date by which payment of the outstanding amount must be received by HSBC.
20. **'PIN'** means a Personal Identification Number used in conjunction with a Card.
21. **'POS'** refers to electronic Point of Sale swipe terminals that permit the debiting of the Card Account for purchase transactions at Merchant Establishments.
22. **'Person'** means any individual, corporation, firm, Company, institution, or other natural or legal person whatsoever.
23. **'Service/Product Provider'** means third parties who are in the business of providing products and services.
24. **'Service Provider'** means third party utility service provider, or any other service provider, e.g. CSP, electricity distributor, gas distribution agencies, insurance providers, etc.
25. **'SMS'** refers to Short Message Service which allows you to receive text messages sent through a mobile service network.
26. **'SMS Facility'** means the facility of receiving alerts through Short Message Service offered by cellular service providers.
27. **'Statement'** means a monthly statement of HSBC World Corporate MasterCard® sent by HSBC to a Corporate Cardholder/Corporate setting out the financial liabilities due to HSBC in respect of the HSBC World Corporate MasterCard®.
28. **'Total Payment Due'** means total payment due on all Card Accounts in the current month.
29. **'Transaction'** means any instruction given by the Cardholder using a HSBC World Corporate MasterCard® directly or indirectly to HSBC to effect action on the HSBC World Corporate MasterCard® (examples of 'Transaction' instructions could be a charge slip or a mail order coupon).
30. **'Dip'** refers to inserting the Chip card at the POS terminal slot/Chip reader for initiating the Card payment transaction by processing the information in the Chip.
31. **'Swipe'** refers to the act of swiping the Card in the POS terminal slot/reader for initiating the Card payment transaction by processing the information in the magnetic stripe at the back of the Card.
32. **'One Time Password (OTP)'** means any password(s) or other means of authentication as we may specify from time to time, which will facilitate making online Corporate Card payments through the internet securely.
33. **'ECOM'** means transactions done through online platform/website.
34. **'International Usage'** means the usage of the Corporate Card for:
  - POS (Point of Sale) transactions carried out outside India
  - E-commerce transactions on a website (server) which is located outside India
  - Transactions at ATMs located outside India
35. **'Local/Domestic Usage'** means the use of the Corporate Card to carry out transactions within India.

## HSBC World Corporate MasterCard®

Issuance of HSBC World Corporate MasterCard® is subject to following terms and conditions:

### Exclusions and exceptions

We shall not be responsible or liable to you for any inconvenience, loss or damage or embarrassment incurred or suffered in any of the following events:

- (a) HSBC, a merchant, or other bank or financial institution or any other party refuses to accept the Corporate Card or to accept any transaction for any reason whatsoever; or
- (b) HSBC, its servants, agents or contractors are unable to perform any of its obligations under this agreement, whether directly or indirectly due to the failure of any machine, data processing system or transmission link or industrial or other dispute, any Act of God or anything beyond the control of HSBC, its servants, agents or contractors or as a consequence of any fraud or forgery;
- (c) Any malfunction, defect or error in any ATM or other machines or systems whether belonging to or operated by HSBC or otherwise, howsoever caused;
- (d) Any rejection of your Corporate Card or the PIN by any ATM or other machines or any failure to effect or complete any transaction howsoever caused;
- (e) Any, refusal or inability on our part to authorise or approve any Corporate Card or to honour or effect any other transaction on the account for any reason whatsoever; or
- (f) Any damages to or loss of or inability to retrieve any data or information that may be stored in your Corporate Card or any microchip or circuit or device in your Corporate Card howsoever caused.

We shall not be liable in any way for the goods purchased or services rendered and paid for by the use of the Corporate Card or the delivery, quality or performance of such goods or services.

We shall also not be responsible for any benefits, discounts or programmes of any merchant or other person that we may make available or introduce to you and the same shall be between you and the merchant.

We shall be entitled to charge and debit the Card Account in respect of all

transactions effected by use of your Corporate Card in spite of the non-delivery or non-performance of or any defect in those goods or services or the failure of any person to provide or make available to you any of those benefits, discounts or programmes. You must seek redressal in respect of such goods, services, benefits, discounts and programmes from that person directly.

In the event of any dispute between you and any merchant or any bank or financial institution or any other person, your liability to HSBC shall not in any way be affected by such dispute or any counterclaim, right of set-off or contractual right which you may have against such merchant or bank or financial institution or person. We shall not in any event be responsible or liable to you for any consequential or indirect or economic loss, howsoever caused, incurring or arising.

On Corporate Cards without international usage facility, transactions originating from outside India are not permitted by RBI. Hence, such transactions will be declined by HSBC.

You shall not assign any of your rights under this agreement.

We may at our sole discretion make available to you, from time to time, additional benefits, services or programmes in connection with the use of your HSBC World Corporate MasterCard®. Such benefits, services or programmes shall nevertheless not be available as a matter of right or form a part of our legal relationship with and obligations to you in any manner.

You hereby acknowledge that any merchant may at any time and from time to time without prior notice restrict, exclude, modify or suspend the benefits and/ or privileges accorded to Corporate Cardholders under any privilege schemes at that participating merchant, for which you agree and confirm not to hold HSBC liable in any manner whatsoever.

### HSBC World Corporate MasterCard®

1. The HSBC World Corporate MasterCard® is valid worldwide.
2. The Card is the property of the Bank and will be returned to the Bank, immediately by the Corporate and/or Cardholder upon the Bank's request.

3. The Corporate will be solely liable for the facilities granted by HSBC in respect of the HSBC World Corporate MasterCard<sup>®</sup> and for the transactions and charges accrued upon availing these facilities, notwithstanding the termination of the agreement between HSBC and the Corporate, which have been agreed upon, prior to the facility being extended.
4. The Corporate shall irrevocably confirm all dues in respect of the HSBC World Corporate MasterCard(s)<sup>®</sup> utilised for services availed and goods purchased from eligible service establishments/merchants and any Card Account dues will be payable by the Corporate and the Corporate will guarantee the payment towards the same. The Corporate/Corporate Cardholder acknowledges that the existence of this account and details thereof (including details of Corporate Card transactions and any defaults committed by the Corporate/Corporate Cardholder), will be recorded with credit reference agencies and such information (including processed information) may be shared with banks/financial institutions and other credit grantors for the purposes of assessing further applications for credit by the Corporate/Cardholder and/or members of his household, and for occasional debt tracing and fraud prevention. The Corporate/Cardholder authorises HSBC to share information relating to the Card Account/Account, including information relating to any HSBC World Corporate MasterCard<sup>®</sup> Cardholder with third party service providers and to regulators/government agencies.
5. If the Cardholder/Corporate needs to surrender the Corporate Card to HSBC, the same shall be cut into several pieces through the magnetic stripe and Chip before surrendering the same. If the Corporate Card is surrendered without cutting into several pieces, the Cardholder and the Corporate shall remain liable for any misuse that takes place, subsequent to the Corporate Card being surrendered to HSBC.
6. The Cardholder must sign the Corporate Card immediately upon receipt, must not permit any other person to use it and should safeguard the Corporate Card from misuse by retaining it under his/her personal control at all times.
7. The Cardholder shall destroy the old Corporate Card, on receipt of renewal Corporate Card, by cutting it into several pieces. The renewed HSBC World Corporate MasterCard<sup>®</sup> shall be sent to the Cardholder, before the expiry of the old Corporate Card at the sole discretion of HSBC, upon evaluation of the conduct of the account. HSBC reserves the sole right of renewing the Corporate Card on expiry.
8. The Cardholder must sign a charge slip or mail order coupon, whenever the Corporate Card is used and should retain the copy. Copies of the charge slip may be furnished by HSBC at an additional charge. Any charge slip or mail order coupon not personally signed by the Cardholder, but which can be proved as being authorised by the Cardholder will be the Cardholder/Corporate's liability.
9. The Cardholder is required to authenticate the purchases at merchant outlets in India using their 6-digit PIN at the electronic Point of Sale (POS) terminal, in addition to signing the charge slip, to complete the payment.
  - a. The Merchant will dip the Chip card into the POS terminal's card reader and enter the amount to be paid by the Cardholder.
  - b. The POS terminal will ask for a PIN, which will be the Cardholder's 6-digit PIN.
  - c. The Cardholder will be required to enter his/her Corporate Card PIN on the Point of Sale (POS) machine, in addition to signing the charge slip for the purchase transaction to successfully go through.
  - d. The Merchant will handover a copy of the charge slip along with the Card to the Cardholder.
10. The HSBC World Corporate MasterCard<sup>®</sup> is accepted at any MasterCard<sup>®</sup> merchant outlets worldwide. HSBC will not accept responsibility for any dealings, the merchant may have with the Cardholder including but not limited to the supply of goods or services. In case of any complaint in this regard, the Cardholder/Corporate should notify HSBC of the complaint, immediately along with supporting documents. Should the Cardholder/Corporate have any complaints concerning any MasterCard<sup>®</sup> Merchant Establishment, the matter should be resolved by the Cardholder/Corporate with the Merchant Establishment directly and failure to do so will not relieve the Corporate from any obligations to HSBC.
11. HSBC accepts no responsibility for any surcharge levied by any Merchant Establishment and debited to the Card Account/Account with the transaction amount.
12. The Cardholder will be responsible for any standing instructions issued by the Cardholder on the Corporate Card, in relation to other service providers. The Cardholder will also be responsible to advise the service provider directly

of any change in the Corporate Card number for payment mandates/ direct debits that the Cardholder has authorised on the Corporate Card, irrespective of the change being an outcome of instructions/ action emanated from the Cardholder or from HSBC. HSBC accepts no responsibility for any disputes between the Cardholder and such other service provider(s). Disputes, if any, must be resolved directly between the Cardholder and such service provider(s).

13. HSBC shall be under no liability whatsoever in respect to any loss or damage arising to the Cardholder arising directly or indirectly as a consequence of decline of a charge in excess of foreign exchange entitlements of the Cardholder as prescribed by RBI guidelines issued from time to time.
14. Utilisation of the Corporate Card must be in strict accordance with the Exchange Control Regulations of the Reserve Bank of India (RBI). In the event of the Cardholder failure to comply with the same, the Cardholder shall be liable for action under the Foreign Exchange Management Act, 1999 and may be debarred from holding HSBC's Corporate Card, either at the instance of HSBC or the RBI. The Cardholder shall indemnify and hold HSBC harmless from and against any and all consequences arising from the Cardholder not complying with the Exchange Control Regulations of the RBI.
15. Cardholder shall surrender the Card prior to the Cardholder proceeding abroad on permanent employment with the same corporate/different corporate and/or emigrating and/or changing nationality/or on termination of employment.
16. The Cardholder shall not use the Corporate Card towards payment of any illegal purchase.
17. **International usage**

To enhance security on your transactions, the Card will have an option of setting up international or domestic usage facility. Cardholders who choose domestic usage facility will not be able to carry out the following kinds of transactions:

- POS (Point of Sale) transactions outside India
- E-commerce transactions on a websites (server) located outside India
- Transactions at ATMs located outside India

If you wish to use the Card for international transactions, please place a request with HSBC's PhoneBanking or submit a 'Local/International Card Usage Form' at the nearest HSBC branch in India.

- a. All Corporate Cards will be set up by default for domestic usage only, unless you have specifically opted for international usage at the time of making an application for the Corporate Card or otherwise.
  - b. A limit of USD 15,000 per transaction will apply for international transactions on magnetic stripe Cards. (Subject to your available credit limit).
  - c. The per transaction limit of USD 15,000 on international transactions will not apply for Chip and PIN enabled Corporate Cards; however, if the Chip Corporate Card is used as a magnetic stripe Card (by swiping it at a POS machine) it will be treated as a magnetic stripe Card and the USD 15,000 per transaction limit will apply.
18. HSBC reserves the right to honour, refer or decline any transaction on the Corporate Card, at its sole discretion and without assigning any reason whatsoever.
  19. If HSBC becomes aware of any suspicious/irregular/high-risk transactions or authorisation requests being made/attempted on the Corporate Card, it reserves the right to temporarily block the available limit in the Corporate Card account.
  20. Corporate Cards cannot be used on the internet or otherwise for purchase of prohibited goods or services, like lottery tickets, banned or proscribed magazines, participation in sweepstakes, payment for call-back services, etc.
  21. HSBC can be contacted for clarification with respect to permissible foreign exchange transactions.

## One Time Password for secured transactions

1. By using this One Time Password (OTP) service (the 'Service'), Cardholder will be deemed to have accepted and agreed to comply with these terms, which shall operate in addition to all other applicable terms, including our applicable data policies, the terms and conditions governing the use of your Card, the terms and conditions governing the use of HSBC's website (which include the website conditions of use) and any security measures provided by HSBC from time to time for ECOM or the Service.
2. When engaging in an e-commerce or other transactions for which this Service is applicable, Cardholders are required to enter an OTP sent to them via SMS, before the Merchant accepts the Corporate Card to pay for the transactions. If the Cardholder cannot provide the OTP or the authentication through the Service fails, the Merchant may not accept the Card to pay for the transactions concerned. HSBC will not be liable for any Merchant's refusal to accept the Card for the said payment for any reason whatsoever.
3. Cardholder will be responsible for the accuracy of personal details provided by him/her to HSBC. Cardholder must inform HSBC immediately of any change in his/her particulars.
4. Cardholder will ensure that their mobile phone number is able to receive text messages both in India and overseas. Cardholder will be responsible for any fee imposed by his/her respective mobile phone Service provider.
5. This Service is subject to the terms and conditions of the Cardholder's agreement with his/her mobile phone Service provider.
6. Cardholder/Corporate acknowledge and agree that the sending of any SMS alert by HSBC and/or its receipt by Cardholders may be delayed or prevented by factor(s) outside of HSBC's control.
7. HSBC will not be liable for any or all losses, damage, expenses, fees, costs, (including legal costs on a full indemnity basis), that may arise, directly or indirectly, in whole or in part, from (a) the non-delivery, the delayed delivery, or the misdirected delivery of an alert; (b) the non-receipt of an alert; (c) inaccurate or incomplete content in an alert; (d) reliance on or use of the information provided in an alert for any purpose; or (e) any third party, whether authorised or not, obtaining Cardholder/Corporate's account information contained in the alert by accessing the Cardholder's mobile phone.

8. Cardholders/Corporate is fully responsible and liable for all transactions made by using the OTP received by the Cardholder.
9. The Cardholder must not allow any unauthorised access or any other person access to the Card and OTP used for accessing the Service.
10. The Cardholder is to keep the OTP secret at all times and must not disclose it to any person or write it down or record it in a manner that could result in its disclosure or misuse.

11. If the Cardholder/Corporate discovers that their Corporate Card details or the OTP may have been used in an unauthorised way, the Cardholder/Corporate must notify HSBC as soon as possible by calling customer services helpline numbers. Cardholder/Corporate will also be required to file a First Information Report and provide such other information as HSBC may require.

Corporate Cardholder/Corporate agree to act prudently and in good faith, including by taking the measures listed below to safeguard the security of the Service and the OTP. Corporate Cardholder/Corporate must also follow HSBC's security recommendations (details of which are provided on [www.hsbc.co.in](http://www.hsbc.co.in)) and any other notices relating to the Service from time to time issued. If Corporate Cardholder/Corporate fail to observe any such notices and/or their responsibilities under these terms, Corporate shall be liable for all claims, losses, liabilities and other consequences arising from or in connection with the use of the Service.

12. HSBC will be entitled to prescribe or amend these terms and conditions including methods for the use of the Service, as HSBC deems appropriate.
13. HSBC will cease to provide the Service:
  - a. If these terms and conditions are not complied with;
  - b. If the Card Account is closed;
  - c. Upon the death or contractual incapacity of the Cardholder; or Corporate's bankruptcy/insolvency.
- d. If a resolution is passed or an order is made for the Corporate's winding up or if a receiver is appointed over all or any part of the Corporate's undertaking.

- e. If the Corporate is a partnership and the partnership is dissolved.
  - f. Upon termination of this agreement.
  - g. Upon written request of the Corporate;
  - h. In the event of improper operation of the Card Account by the Cardholder/Corporate.
  - i. On dissolution of the Corporate;
  - j. At HSBC's own discretion; or
  - k. On termination of Corporate Agreement
  - l. Upon request from the Corporate
14. HSBC reserves the right to charge fee for Service by giving one month's prior notice to the Corporate.
  15. Kindly note that to transact online with the Card or on the merchant IVR system, the Cardholder would be required to authenticate the transaction using an OTP. The OTP will be automatically sent by HSBC's system to the Cardholder's registered mobile number via SMS, when the online transaction is initiated. At the HSBC Verified by Visa (VBV)/MasterCard® secure authentication screen, the Cardholder will be required to enter the 6-digit OTP to complete the transaction. Similarly, in case of an IVR transaction, the Cardholder will be required to enter the 6-digit OTP using the phone keypad.

### **Credit limit**

1. In case the Corporate Cardholder/Corporate exhausts the credit limit sanctioned, the Corporate Card will not be invalidated, but all transactions initiated by the Corporate Cardholder/Corporate, beyond the credit limit sanctioned will be declined till the account is funded fully or partly so as to bring the outstanding within the credit limit.
2. HSBC may at its sole discretion, as a result of a reasonable assessment of credit risks associated with the account or the Cardholder/Corporate based on information available to HSBC, reduce the credit limit of such account as it thinks fit, without prior notice to the Cardholder/Corporate.

### **Billing**

1. The HSBC will send to the Cardholder, monthly statement detailing the amount outstanding in the Card Account.
2. HSBC will send to the Corporate every month, a consolidated Corporate Card statement, detailing the total amount outstanding ('the Current Balance') in respect of the Corporate Card(s) issued to its employees, and the date on which the Card Account is due for settlement in full by the employer ('the payment due date'), and simultaneously to each Cardholder, a card statement, detailing the transactions effected on the Card during the month.
3. In case the Cardholder disagrees with any charge indicated in the statement, the same should be communicated to HSBC within 30 days of the statement date, failing which it will be construed that all charges are entirely in order.
4. All charges incurred in foreign currency will be billed in the Corporate Card statement in Indian Rupee (INR). The Corporate Cardholder/Corporate authorises HSBC and MasterCard® to convert charges incurred in a foreign currency to the INR equivalent thereof at such rate as HSBC and MasterCard® may from time to time designate.
5. For reporting billing discrepancies, Cardholders can either call the HSBC's PhoneBanking service (numbers are provided on the reverse of the monthly statement or at [www.hsbc.co.in](http://www.hsbc.co.in) or e-mail [corporatecardinm@hsbc.co.in](mailto:corporatecardinm@hsbc.co.in) or write to HSBC Credit Card Division, Dispute Desk, P. O. Box 5080, Chennai - 600 028.

### **Lost or stolen HSBC World Corporate MasterCard®**

1. In the event the Corporate Card is lost or stolen, the Cardholder/Corporate must report the occurrence to any office of HSBC in India in writing or by calling the HSBC's PhoneBanking service or the Cardholder may also send an SMS from his/her registered mobile number to block the lost card. The sms should be sent in the format – "BLOCK<space>HSBC<space>1234" to '575750'. The Cardholder/Corporate must also file a Police Complaint with the local police station and send a copy of the Police Complaint to HSBC.



2. The Cardholder/Corporate will not be liable for any transaction made on the Corporate Card after reporting the loss/theft/misuse to HSBC.
3. Although loss or theft may be reported as mentioned above, the Cardholder/Corporate must confirm the same to HSBC in writing. A copy of the registered police complaint must accompany the written confirmation.  
  
The Cardholder/Corporate agrees to indemnify HSBC fully against any liability (civil or criminal), loss, cost, expenses or damages that may arise due to loss or misuse of the Corporate Card, in the event that it is lost and not reported to HSBC or lost and misused before HSBC is informed. The Corporate would be solely liable for all amounts debited to the Card prior to reporting of the lost card as lost/stolen.
4. Provided the Cardholder/Corporate has in all respects complied with the terms and conditions, a replacement Corporate Card may be issued at the sole discretion of HSBC at the applicable fee.
5. Should the Cardholder/Corporate subsequently recover the Corporate Card, the recovered Corporate Card must not be used. The Cardholder/Corporate should destroy the Corporate Card by cutting it into several pieces through the magnetic stripe.

### Lost card liability

The Cardholder/Corporate has Nil lost Corporate Card liability after reporting and registering the loss of the Card to HSBC. The Cardholder is also covered<sup>\*</sup> for misuse of the Corporate Card up to 24 Hrs before reporting and registering, for up to ₹300,000. For more details, please visit [www.hsbc.co.in](http://www.hsbc.co.in)

---

<sup>\*</sup>The insurance benefits listed above are provided directly to Corporate Cardholders by ICICI Lombard General Insurance Company Limited., whose terms, conditions and decisions, shall apply, for which the Bank is not liable. Claims for settlement must be sent directly to ICICI Lombard General Insurance Company Limited. All insurance benefits on the Corporate Card are available to valid Corporate Cardholders only.

## Terms and conditions for lost card liability

### General terms and conditions

1. All insurance benefits listed are provided directly to Cardholders by ICICI Lombard General Insurance Company Limited, whose terms, conditions and decisions, shall apply, for which the Bank is not liable.
2. HSBC does not hold any warranty and/or make representation about quality, delivery of the cover, claims processing or settlement of the claim by ICICI Lombard General Insurance Company Limited in any manner whatsoever.
3. Claims for settlement must be sent directly to ICICI Lombard General Insurance Company Limited.
4. The insurance benefits are available to you regardless of other existing insurance that the Cardholder/Corporate may avail of. Cardholder/Corporate may be asked to submit additional documents, as may be required.
5. HSBC will not be liable for any delayed settlement of claims.
6. Reimbursement would be restricted to the lower side of the loss incurred and maximum sum insured.
7. For any further queries or assistance related to the policy, exclusions and claim settlements, you can send an email to [hsbccustomer@almondz.com](mailto:hsbccustomer@almondz.com) or call on 1800 2666 (toll free).

### Lost card liability cover terms and conditions

1. The policy covers all fraudulent utilisation of lost or stolen Corporate Card(s) from HSBC.
2. The cover is valid for 24 hours prior to reporting and 7 days post reporting.
3. Pre-delivery frauds are not covered.
4. All PIN based transactions are not covered.
5. Claim should be registered by the Cardholder within a maximum period of 30 days from the date of filing Police Complaint with the local police station or within 15 days from the statement period end date, mentioned on the Corporate Card statement bearing details of the fraudulent transactions.
6. Counterfeit cards are not covered.

## Claims procedure

For lost card reporting on Corporate Cards, the Cardholder/Corporate will need to send and email to [hsbccustomer@almondz.com](mailto:hsbccustomer@almondz.com) or call on 1800 2666 (toll free) to register the claim.

Within 10 days, ICICI Lombard General Insurance Company Limited will communicate with the claimant and ask for the required documents.

The following documents need to be submitted along with the duly filled claim form:

- Copy of the front side of your Corporate Card
- Original/Attested copy of the police complaint by a Gazetted Officer
- Copy of charge slips/statement indicating fraudulent transactions
- Occurrence/incident report indicating how and when the card was lost
- Resident proof of the claimant
- ID proof of the claimant
- Recent photo of the claimant
- Any other document as may be required by ICICI Lombard General Insurance Company

Cardholders/Corporate shall call ICICI Lombard General Insurance on 1800 2666 (toll free) or send an email to [hsbccustomer@almondz.com](mailto:hsbccustomer@almondz.com) or provide written intimation to make a claim and obtain proper forms and instructions within 24 hours from discovering an unauthorised charge was made on lost or stolen Corporate Card;

File a police report within a maximum of 24 hours of discovering unauthorised charges or ATM withdrawals;

To the extent Corporate Card was not lost or the object of theft, report the unauthorised charges, or ATM withdrawal(s), to HSBC, within 24 hours of discovery of a loss;

Cardholders/Corporate shall complete and return any documents including but not limited to claim forms, police reports, demands, notices, and any other documents that HSBC or ICICI Lombard General Insurance Company may ask to provide;

The claims form and accompanying documents must be returned to HSBC within 3 days of making the original claim.

In case the documents are not received from the customer within 3 months of intimation, the claim shall be considered as closed.

However, before closing the claim, ICICI Lombard General Insurance Company Limited shall send a letter to the customer that the claim is closed because of the non-receipt of documents.

- On admissibility ICICI Lombard General Insurance Company Limited shall make the payment to the beneficiary. The payment shall be made within 10 days of receipt of all complete documents
- The settlement amount will be paid by an account payee cheque in favour of the Company

For personal travel insurance cover

- Company or Cardholder should call 1800 2666 (toll free) or send an email to [hsbccustomer@almondz.com](mailto:hsbccustomer@almondz.com) to register the claim
- Within 10 days ICICI Lombard General Insurance Company Limited will contact the claimant and provide the list of required documents which needs to be forwarded to ICICI Lombard General Insurance Company Limited
- After receiving all required documents, ICICI Lombard General Insurance Company Limited, shall settle the claim within 10 working days
- Claim should be intimated within 90 days from the date of loss of life in case of personal accident cover/occurrence of the incident in case of any of the travel inconvenience insurance covers.

**Please note:**

All insurance benefits listed above are provided directly by ICICI Lombard General Insurance Company Limited, whose terms, conditions and decisions, for which the Bank is not liable, will apply. Claims for settlement has to be sent directly to ICICI Lombard General Insurance Company Limited.

HSBC does not hold any warranty and/or make representation about quality, delivery of the cover, claims processing or settlement of the claim by ICICI Lombard General Insurance Company Limited, in any manner whatsoever.

The GPA policy number for Personal Travel Insurance Cover is: Personal accident and special contingency (for all other claims) 4049/56807407/01/000. The GPA policy number for lost card liability and Online Fraud Protection is 4049/56570503/01/000. These insurance benefits are available regardless of other existing insurance that you or your Company may avail of. The personal accident cover benefits are not applicable in case the Corporate Card is used as a Central Travel Solution with a travel agency. You or your Company may be asked to submit additional documents, as per the requirements of the case.

The Bank will not be liable for any delayed settlement of claims. The settlement amount will be paid by an account payee cheque in favour of the nominee after deduction of any amount outstanding that is due on the Corporate Card account. For any further queries or assistance related to the policy, exclusions and claim settlements, you can call on 1800 2666 (ICICI Lombard General Insurance toll-free) or you can write to: hsbccustomer@almondz.com

**Fuel surcharge waiver**

1. Each fuel purchase transaction for an amount between ₹400 and ₹4,000 (inclusive of both amounts and excluding the surcharge amount) made on the Corporate Cards shall be eligible for the fuel surcharge waiver.
2. Any fuel purchase transaction for ₹399 and below will not be eligible for the fuel surcharge waiver and will continue to be levied with a surcharge amount of ₹10.
3. Any fuel purchase transaction for ₹4,001 and above will not be eligible for the fuel surcharge waiver and will continue to be levied with a surcharge amount equivalent to 2.5% of the total transaction amount.

4. Eligible fuel purchases made at petrol pumps with either HSBC Electronic Draft Capture (EDC) terminals or other bank EDC terminals will be levied with the applicable fuel surcharge amount at the time of purchase and this will appear on the Corporate Cardholder/Corporate(s) monthly statement of account. This surcharge will subsequently be reversed for eligible transactions.

The levied surcharge will not be reversed for transactions which are not eligible for the fuel surcharge waiver (i.e. transactions of ₹399 and below and ₹4,001 and above).

5. A consolidated reversal of the surcharge amount levied will reflect in the Corporate Cardholder's subsequent/next monthly statement of account.
6. Surcharge waiver will be restricted to ₹250 per calendar month per Corporate Card.
7. Taxes levied on fuel transactions are beyond HSBC's jurisdiction and cannot be reversed by HSBC.
8. HSBC has the right to change the terms and conditions regarding fuel surcharge waiver, modify the slabs or remove them completely, without prior notice.
9. Card Accounts that are delinquent or over limit shall not be eligible for the fuel surcharge waiver.

**Railway surcharge**

In line with the current Visa/MasterCard® rules, all railway transactions made at the reservation counter will attract a service charge of ₹10 or 2.5% of the transaction amount, whichever is higher. For bookings made on the Indian Railways website for train reservations, these service charges will be in line with the Bank, whose payment gateway is used for making the payment. In addition, the railways will also levy a processing charge of ₹30 per transaction. This charge is not levied by HSBC, but by the acquiring bankers to the railways.

**Rewards programme**

1. Rewards Programme is not available on the HSBC Corporate World MasterCard®. Spending done on the HSBC Corporate World MasterCard® will not accrue points.

## Offers

1. HSBC has entered into marketing arrangements with leading service/product providers to provide premium offers to its Cardholder/Corporate(s). The offers may include preferential pricing and/or service benefits.
2. All disputes, if any, between a Cardholder/Corporate and the service/product provider shall be resolved between them and HSBC shall not be responsible for the quality of any of the products/services or the delivery thereof.
3. Offer specific terms and conditions would apply and the same would be made available on [www.hsbc.co.in](http://www.hsbc.co.in) from time to time.

## SMS facility

### A. Availability

1. The SMS facility is made available to the Cardholder, at the sole discretion of HSBC and may be discontinued by HSBC at anytime, with appropriate notice. The SMS facility is currently available only to Resident Indian Cardholder with accounts with HSBC branches in India.
2. The SMS facility is available in certain specific regions and to subscribers of certain specific Cellular Service Providers (CSPs) in India. The Cardholder understands that, unless he/she is a subscriber of the specific CSPs, the SMS facility will not be available.
3. The alerts will be sent to the Cardholder only, if the Cardholder is within the cellular circles of the CSPs or in circles forming part of the roaming network of such CSPs.
4. HSBC may, if feasible, extend the facilities to other cellular circles as well as to the Cardholder, who are subscribers of such other CSPs, from time to time.

### B. Process

HSBC may, from time to time, change the features of any alert.

### C. Receiving alerts

1. The Cardholder/Corporate is responsible for intimating to HSBC, any change in his/her phone number or e-mail address or account details. Failure to keep your contact information with HSBC updated may result in the Cardholder/Corporate being liable for any loss suffered as a result of misuse of Card.
2. The Cardholder acknowledges that to receive alerts, his/her mobile phone must be in a 'switched on' mode. If the Cardholder(s) mobile phone is kept 'switched off' for a continuous period of 48 hours from the time of delivery of an alert message by HSBC, that particular message would not be received by the Cardholder.
3. The Cardholder/Corporate acknowledges that the SMS facility is dependent on the infrastructure, connectivity and services provided by the CSPs and other service providers engaged by HSBC for the purpose of providing the SMS facility. The Cardholder/Corporate accepts that timeliness, accuracy and readability of alerts sent by HSBC will depend on factors affecting the CSPs and other service providers. HSBC shall not be liable for non-delivery or delayed delivery of alerts, error, loss or distortion in transmission of alerts to the Cardholder/Corporate.
4. HSBC shall endeavour to provide the SMS facility on a best effort basis and the Cardholder/Corporate shall not hold HSBC liable for non-availability of the SMS facility or non-performance by any CSPs or other service providers or any loss or damage caused to the Cardholder/Corporate as a result of use of the SMS facility (including relying on the alerts for the Corporate Cardholder's investments or business purposes) for causes which are not attributable to HSBC. HSBC shall not be liable in any manner to the Corporate Cardholder/Corporate in connection with the use of the SMS facility.
5. The Cardholder/Corporate accepts that each alert may contain certain account information relating to the Cardholder/Corporate. The Cardholder/Corporate authorises HSBC to send account related information, though not specifically requested, if HSBC deems that the same is relevant.

### D. Withdrawal or suspension of SMS facility

HSBC may, in its discretion, withdraw temporarily or suspend, either wholly or in part, the SMS facility at anytime, without prior notice, when any maintenance work or repair is required to be carried out or in case of

any emergency or for security reasons, which necessitate the suspension or temporary withdrawal of the SMS facility. HSBC will notify the Cardholder/Corporate in advance in case of scheduled maintenance work or repair.

#### **E Disclaimer**

1. HSBC will not be liable for loss of any information/instructions/alerts in transmission, nor be responsible for security of the transmission.
2. HSBC will not be concerned with any dispute between the Cardholder/Corporate and the CSP and makes no representation or gives no warranty with respect to the quality of the service provided by the CSP or guarantee for timely delivery or accuracy of the contents of each SMS alert.

#### **F Disclosure**

The Cardholder/Corporate accepts that all information will be transmitted to and/or stored at various locations and be accessed by personnel of HSBC (and its affiliates). HSBC is authorised to provide any information or details relating to the Cardholder/Corporate or his account to the CSPs or any service providers so as to enable them to provide any services to the Cardholder/Corporate.

#### **G Liability and indemnity**

The Cardholder shall not interfere with or misuse in any manner, whatsoever the SMS facility and in the event of any damage due to improper or fraudulent use by the Cardholder, the Cardholder/Corporate shall be liable for damages to HSBC.

In consideration of HSBC providing the SMS facility, the Cardholder/Corporate agrees to indemnify and keep safe, harmless and indemnified HSBC from and against all actions, claims, demands, proceedings, loss, damages, costs, charges and expenses, whatsoever which HSBC may at any time incur, sustain, suffer or be put to as a consequence of or arising out of acting in good faith, acting on omitting or refusing to act on any instructions given by use of the SMS facility.

The Cardholder/Corporate shall indemnify HSBC for any unauthorised access by any other person to any information given by the Cardholder/Corporate or breach of confidentiality.

#### **H. Amendment**

HSBC may amend the above terms and conditions, at anytime with appropriate intimation to the Cardholder/Corporate and such amended terms and conditions will thereupon apply to and be binding on the Cardholder/Corporate.

#### **Disputes**

1. These terms and conditions will be governed by and be construed in accordance with the laws of India. All disputes are subject to the exclusive jurisdiction of the courts in Mumbai, irrespective of whether any other court may have concurrent jurisdiction in the matter.
2. The Cardholder/Corporate shall be liable for all costs associated with collection of dues, legal expenses and decretal amounts with interest, should it become necessary to refer the matter to any agent or where legal recourse for enforcement of payment has been taken.

#### **Disclosure of information**

1. When requested by HSBC, the Cardholder/Corporate shall provide any information, records or certificates relating to any matters that HSBC deems necessary. The Cardholder authorises HSBC to verify the information furnished by whatever means from whichever source HSBC deems necessary. If the information is not provided or the information provided is incorrect, HSBC may at its discretion, refuse renewal of the Corporate Card(s) or cancel the Corporate Card(s) forthwith and demand payment of all outstanding on the account.

#### **General**

1. The Cardholder/Corporate will promptly notify HSBC in writing of any changes in the employment and/or office and/or residential address and telephone numbers of the Cardholder/Corporate.
2. In case the Cardholder/Corporate fails to notify HSBC of any change in his/her telephone number(s) or the address(es) and this results in the HSBC's inability to confirm transactions that appear suspicious, the Cardholder/Corporate shall remain liable for any misuse that takes place as a consequence of this inability.

3. HSBC reserves the right to revise policies, features and benefits offered on the Corporate Card and alter and/or amend these terms and conditions from time to time and may notify the Cardholder/Corporate of any such alterations through any of the modes of communication including (but not limited to) monthly statements, by e-mail, posting on HSBC India website, etc. Such changes (other than those which are a result of regulatory requirements) will be made after giving notice of at least one month on a best effort basis.

If the change is to the Cardholder/Corporate(s) disadvantage, the Corporate Cardholder/Corporate may within 60 days of the change being effected and with a notice of 30 days, close the account on payment of all the outstanding dues accrued on the Corporate Card but without having to pay any extra charges (in respect to the change made). The Corporate Cardholder/Corporate will be bound by such alterations/amendments, unless the Corporate Card is returned to HSBC for cancellation within 60 days period of notification/change.

4. HSBC reserves a right to block transactions/allow operations in a newly opened/existing accounts maintained with HSBC, if the account deliverables/welcome letter/welcome pack/bank correspondences not limited to account statements, etc., are returned undelivered and HSBC is unable to contact the Corporate/Cardholder at the address/contact number provided by them at the time of account opening/updated in bank records.
5. The Cardholder/Corporate acknowledges that HSBC is not responsible for any of the services provided by third parties.
6. HSBC may accept/act on verbal instructions from the Cardholder using HSBC's PhoneBanking service with respect to the operations of the Corporate Card. HSBC shall not be liable for any loss or damage suffered by the Cardholder/Corporate in the event that HSBC (in HSBC's absolute discretion) acts in good faith on such instructions.
7. HSBC is authorised to act on any instructions, which HSBC at its sole discretion understands having emanated from the Cardholder by the use of the Cardholder's PhoneBanking PIN, and is not expected to verify the identity of the persons giving these instructions purportedly in the Cardholder name. The Cardholder is expected to safeguard his/her PIN at all times and shall be liable for all transactions/instructions processed

by the use or purported use of our PhoneBanking service and/or the PIN thereof, for whatsoever purpose.

8. HSBC and other members of the HSBC Group are required to and may take any action to meet Compliance Obligations relating to or in connection with the detection, investigation and prevention of Financial Crime ('Financial Crime Risk Management Activity') and act in accordance with the laws, regulations and requests of public and regulatory authorities operating in various jurisdictions which relate to Financial Crime. The Bank may take, and may instruct (or be instructed by) any other member of the HSBC Group to take, any action which it or such other member, in its sole and absolute discretion, considers appropriate to take in accordance with all such laws, regulations and requests.

Such action may include but is not limited to (a) screening, intercepting and investigating any instruction, communication, drawdown request, application for services, or any payment sent to or by you, or on your behalf, (b) investigating the source of or intended recipient of funds (c) combining customer information with other related information in the possession of the HSBC Group, and/or (d) making further enquiries as to the status of a person or entity, whether they are subject to a sanctions regime, or confirming your identity and status (e) share information on a confidential basis with such HSBC Group offices whether located in India or overseas in relation to prevention of Financial Crime.

Exceptionally, our Financial Crime Risk Management Activity may lead to us delaying, blocking or refusing the making or clearing of any payment, the processing of your instructions or application for services or the provision of all or part of the services. To the extent permissible by law, neither we nor any other member of HSBC Group shall be liable to you or any third party in respect of any loss (whether direct or consequential and including, without limitation, loss of profit or interest, however it arose) that was suffered or incurred by you or a third party, caused in whole or in part in connection with the undertaking of Financial Crime Risk Management Activity.

In certain circumstances, the action which the Bank may take may prevent or cause a delay in the processing of certain information. Therefore, neither the Bank nor any member of the HSBC Group warrants that any information on the Bank's systems relating to any payment

messages or other information and communications which are the subject of any action taken pursuant to this clause is accurate, current or up-to-date at the time it is accessed, whilst such action is being taken.

For the purpose of the present clause:

- a) 'Compliance Obligations' means obligations of the HSBC Group to comply with: (a) laws or international guidance and internal policies or procedures, (b) any demand or request from authorities or reporting, disclosure or other obligations under laws, and (c) laws requiring us to verify the identity of our customers.
  - b) 'Financial Crime' includes money laundering, terrorist financing, bribery, corruption, tax evasion, fraud, evasion of economic or trade sanctions, and/or any acts or attempts to circumvent or violate any laws relating to these matters.
9. HSBC will not be responsible, if any merchant establishment refuses to accept the Corporate Card or is unable to transact on the Corporate Card or levies a surcharge on the Corporate Card. However, the Corporate Cardholder/ Corporate should notify HSBC of this complaint. HSBC is not responsible or liable for any defect or deficiency in respect of goods and services charged to the Corporate Card. Any dispute should be settled directly by the Corporate Cardholder/Corporate with the merchant establishment and failure to do so will not relieve the Corporate Cardholder/ Corporate of any obligations to HSBC. The existence of a claim or dispute shall not relieve the Corporate Cardholder/Corporate of his/her obligation to pay all charges and the Corporate Cardholder/Corporate agrees to pay promptly such charges, notwithstanding any dispute or claim whatsoever. No claim by the Corporate Cardholder/Corporate against a merchant establishment will be the subject of a set off or counterclaim against HSBC.
10. In addition to any general right of set-off or other rights conferred by law or under any other agreement, the Bank may, with appropriate intimation, combine or consolidate the outstanding balance of any Card Account with any other account(s) which the employer maintains with the Bank and set off or transfer any money outstanding to the credit of such other account(s) in or towards the satisfaction of the Corporate/employer's liability to the Bank under the agreement.

11. Any notice given by the Bank in relation to the HSBC World Corporate MasterCard® will be deemed to have received by the employer/Corporate within 7 days of posting to the employer's address last notified in writing to the Bank.
12. In line with the requirements of the Bank's policy, the Know Your Customer (KYC) documents along with other documentation need to be submitted at the time of opening a new account or as and when requested by the Bank.
- The Bank reserves a right to allow/restrict operations in a newly opened/ existing accounts maintained with the Bank, if the customer is not able to satisfy the due diligence requirements in line with the Bank's policy.

## Termination

1. The Bank may terminate this HSBC World Corporate MasterCard® facility at anytime without prior notice and without showing cause by cancelling or nonrenewal of the Corporate Card(s) from HSBC. On being notified that the Bank has terminated this facility, the employer will return the cards to the Bank. Any termination of this facility or the cancellation of any card (whether at the employers request or otherwise) shall be without prejudice to the liability of the employer and any Cardholder in respect of the use of the card pending settlement of the outstanding balances on each card.
2. Notwithstanding anything to the contrary stated elsewhere in these terms and conditions, HSBC may in its discretion, with appropriate intimation to the Corporate Cardholder/Corporate, cancel the limit granted on the Card Account or Corporate Card, without assigning any reason thereof. In the event, HSBC cancels the limit granted on the Card Account or Card in terms of this clause, the entire outstanding will become due and HSBC shall intimate the Cardholder/Corporate on such cancellation.
3. Closure of the Corporate Card may entail withdrawal of all facilities provided through use of the Corporate Card and/or the Corporate Card number.
4. If a Cardholder's employment with the employer/Corporate is terminated, Cardholder/Corporate shall forthwith stop all card transactions and return the card to the employer. The Corporate shall use reasonable endeavours to retrieve the card from the Cardholder and shall return the card to the Bank.

## Most important terms and conditions

HSBC World Corporate MasterCard® is issued by The Hongkong and Shanghai Banking Corporation Limited, India known as 'The Bank'/'HSBC'. Participation in the HSBC World Corporate MasterCard® programme is subject to terms and conditions.

### **Most important terms and conditions have been listed below for reference:**

1. The HSBC World Corporate MasterCard® is valid worldwide.
2. The card is the property of the Bank and will be returned to the Bank, immediately by the Corporate and/or Corporate Cardholder upon the Bank's request.
3. The Bank shall deliver each card to the Corporate/Corporate Cardholder/Employee who will be responsible for ensuring that each card is signed by the respective Corporate Cardholder from HSBC/Employee whose name is embossed on the card (Corporate Cardholder) immediately on receipt.
4. The Bank shall maintain a separate Card Account for each Company (the HSBC Corporate Card Account) to which the value of all purchases of goods or services and of all card advances effected by the use of the cards (card transactions) will be debited, and to which the value of credit vouchers issued in respect of the cards will be credited.
5. The Cardholder and Corporate will be responsible for the facilities granted by HSBC in respect of the HSBC World Corporate MasterCard® and for the transactions and charges accrued upon availing these facilities, notwithstanding the termination of the agreement between HSBC and the Corporate, which has been agreed upon prior to the facility being extended.
6. The whole of the outstanding balances on the Corporate Card Account, together with the amount of any outstanding card transactions effected and not yet charged to the Corporate Card Account, along with interest at such rate



as shall be specified by the Bank, shall become due and payable to the Bank:

- a. Where the employer/Corporate is an individual, on the employer's bankruptcy or death.
  - b. Where the Corporate is a Company, if a resolution is passed or an order is made for the Corporate's winding up or if a receiver is appointed over all or any part of the Corporate's undertaking or dissolution of the Corporate.
  - c. Where the Corporate is a partnership, if the Corporate is dissolved.
  - d. At the Bank's discretion, if the Corporate is in breach of any of these terms and conditions.
  - e. Upon termination of this agreement.
  - f. On cancellation of the facility.
  - g. On closure of the HSBC World Corporate MasterCard® Account.
  - h. Upon written request of the Corporate Cardholder/Corporate; in the event of improper operation of the Corporate Card account by the Corporate Cardholder/corporate.
  - i. At HSBC's own discretion.
7. The Corporate Cardholder/Corporate will promptly notify HSBC in writing of any changes in the employment and/or office and/or residential address and telephone numbers of the Corporate Cardholder/Corporate.
  8. The Corporate/Corporate Cardholder may, at anytime, request the Bank to cancel or decline to renew any card. Such a request shall be made in writing by the authorised signatory and accompanied by the card's return to the Bank.
  9. If a Cardholder's employment with the employer/Corporate is terminated, Cardholder/Corporate shall forthwith stop all card transactions and return the card to the Corporate/employer. The Corporate shall use reasonable endeavours to

retrieve the card from the Cardholder and shall return the card to the Bank.

10. In addition to any general right of set off or other rights conferred by law or under any other agreement, the Bank may, without notice, combine or consolidate the outstanding balance of any card account with any other account(s) which the Corporate/employer maintains with the Bank and set off or transfer any money outstanding to the credit of such other account(s) in or towards the satisfaction of the Corporate/employer's liability to the Bank under the agreement.
11. HSBC India reserves the right to revise policies, features and benefits offered on the Corporate Card and alter these terms and conditions from time to time and may notify the Corporate Cardholder/Corporate of any such alterations through any of the modes of communication including (but not limited to) monthly statements, by e-mail, posting on HSBC India website, etc. Such changes (other than those which are a result of regulatory requirements)

will be made after giving notice of at least one month on a best effort basis. If the change is to the Corporate Cardholder/Corporate's disadvantage, the Corporate Cardholder/Corporate may within 60 days of the change being effected and without notice, close his/her Corporate Card account on payment of all the outstanding dues accrued on the Corporate Card but without having to pay any extra charges (in respect to the change made). The Corporate Cardholder/Corporate will be bound by such alterations unless the Corporate Card is returned to HSBC for cancellation within 60 days period of notification/change.

## **Fees and charges**

### **1. Annual membership fees**

Annual membership fees if applicable on the Corporate Card(s) will be billed in the Corporate Card statement on card issuance/renewal. These fees may vary depending on the offer under which the HSBC World Corporate MasterCard® has been availed by

the Corporate Cardholder/Corporate. The fees will not be refunded, if the Corporate Card is terminated either by HSBC or the Cardholder. The Corporate and/or the Cardholder agrees to pay the Bank joining and/or annual fee for the card. Applicable fees will be communicated to the Corporate in the Facility Acceptance Letter. Current charges are mentioned in the Tariff Sheet given below.

## 2. Service charges levied for certain transactions

Fees and charges, as may be applicable from time to time, are payable by Cardholder(s)/Corporate for specific services provided to the Corporate Cardholder(s)/Corporate or for defaults committed by the Corporate Cardholder(s)/Corporate with reference to his/her card account.

Fees will be debited to the Corporate Card account when due, and are not refundable.

There is no cash advance facility available to HSBC World Corporate MasterCard®.

Tariff structure is subject to change from time to time at the sole discretion of HSBC. Such changes will be made with prospective effect giving notice of at least one month.

Please note that basis Goods and Services Tax (GST) regulations and notified GST rates, Central GST and State/Union Territory GST or Inter-State GST, as applicable, would apply on our fees and charges with effect from 1 July 2017.

## 3. Schedule of charges

Standard joining fees (per card)	₹2,000
Standard annual fees (per card)	₹2,000
Finance charges on extended credit and cash advances	3.3% p.m. (39.6%# p.a.) computed from the date of transaction
Minimum payment due on extended credit usage	All amounts need to be paid in full

Duplicate statements (older than 3 months)	₹100 per statement
Charge in case of cheque bounce, Standing Instruction (SI) dishonoured or unsuccessful payment through ECS	₹350
Cash advance limit <sup>#</sup> (against Corporate Card account)	As communicated to you in your monthly card statement
Transaction fee for cash advances against your Corporate Card	2.5% of the transaction amount (subject to a minimum of ₹300)*
Overlimit fee	Nil

Late payment fee (charged if the full amount due does not reach HSBC by payment due date)	₹500
Charge slip retrieval/ charge back processing fees	₹225
Out-of-town cheque processing/collection charge	₹50 per instrument (up to ₹10,000) ₹100 per instrument (₹10,000 - ₹1 lakh) ₹150 per instrument (greater than ₹1 lakh)
Corporate Card replacement fee (within India/outside India)	₹100

Currency conversion charge for foreign currency transactions	3.5% of transaction value
Surcharge on purchase of railway ticket	1.8% per transaction if booked through internet (IRCTC)
Surcharge/ Convenience fee on fuel purchase	For fuel transactions up to ₹399: ₹10 For fuel transactions between ₹400 and ₹4,000 (both amounts inclusive): Nil For fuel transactions over ₹4,000: 2.5% of the transaction amount

Smart data annual fee (per Company)	₹10,000
Smart data implementation fee (per Company)	₹7,000
<p>#Or as decided by the Bank from time to time. *Finance charge per month at the prevailing rate will also be applicable.</p> <p>Please note that basis Goods and Services Tax (GST) regulations and notified GST rates, Central GST and State/Union Territory GST or Inter-State GST, as applicable, would apply on our fees and charges with effect from 1 July 2017. The Bank shall provide a prior notice of one month in case of any changes to the above Corporate Card charges.</p>	

## Credit limits

1. The credit limit is communicated to you in your monthly card statement. Usage of the card shall

be deemed as acceptance of the credit limits granted from time to time.

2. Credit limit is the maximum amount, which can be outstanding against the Corporate Card account at any given time. In case the total outstanding exceeds the credit limit, all purchases/cash transactions initiated beyond this limit will be declined, till the Corporate Card account is funded fully or partly.
3. The credit limit applicable on the HSBC World Corporate MasterCard® is in agreement with the HSBC World Corporate MasterCard® limit allotted by the Bank to the Corporate and as agreed by the Corporate.
4. The available credit limit on the Corporate Card account is the assigned credit limit less the 'Total Amount Due'.
  - a. The Corporate Cardholder should refer to the Bank to ascertain the available credit limit at any point in time.
  - b. The Corporate Cardholder/Corporate understands that HSBC may conduct periodic reviews of the account based on the Corporate Cardholder/Corporate's payment patterns and/or based on HSBC's policy and discretion. In such an event, the Corporate Cardholder/Corporate will be informed about the revised credit limit.
  - c. The Bank reserves its right to reduce the credit limit.
5. The Corporate Cardholder/Corporate may apply for a review of his assigned credit limit at any time after six months of satisfactory Corporate Card operations. In any such case, Cardholder/Corporate may apply by submitting a request from the Corporate duly signed by the authorised signatories mentioning, if permanent increase in limit would be required or the time period for which the limit increase would be valid.
  - a. The credit limit approved on the account is at the sole discretion of the Bank and is

shared between the HSBC World Corporate MasterCard® which the Corporate may allocate amongst the Cardholders.

- b. The Corporate undertakes to ensure that the aggregate of individual credit limits assigned by it to the Cardholders shall not exceed the credit limit allocated to Corporate.

## **Billing and payments**

1. Payments made to a Corporate Cardholder/ Corporate account will be applied firstly in or towards payment of any charges and fees and thereafter against outstanding Card transactions.
2. When the Corporate Card account has an outstanding balance, HSBC will send a monthly itemised statement of account at the mailing address indicating the payments credited and the transactions debited to the Cardholder's account since the last statement.
3. Non-receipt of statement would not affect the Cardholder's obligations and liabilities.
4. The Bank will send to the Corporate/employer every month, a consolidated Corporate Card statement, detailing the total amount outstanding (the Current Balance) in respect of the cards issued to its employees, and the date on which the Corporate Card account is due for settlement in full by the Corporate/employer (the Payment Due Date), and simultaneously to each Cardholder, a card statement, detailing the transactions effected on the Card during the month.
5. Payment of the entire current balance effected by cheque or other means by the Corporate will be accepted on and subject to the Bank's normal terms and conditions. Cheques/drafts must be drawn on a branch of any bank located at Bengaluru, Kolkata, Chennai, New Delhi, Gurgaon, Hyderabad, Mumbai, Visakhapatnam or Thiruvananthapuram.
6. For cheques/drafts not payable at the above mentioned cities, the Bank shall levy an additional collection charge at its sole discretion.

7. In case a cheque or any other instrument forwarded by the employer and/or the Cardholder is not honoured, the Bank, at its sole discretion, would levy a penal fee.
8. Payment of the whole of the current balance is to be received by the Bank on or before the payment due date.
9. In case the Corporate/employer and/or the Cardholder disagrees with any charge indicated in the statement, the same should be communicated to the Bank within 30 days of the statement date, failing which it will be construed that all charges are entirely in order.
10. Payments made by the Corporate/employer and/or the Cardholder to the Bank in respect of the Corporate Card account will be applied firstly in or towards payment of charges and fees and thereafter, against outstanding Card transactions.
11. Notwithstanding any of the provisions of this terms and conditions, the Corporate/employer and each Cardholder shall be jointly and

severally responsible, without limitation, for payment to the Bank of all amounts debited to the Corporate Card account notwithstanding that the Corporate/employer's Corporate Card programme credit limit may be exceeded or that any such debits may have arisen as a result of actions of the Cardholder without the Corporate/employer's authority or that the Card has been used in breach of any other conditions contained herein provided always that the Bank hereby agrees to waive its rights against the Corporate/employer (but not the Cardholder) in respect of any card transaction effected by a Cardholder (other than a director or partner of the Corporate/employer) without the Corporate/employer's authority at any time after the expiration of 14 days following the receipt by the Bank of written notice that the Cardholder's employment with the Corporate/employer has been terminated.

12. Corporates can choose from following modes of payment to settle monthly dues.



**a. Cheque/draft payment:**

The cheque/draft should be made payable to 'HSBC A/c No. XXXXXXXXXXX XXXXXX' (mention Cardholder's 19-digit Corporate Sweep Account number).

Cheque/draft payment can be submitted at drop-boxes at HSBC branches/ATMs in India (visit [www.hsbc.co.in](http://www.hsbc.co.in) for a complete list of branches and ATMs).

**b. Cash payment:**

Corporates can deposit cash in the Corporate's HSBC account and provide instructions to transfer funds from the Corporate's HSBC account to the Corporate Card Sweep Account.

**c. Standing Instruction:**

Corporates can issue a Standing Instruction (SI) for transferring funds from the Corporate's HSBC account to Corporate Card Sweep Account.

## **Billing disputes resolution**

The Corporate/Cardholder is deemed to have received each statement of account for the preceding month, either on actual receipt of the statement of account or 10 days after the dispatch of the statement of account by the Bank, whichever is earlier (prescribed period).

Upon receipt of each statement of account and in any event not more than 30 (thirty) days from the period mentioned above, the Cardholder agrees to immediately notify the Bank in writing of any errors, omissions, irregularities, including any fraudulent or unauthorised transactions or any other objections the Cardholder/Corporate has to that statement of account. If the Cardholder/Corporate fails to notify the Bank within 30 (thirty) days, the statement of account and all entries therein, will be conclusive evidence of the correctness of the contents and binding upon the Cardholder/Corporate and/or any person claiming under or through such Cardholder/Corporate without the requirement for any further proof and the Bank will be released from all liability for any transaction (including all charges, damages

and losses of any kind whatsoever, taxes, levies, fines, fees or penalties suffered and/or incurred) occurring up to the date of the most recent statement of account except for transactions the Cardholder/Corporate gave notice of in accordance with this section.

For reporting billing discrepancies, Cardholders can either call the PhoneBanking service (numbers are provided on the reverse of the monthly statement or at [www.hsbc.co.in](http://www.hsbc.co.in)) or e-mail [corporatecardinm@hsbc.co.in](mailto:corporatecardinm@hsbc.co.in) or write to HSBC Credit Card Division, Dispute Desk, PO Box 5080, Chennai - 600 028.

If at any stage, you feel that our service levels are not up to your expectations, you can e-mail your complaint to [info@hsbc.co.in](mailto:info@hsbc.co.in), or you may write to Manager, Customer Care Centre, The Hongkong and Shanghai Banking Corporation Limited, Rajalakshmi, No. 5 and 7, Cathedral Road, Chennai - 600 086 or you may contact our customer service executive by visiting any of our branches.

All grievance escalations should be marked to the Regional Nodal Officers/Chief Nodal Officer, the contact details of whom can be accessed on the grievance redressal page updated on our website [www.hsbc.co.in](http://www.hsbc.co.in)

## **Default**

In the event of default (if the amount due is not paid by the payment due date or breach of any clause of the Cardholder agreement), the Cardholder/Corporate will be sent reminders from time to time for payment of any outstandings on Corporate Card account, by post, fax, telephone, e-mail, SMS messaging and/or through third parties appointed for collection purposes to remind, follow-up and collect dues.

Any third party so appointed, shall adhere to the Indian Banks Association (IBA) code of conduct on debt collection.

## **Termination**

Corporate may terminate this agreement at any time by written notice to HSBC accompanied by the

return of the HSBC World Corporate MasterCard®(s) cut into several pieces and full clearance of all the outstanding.

HSBC may at its discretion terminate the agreement/cancel the cards/fail to renew the cards/recall the outstanding amount on the HSBC World Corporate MasterCard®(s) without assigning any reason thereof. In the event of HSBC recalling the entire outstanding amount, HSBC shall give the Corporate reasonable notice for paying the entire outstanding amount.

Notwithstanding anything to the contrary stated elsewhere in these terms and conditions, HSBC may in its discretion, cancel the limit granted on the HSBC World Corporate MasterCard® accounts without assigning any reason therefore. In the event HSBC cancels the limit granted on the HSBC World Corporate MasterCard® account in terms of this clause, HSBC shall intimate Corporate/Corporate Cardholder on such cancellation.

The whole of the outstanding balance on the Corporate Card account, together with the amount

of any outstanding Corporate Card transactions effected but not yet charged to the Corporate Card account, will become immediately due and payable in full to HSBC on suspension/termination of the agreement for whatever reasons.

On being notified that the Bank has terminated this agreement, the Corporate/employer will return the cards to the Bank.

Any termination of this agreement or the cancellation of any Card (whether at the Corporate/ employer's request or otherwise) shall be without prejudice to the liability of the Corporate/employer and any Cardholder in respect of the use of the Card pending settlement of the outstanding balances on each card account.

Any intimation given by HSBC hereunder will be deemed to have been received by you within 7 days of posting to your address last notified in writing to HSBC.

Closure of the Corporate account may entail withdrawal of all facilities provided through use of the Corporate Card(s).

## **Loss/Theft/Misuse of the card**

1. If the Corporate Card is lost/stolen, the Cardholder/Corporate should report it to HSBC immediately in writing or by calling HSBC's PhoneBanking. The Bank is merely acting as a facilitator in taking up the dispute through MasterCard® to the concerning merchant. The Bank is thus not liable for the outcome of the investigation.
2. The Cardholder/Corporate will not be held liable for any transaction made on the Corporate Card after reporting the loss/theft/misuse to HSBC. The Cardholder and/or Corporate shall be jointly and severally liable for all the amounts debited to the card before the Bank has received written notice of the loss or theft.
3. Although loss or theft may be reported as mentioned in (a) above, the Cardholder/Corporate must confirm to HSBC in writing. A copy of the acknowledged FIR must accompany the written confirmation.

4. Should the Cardholder/Corporate subsequently recover the card, the recovered Corporate Card must not be used. Please destroy the card by cutting it into several pieces through the magnetic stripe and Chip.

## **Disclosures**

1. The Cardholder/Corporate acknowledges the right of HSBC to provide details of his/her account to third party agencies for the purpose of availing of support services of any nature by the Bank, without any specific consent or authorisation from him/her or Corporate.
2. The Cardholder/Corporate further acknowledges that HSBC is authorised to share information relating to Cardholder/Corporate including information relating to any default committed by the Cardholder/Corporate in discharge of his/her obligation, as HSBC may deem appropriate and necessary, with any existing or future credit bureaus/credit reference agencies as determined by HSBC from time

to time. Accordingly, the Cardholder/Corporate gives consent to disclose information to such credit bureaus/credit reference agencies. Such entities may further make available processed information or data or products thereof to banks/ financial institutions and other credit grantors.

3. HSBC may also provide information relating to credit history/repayment record of the Cardholder/Corporate to a credit information company (specifically authorised by RBI), in terms of the Credit Information Companies (Regulation) Act, 2005.

These terms and conditions shall be governed by and construed in accordance with the laws of India. All disputes are subject to exclusive jurisdiction of the courts of Mumbai.

## Do Not Call services

From time to time, HSBC communicates various features/products/promotional offers which offer significant benefits to its Cardholder/Corporates and may use the services of third party agencies

to do so. If you do not wish to be informed about such benefits through telephone calls/SMS, you can subscribe for the 'Do Not Call' service. Please fill up the form given below and mail it to Direct Response Cell, HSBC, P. O. Box 631, Mumbai GPO, Mumbai - 400 001. Your request will be implemented within 30 days from the date of receipt.

Name

First Middle Last

City

Please enter at least one of the contact numbers:

# Banking Codes and Standards Board of India

## 1. Introduction

This is a Code of Customer Rights, which sets minimum standards of banking practices member banks have to follow while they deal with individual customers. It provides protection to customers and explains how banks are expected to deal with customers in their day-to-day operations.

The Code does not replace or supersede regulatory or supervisory instructions of the Reserve Bank of India (RBI) and we will comply with such instructions/ directions issued by RBI from time to time. Provisions of the Code may have set higher standards than those prescribed in the regulatory instructions and such higher standards will prevail as the Code represents best practices voluntarily agreed to by us as our commitment to you.

We will endeavour to adopt higher standards of banking practices to extend better customer service and achieve higher levels of customer satisfaction.

In the Code, 'you' denotes the customer and 'we'/'us', the Bank, the customer deals with.

### 1.1 Objectives of the Code

The Code has been developed to:

- a. Promote good and fair banking practices by setting minimum standards in our dealings with you;
- b. Increase transparency so that you can have a better understanding of what you can reasonably expect from us;
- c. Encourage market forces through competition to achieve higher operating standards;
- d. Promote a fair and cordial relationship between you and your bank;
- e. Foster confidence in the banking system.

The standards of the Code are covered by the key commitments in Section 2.

### 1.2 Application of the Code

This Code applies to all the products and services listed below, whether they are provided by our branches or agents acting on our behalf, whether across the counter, over the phone, by post, through interactive electronic devices, on the internet or by any other method. However, all products discussed here may or may not be offered by us.

- a. **Current accounts**, savings accounts, **fixed deposits**, recurring deposits, PPF accounts and all other **deposit accounts**;
- b. Payment services such as pension, payment orders, remittances by way of demand drafts, wire transfers and all electronic transactions e.g. **RTGS, NEFT**;
- c. Banking services related to government transactions;
- d. **Demat accounts, equity, government bonds**;
- e. Indian currency notes/coins exchange facility;
- f. Collection of cheques, safe custody services, safe deposit locker facility;
- g. Loans, overdrafts and **guarantees**;
- h. Foreign exchange services including money changing;
- i. Third party insurance and investment products marketed through our branches and/or our authorised representatives or agents;
- j. **Card** products including Credit Cards, Debits cards, **ATM** cards, **Smart Cards** and services (including Credit Cards offered by our subsidiaries/companies promoted by us).

The meanings of (key) words in bold black have been given in the glossary.

## 2. Key commitments

### 2.1 Our key commitments to you:

#### 2.1.1 To act fairly and reasonably in all our dealings with you by:

- a. Providing minimum banking facilities of receipt and payment of cash/cheques, etc. at the Bank's counter.
- b. Meeting the commitments and standards set in this Code, for the products and services we offer, and in the procedures and practices we follow.
- c. Making sure our products and services meet relevant laws and regulations in letter and spirit and are appropriate to your needs.
- d. Ensuring that our dealings with you rest on ethical principles of integrity and transparency.
- e. Operating secure and reliable banking and payment systems.

**2.1.2 To help you to understand how our financial products and services work by:**

- a. Giving you information about them in any one or more of the following languages - Hindi, English or the appropriate local language.
- b. Ensuring that our advertising and promotional literature is clear and not misleading.
- c. Ensuring that you are given clear information about our products and services, the terms and conditions and the interest rates/service charges, which apply to them.
- d. Giving you information on the facilities provided to you and how you can avail of these and whom and how you may contact for addressing your queries.

**2.1.3 To help you use your account or service by:**

- a. Providing you regular appropriate updates.
- b. Keeping you informed about changes in the interest rates, charges or terms and conditions.
- c. Displaying in our branches, for your information:
  - i. Services we provide.
  - ii. Minimum balance requirement, if any, for savings bank accounts and current accounts and the charges for non-maintenance thereof.
  - iii. Name of the official at the branch whom you may approach if you have a grievance.
  - iv. Name and address of the Regional/Zonal Manager/Principal Nodal Officer (PNO) whom you can approach if your grievance is not redressed at the branch.
  - v. Name and contact details of the Banking Ombudsman under whose jurisdiction the branch falls.
  - vi. Information available in booklet form.
- d. Displaying on our website our policies on:
  - i. Deposits
  - ii. Cheque collection
  - iii. Grievance redressal
  - iv. Compensation
  - v. Collection of dues and security repossession.

**2.1.4 To deal quickly and sympathetically with things that go wrong by:**

- a. Correcting mistakes promptly and cancelling any bank charges that we apply by mistake and compensate you for any financial loss you may have incurred due to our mistake, in terms of our compensation policy.
- b. Handling your complaints promptly.
- c. Telling you how to take your complaint forward if you are still not satisfied.
- d. Providing suitable alternative avenues to alleviate problems arising out of technological failures.

**2.1.5 To treat all your personal information as private and confidential:**

We will treat all your personal information as private and confidential subject to matters mentioned in para No. 5 below.

**2.1.6 To publicise the Code:**

We will:

- a. Provide you with a copy of the Code when you open an account with us and otherwise on request;
- b. Make available this Code at every branch and on our website;
- c. Ensure that our staff are trained to provide relevant information about the Code and to effectively put the Code into practice;
- d. Take other steps to increase awareness of the customers about the Code and its provisions.

**2.1.7 To adopt and practice a non-discrimination policy:**

We will not discriminate you on the basis of age, race, gender, marital status, religion, disability or financial status.

**3. Information - Transparency**

You can get information on interest rates, fees and charges through any one or more of the following:

- a. Notice board in our branches.
- b. Contacting our branches or helplines.
- c. Our website.
- d. Asking our designated staff/help desk.
- e. Referring to the tariff schedule at our branches/on our website.

### 3.1 General information

We will:

- a. Give you information on the types of products and services we offer and those that may suit your needs;
- b. Prominently display in bilingual/trilingual at all our branches the documents required for opening Basic Savings Bank Deposit Accounts. We will also display the relaxed requirements for opening 'Small Accounts'.
- c. Give you clear information explaining the key features of the services and products you tell us you are interested in, including applicable interest rates, fees and charges;
- d. Tell you the different channels through which our products and services may be availed e.g. branches, ATMs, phone, net banking and tell you how to find out more about them;
- e. Tell you what information we need from you to prove your identity and address, for us to comply with legal, regulatory and internal policy requirements;
- f. Give you information on your rights and responsibilities especially regarding availing of nomination facility offered on all deposit accounts, articles in safe custody and safe deposit lockers.

### 3.2 'Do Not Call' service

We will not transmit to you any unsolicited commercial information regarding our products and services, through telephone calls/SMSes/e-mails, if you have registered with the 'Do Not Call Registry' of our bank or with the 'National Do Not Call Registry' directly or through your Service Provider. However, this will not apply to receipt of information regarding your account statements and other important advices and information including alerts relating to transactions on your account as also the products and services you are currently availing.

### 3.3 Interest rates

We will give you information on:

- a. The interest rates which apply to your deposit and loan accounts;
- b. In case of loans at **fixed rate of interest**, details of interest reset clause, if any, in the loan agreement and the effective date thereof;

- c. In case of loans at **floating rate of interest**, the reference rate to which your floating rate will be linked and the premium or discount applied to the **reference rate** for determining the actual rate of interest on your loan;
- d. Whether you have the option for converting your loan from fixed rate to floating rate and vice versa and, if so, the charges therefor;
- e. Periodicity at which we pay interest on your deposits or charge interest on your loan accounts;
- f. How we apply interest to your deposit and loan accounts and how we calculate interest thereon.

#### 3.3.1 Changes in interest rates

We will inform you of changes in interest rates on our loan products and changes in the reference rate to which the floating rate of interest is linked within a fortnight of the decision by any of the following means:

- i. Letter
- ii. e-mail
- iii. SMS

We will also display this information on the notice boards in our branches and also on our website.

### 3.4 Tariff schedule

#### 3.4.1 Fees and charges

- a. We will ensure that our fees and service charges for various services are approved by the Bank's Board or any competent authority duly authorised by the Board to take decisions in this regard and that they would be reasonable and non-discriminatory for similar class of customers.
- b. We will place the tariff schedule on our website and make a copy available at every branch for your perusal. We will display a notice in our branches about the availability of the tariff schedule.
- c. We will give you details in the tariff schedule of any charges applicable to the products and services chosen by you.
- d. We will also provide you information about the penalties leviable in case of non-observance/violation of any of the terms and conditions governing the product/services chosen by you.



### 3.4.2 Changes in fees and charges

If we increase any fee or charge or introduce a new fee or charge, it will be notified through statements of accounts/e-mail/SMS alerts/notice board at branches, 1 month prior to the revised charges becoming effective. This information will also be made available on our website.

### 3.5 Terms and conditions

- a. We will advise you the relevant terms and conditions for the products/services you have asked us to provide.
- b. All terms and conditions will be fair and will set out the respective rights, liabilities and obligations clearly and as far as possible in plain and simple language.

#### 3.5.1 Changes to terms and conditions

- a. We will tell you of changes in terms and conditions through any one or more of the following channels 1 month prior to the revised terms and conditions becoming effective:
  - i. Letter
  - ii. Statements of account
  - iii. SMS
  - iv. E-mail

This information will also be made available on the notice boards in our branches and on our website.

- b. Normally, changes will be made with prospective effect giving notice of 1 month.
- c. If we have made any change without notice, we will notify the change within 30 days. If such change is to your disadvantage, you may within 60 days of the notice, close your account or switch to any other eligible account without having to pay revised charge or interest.
- d. We will immediately update, on our website, any changes in the terms and conditions. We will give you, on request, a copy of the new terms and conditions.

## 4. Advertising, marketing and sales

- a. We will make sure that all our advertising and promotional material is clear, and not misleading.
- b. In any advertisement and promotional literature that draws attention to a banking service or product and includes a reference to an interest rate, we will also indicate whether other fees and charges will apply and full details of the relevant terms and conditions will be made available on request.
- c. If we avail the services of third parties for providing support services, we will require that they handle your personal information (if available to such third parties) with the same degree of confidentiality and security as we would.
- d. We may, from time to time, communicate to you various features of our products availed by you by e-mail, SMS or over the telephone. Information about our other products or promotional offers in respect of our products/services will be conveyed to you only if you have not registered for the 'Do Not Call' facility.
- e. We have prescribed a Code of Conduct for our Direct Selling Agencies (DSAs) whose services we may avail to market our products/services which, amongst other matters, requires them to identify themselves as only selling agents of our bank when they approach you for selling our products personally or through phone. We will ensure that any third party or agent acting on our behalf or selling our product complies with the Code of Conduct.
- f. In the event of receipt of any complaint from you that our representative/courier or DSAs has engaged in any improper conduct or acted in violation of this Code, we shall take appropriate steps to investigate and to handle the complaint and to make good the loss as per our compensation policy.
- g. We will ensure that any third party or agent acting on our behalf or selling our product discloses the fee or commission they are paid upon completion of the sale.

## 5. Privacy and confidentiality

- a. We will treat all your personal information as private and confidential (even when you are no longer a customer), and shall be guided by the following principles and policies:
- b. We will not reveal information or data relating to your accounts, whether provided by you or otherwise, to anyone, including other companies/entities in our group, other than in the following exceptional cases:
  - i. If we have to give the information by law or if required by the banking regulator.
  - ii. If there is a duty towards the public to reveal the information.
  - iii. If our interests require us to give the information (for example, to prevent fraud) but we will not use this as a reason for giving information about you or your accounts (including your name and address) to anyone else, including other companies in our group, for marketing purposes.
  - iv. If you authorise us to reveal the information.
  - v. If we are asked to give a banker's reference about you, we will need your written permission before we give it.
- c. We will not use your personal information for marketing purposes by anyone including ourselves unless you specifically authorise us to do so.

### 5.1 Credit information Companies

When you apply for a credit facility:

- a. We will explain to you the role of Credit Information Companies (CICs) as also the checks we may make with them and the effect that the information they provide can have on your ability to get credit.
- b. We will on request, and on payment of prescribed fee, furnish you a copy of the credit information obtained by us from the CICs.
- c. We will provide information about credit availed from us to the CICs at periodic intervals.

- d. Information reported to CICs will also include personal debts you owe us when:
  - i. You have fallen behind with your payments.
  - ii. The amount owed is in dispute.
- e. If your loan account has been in default, but thereafter regularised, we will update this information with the CICs in the next report.
- f. We will, on request, inform you of the details of the CIC(s) to which we submit information regarding the credit/loan facility you have availed from us.

## 6. Collection of dues

- a. Whenever we give loans, we will explain to you the repayment schedule, viz. amount, tenure and periodicity of repayment. However, if you do not adhere to repayment schedule, a defined process in accordance with the laws of the land will be followed for recovery of dues.
- b. We will have a Board approved policy for collection of dues and security repossession as also appointment of recovery agents.
- c. All relevant laws, regulations, guidelines and conditions of approval, licencing or registration will be taken into account when appointing recovery agents.
- d. We will ensure that our recovery agents are properly trained to handle their responsibilities with care and sensitivity. We will also ensure that they do not exceed their brief.
- e. Our collection policy is built on courtesy, fair treatment and persuasion. We believe in fostering customer confidence and long-term relationship.
- f. We will provide you with all the information regarding your dues and will endeavour to give sufficient notice for payment of dues.
- g. We will have a system of checks before passing on a default case to recovery agencies so that you are not harassed on account of lapses on our part.
- h. We will write to you when we initiate recovery proceedings against you and will inform you of the name of the recovery agency/agent, to whom your case has been assigned as also their address and telephone numbers.

- i. We will provide details of the recovery agency firms/companies engaged by us on our website.
- j. We will also make available, on request, details of the recovery agency firms/companies relevant to you at our branches.
- k. Our staff or any person authorised to represent us in collection of dues or/and security repossession will identify himself/herself and produce the authority letter issued by us and upon request show you his/her identity card issued by the Bank or under authority of the Bank.
- l. All the members of our staff or any person authorised to represent us in collection or/and security repossession would follow the guidelines set out below:
  - i. You would be contacted ordinarily at the place of your choice and in the absence of any specified place at the place of your residence and if unavailable at your residence, at the place of business/occupation.
  - ii. Identity and authority to represent would be made known to you.
  - iii. Your privacy would be respected.
  - iv. Interaction with you would be in a civil manner.
  - v. Normally our representatives will contact you between 0700 hrs. and 1900 hrs. (IST) unless the special circumstances of your business or occupation require otherwise.
  - vi. Your requests to avoid calls at a particular time or at a particular place would be honoured as far as possible.
  - vii. Time and number of calls and contents of conversation would be documented.
  - viii. All assistance would be given to resolve disputes or differences regarding dues in a mutually acceptable and in an orderly manner.
  - ix. During visits to your place for dues collection, decency and decorum would be maintained. Our officials/agents will not resort to intimidation or harassment of any kind, either verbal or physical against any person, including acts intended to humiliate publicly or intrude the privacy of your family members, referees and friends, making threatening and anonymous calls or making false and misleading representations.  
However, it is your responsibility to keep updating your contact

details. In case the Bank is unable to contact you on the details provided, the Bank will access information available from public sources and approach your friends/relatives to trace you.

- x. Inappropriate occasions such as bereavement in the family or other important family functions like marriages would be avoided for making calls/visits to collect dues.
- xi. We will investigate any complaint from you about unfair practices of our recovery agents.

#### **6.1 Collection of dues and security repossession policy**

We will follow collection of dues and security repossession policy in consonance with the law. The policy will be displayed on our website and a copy of the same will be made available at our branches for perusal.

### **7. Complaints, grievances and feedback**

#### **7.1 Internal procedures**

- a. If you want to make a complaint, we will tell you:
  - i. how to do so;
  - ii. where a complaint can be made;
  - iii. to whom a complaint can be made;
  - iv. when to expect a reply;
  - v. whom to approach for redressal;
  - vi. what to do if you are not satisfied about the outcome.
- b. Our staff will help you with any questions you have.
- c. We will tell you where to find details of our procedure for handling complaints fairly and quickly.
- d. We will display the name of the official at the branch whom you may approach if you have a grievance. If your complaint is unresolved at the branch level, you may approach our Regional/Zonal Manager/Principal Nodal Officer (PNO) at the address displayed at the branch.
- e. If your complaint has been received in writing, we will endeavour to send you an acknowledgement/a response within a week. If your complaint is relayed over phone at our designated telephone helpdesk or customer service number, we shall provide you a complaint reference number and keep you informed of the progress within a reasonable period of time.

- f. After examining the matter, we will send you our final response or explain why we need more time to respond and shall endeavour to do so within 30 days of receipt of your complaint and will tell you how to take your complaint further if you are still not satisfied.
- g. Within 30 days of lodging a complaint with us, if you do not get a satisfactory response from us and you wish to pursue other avenues for redressal of grievances, you may approach Banking Ombudsman appointed by Reserve Bank of India under the Banking Ombudsman Scheme. Our staff would explain the procedure in this regard.

## **7.2 Banking Ombudsman Scheme**

We will display the Banking Ombudsman Scheme on our website. A copy will be made available on request at a nominal charge. We will display at our branches the name and contact details of the Banking Ombudsman under whose jurisdiction the branch falls.

## **7.3 Customers' meetings**

We shall endeavour to organise meetings of customers at periodic intervals as a regular channel for exchange of ideas and suggestions.

## **7.4 Branch Level Customer Service Committee meetings**

We will display in our branches the date of our monthly Branch Level Customer Service Committee meeting, which you may attend, if you so desire.

# **8. Products and services**

## **8.1 Deposit accounts**

- a. You may open different types of accounts with us such as, savings accounts, fixed deposits, current accounts, etc. with us. You may open such accounts in the following styles:
  - i. Single
  - ii. Joint
  - iii. Joint (Either or Survivor)
  - iv. Joint (Former or Survivor)
  - v. Joint (Latter or Survivor);  
or
  - vi. In any other style.

- b. We will make available 'Basic Savings Bank Deposit Account' (BSBDA) to all customers, without the requirement of any minimum balance. We will offer/provide minimum common facilities, without any charges. The relevant details will be made known to you in a transparent manner at the time of opening of the account.
- c. The above accounts may be opened by you with nomination facility, wherever permissible. We will include, in the account opening form, the option for nomination as also the option for indicating the name of the nominee in passbooks/account statements/FDRs. We will explain the implications of the foregoing accounts as also the nomination facilities at the time of opening of the account.
- d. We will acknowledge the receipt of your nomination details and record the fact of nomination on the passbook/account statement/FDRs. At your request, we will also indicate the name of the nominee thereon.
- e. We will also inform you about liquid deposit facility, sweep account and similar types of products offered by us and their implications and procedures involved, at the time of opening of account.

### **8.1.1 Account opening and operation of deposit accounts**

Before opening any deposit account, we will:

- a. Carry out due diligence as required under 'Know Your Customer' (KYC) guidelines;
- b. Ask you to submit or provide necessary documents or proofs to do so.
- c. Obtain only such information to meet with our KYC, Prevention of Money Laundering or any other statutory requirements. In case any additional information is asked for, it will be sought separately and we will explain the reason for obtaining such additional information. Providing such information will be voluntary, unless required by law. The information will be kept confidential, unless required by law enforcing agency/banking regulator;
- d. Provide the account opening forms which will contain details of essential information required to be furnished and documents to be produced for verification and/or for record for meeting the KYC requirements;

- e. Require you to submit documents in respect of KYC at periodic intervals to enable us to update our records as required;
- f. Explain the procedural formalities and provide necessary clarifications sought by you while opening a deposit account;
- g. Give you the Most Important Terms and Conditions (MITC) governing the deposit facility you have sought to avail;
- h. At the time of opening of the account, make available to you the details of the insurance cover in force under the insurance scheme, subject to certain limits and conditions offered by the Deposit Insurance and Credit Guarantee Corporation of India (DICGC).

#### 8.1.2 Changing your account

- a. If you are not happy about your choice of current/savings account, you may within 14 days of making your first payment into the account, approach us to switch to any of our other accounts. Alternatively, you may ask for refund of the amount which will be given back to you with any interest it may have earned. We will ignore any notice period and any extra charges.
- b. If you decide to close your current/savings account we will do so within three working days of receiving your instructions, after you complete all formalities and submit all required documents.
- c. If you want to transfer your account to another branch of our bank we will do so. On receiving your request, we will transfer the account to the transferee branch within 3 (three) working days without insisting on fresh proof of address and on the basis of a self-declaration from you giving your current address. You will have to submit documentary proof of this address within a period of six months. We will intimate you as soon as the account is operationalised. The new branch will be provided with information on your existing standing instructions/direct debits, if any.

#### 8.1.3 Savings/Current accounts

When you open a deposit account, we will:

- a. Inform you about number of transactions, cash withdrawals, etc. that can be done free of charge in a given period.
- b. Inform you about the kind of charges, if any, in case of exceeding such limits. Details of the charges will be included in the Tariff Schedule;

- c. Inform you of the rate at which interest is paid on your **savings deposits**, how it is calculated and the periodicity of its payment.

#### 8.1.3.1 Minimum balance

- a. The minimum balance to be maintained in the savings bank account will be displayed in our branches.
- b. For deposit products like savings bank account and current account or any other type of deposit account, we will inform you:
  - i. About the minimum balance to be maintained as part of terms and conditions governing operation of such accounts.
  - ii. About charges which will be levied in case of failure to maintain the minimum balance in the account by you. Details of the charges will be included in the Tariff Schedule.
  - iii. 30 days in advance, of any change in minimum balance to be maintained. During this notice period, we will not charge you for non-maintenance of such higher minimum balance prescribed.

#### 8.1.3.2 Charges

Specific charges for issue of cheque books, additional/duplicate statement of accounts, duplicate passbook, copies of paid cheques, folio charges, debit card, ATM card, verification of signature, return of cheque, change in mandate or style of account, closure of savings bank/current accounts, etc., will be included in our tariff schedule. Concessions or relief given will not be withdrawn during the original validity period of the concession/relief.

#### 8.1.3.3 Passbook/statements

- a. To help you manage your account and check entries in it, we will provide you with a monthly statement/e-mail statement (subject to your acceptance) of account unless you have opted for a passbook.
- b. You can ask us to provide you with account statements more often than is normally available on your type of account, at a charge. This charge will be indicated in the tariff schedule.
- c. We will indicate our MICR Code and IFS Code in passbooks and statements of accounts.
- d. We will make available the customer care number of the Bank/Contact number of the branch in passbooks and statement of accounts.
- e. We will ensure that entries in your passbook/statements are brief, informative and intelligible.

#### 8.1.3.4 Upgradation of deposit accounts

In case your account meets the terms for upgradation, we will upgrade your account only after obtaining your consent in writing or through any other mode or where your consent is obtained through authenticated electronic means after necessary validation.

#### 8.1.4 Accounts of minors

- a. We will tell you, on request, how a deposit account can be opened in the name of a minor and how it can be operated.
- b. We will intimate the date on which the minor becomes major.

#### 8.1.5 Inoperative/Dormant accounts

We will:

- a. Inform you when you open your account, the circumstances under which your account will be classified as inoperative/dormant. You will also be informed at least 3 months before your account is classified as **inoperative/dormant** and the consequences thereof;
- b. Also endeavour to send an SMS/e-mail advising that your account is being classified as inoperative/dormant;
- c. Notify the jointholder(s) also before an account is classified as inoperative/dormant;
- d. Inform you of the procedure to be followed if you want to activate the account;
- e. Not levy any charge merely because an account is inoperative/dormant;
- f. Not charge you for activation of the inoperative account.

#### 8.1.6 Closing your account

Under normal circumstances, we will not close your account without giving you at least 30 day's notice indicating the reasons for such closure. In such cases, you will be required to make alternate arrangements for cheques already issued by you and desist from issuing any fresh cheques on such account.

#### 8.2 Clearing cycle/collection services

- a. We may provide a drop-box facility to enable you to deposit cheques to be sent for collection. Necessary precautions will be taken to ensure that cheques deposited in the drop-box are properly and promptly accounted for. However, you may, if you so desire, handover cheques at the counter against acknowledgement instead of depositing in the drop

box.

- b. We will inform you about the clearing cycle for local instruments and the outstation instruments including details such as cut-off time for lodging of instruments for same day clearing, when you can withdraw money after lodging instruments and when you will be entitled to earn interest on delayed collection as per our **cheque collection policy**.
- c. We will pay you compensation, as per our cheque collection/compensation policy for any delay in collection of instruments, without waiting for a demand from you.
- d. We will inform you, immediately, by SMS/e-mail when a cheque deposited by you for collection is returned unpaid.
- e. We will return a cheque unpaid/dishonoured along with a duly signed return memo indicating the date of return as also the reason for return/refusal of payment within 24 hours.
- f. If immediate credit for outstation cheques is offered, we will provide relevant information including the applicable terms and conditions, such as the limit upto which instruments tendered by you can be credited, operating accounts satisfactorily, etc.
- g. We will proceed as per our cheque collection policy and provide all assistance for you to obtain a duplicate cheque/instrument in case a cheque/instrument tendered by you is lost in transit and compensate you as per our cheque collection/compensation policy.
- h. We will give the above information when you open your account and whenever you ask for it. If there is any change in our cheque collection policy, the revised policy will be displayed on our website and will be made available at all our branches.

#### 8.3 Cash transactions

- a. We will accept cash and dispense cash at any of our branches under core banking subject to any restrictions on type of transaction or charges, if any, applicable to such transactions.
- b. We will exchange soiled/mutilated notes and/or small coins and issue good quality, clean bank notes/coins at all our branches. We will extend this facility, within prescribed limits to walk-in customers too.
- c. For transactions above a specified amount we may require you to furnish your PAN.

#### 8.4 Direct debits and Standing Instructions

We will:

- a. At the time of opening the account tell you how direct debits/standing instructions work and how you may record/cancel them and the charges connected with them. Charges will be levied as per the tariff schedule.
- b. Act upon mandates given by you for direct debits [say Electronic Clearing Service (ECS)] and other standing instructions. In case of any delay or failure in executing the mandate resulting in financial loss or additional cost, we will compensate you as per the compensation policy of the Bank. If the mandate cannot be executed due to insufficient balance in your account, we will levy charges as per the tariff schedule;
- c. Credit your account along with interest as soon as it is determined that any amount has been unauthorisedly/erroneously debited from your account and compensate you as per the compensation policy of the Bank.

#### 8.5 Stop payment facility

We will:

- a. Accept stop payment instructions from you in respect of cheques issued by you. Immediately on receipt of your instructions, we will give an acknowledgement and take action provided these cheques have not already been cleared by us;
- b. Levy charges, if any, as indicated in the tariff schedule;
- c. Reimburse and compensate you as per the compensation policy of the Bank in case a cheque is paid subsequent to the receipt of stop payment instructions by us.

#### 8.6 Cheques/debit instructions issued by you

We will:

- a. Keep original cheques/debit instructions paid from your account or copies or images of the cheques received from the presenting bank under CTS, for such periods as required by law;
- b. Give you the cheque/image of cheque/debit instruction or a copy thereof as evidence as long as records are available with us. If there is a dispute about a cheque paid/debit instructions from your account and in case the request for such cheque, etc. is made within a period of 1 year from the date of cheque/debit instruction, no charge will be levied. In respect of requests received beyond this period, charges will be levied as per the tariff schedule;

- c. Inform you how we will deal with **unpaid** cheques and **out-of-date (stale) cheques**. The details of charges to be levied will be included in the tariff schedule.

#### 8.7 Fixed deposits

- a. When you place a fixed deposit with us, we will obtain instructions from you in the account opening form for the disposal of your deposit at maturity.
- b. Where there are no instructions for disposal of the deposit at maturity, we will inform you well in advance through letter/**mail**/SMS about its impending date of maturity.
- c. In case we still do not receive any instruction from you, we will renew the deposit, excluding deposits like tax savings deposits, etc, for the same period of time as the matured deposit at the prevailing rate of interest.
- d. We will inform you the procedure for withdrawal of fixed deposit before maturity. This information will also be made available in the account opening form/MITC/reverse of the FDR.
- e. We will inform you of the interest rates applicable and charges for premature withdrawal of fixed deposit.
- f. We will permit premature withdrawals of term deposits in accordance with the mandate 'former or survivor/either or survivor', provided you have given us a specific joint mandate from all the depositors for the purpose. We will provide for such a mandate in the account opening form.
- g. We will inform you, at the time of acceptance of the deposit, the terms and conditions and interest rate applicable in case you renew the deposits on a date after the date of maturity. This information will also be made available in the account opening form/MITC/reverse of the FDR.
- h. We will advise you of provisions of Income Tax Act applicable to the interest income accruing to you on your deposits, our obligations under the Act and provisions available to you for seeking exemption from tax deduction at source.
- i. We will obtain Form 15 G or 15 H as applicable from you at the time of application if you are not liable to pay tax on your interest income. You may submit to us such form periodically as required, if you are not liable to pay tax on your interest income. We will acknowledge receipt of such forms.

- j. We will issue the requisite certificate within the stipulated period if we deduct tax from interest paid/accrued on your deposits.
- k. We will indicate the tax deducted, if any, on interest on fixed deposits credited to your savings/current account in the passbook/ statement of account.

#### **8.7.1 Advances against term deposits**

We will explain the facility of loan/overdraft available against term deposits.

#### **8.8 Settlement of claims in respect of deceased accountholders**

- a. We will follow a simplified procedure for settlement of accounts of **deceased accountholders**.
- b. We will provide claim forms for settlement of claims of the accounts of deceased persons, to those who approach us for the forms. We will also place the claim forms on our website.

##### **8.8.1 Accounts with survivor/nominee clause**

- a. In the case of a deposit account of a deceased depositor, where the depositor had utilised the nomination facility and made a valid nomination or where the account was opened with the survivorship clause ('either or survivor' or 'anyone or survivor' or 'former or survivor' or 'latter or survivor'), payment of the balance in the deposit account to the survivor(s)/nominee of a deceased deposit accountholder will be made, provided:
  - i. The identity of the survivor(s)/nominee and the fact of the death of the accountholder, is established through appropriate documentary evidence;
  - ii. There is no order from the competent court restraining the Bank from making the payment from the account of the deceased.

In such cases, payment to the survivor(s)/nominee of the deceased depositors will be made without insisting on production of succession certificate, letter of administration or probate, etc. or obtaining any bond of indemnity or surety from the survivor(s)/nominee, irrespective of the amount standing to the credit of the deceased accountholder.

- b. The survivor(s)/nominee would be receiving the payment from the

Bank as a trustee of the legal heirs of the deceased depositor, i.e., such payment shall not affect the right or claim which any person may have against the survivor(s)/nominee to whom the payment is made.

- c. The payment made to the survivor(s)/nominee, subject to the foregoing conditions, would constitute a full discharge of the Bank's liability.
- d. In case of fixed deposits with 'either or survivor' or 'former or survivor' mandate, premature withdrawal on death of one of the depositors of the deposit by the surviving joint depositor(s) will be permitted only if there is a mandate from all the depositors to this effect.

##### **8.8.2 Accounts without the survivor/nominee clause**

In case where the deceased depositor had not made any nomination or for the accounts other than those styled as 'either or survivor' (such as single or jointly operated accounts), we will adopt a simplified procedure for repayment to the legal heir(s) of the depositor, keeping in view the imperative need to avoid inconvenience and undue hardship to the common person. Keeping in view our risk management policy, we will fix a minimum threshold limit upto which claims in respect of the deceased depositors could be settled without insisting on production of any documentation other than a letter of indemnity.

##### **8.8.3 Time limit for settlement of claims**

We will settle the claims in respect of deceased depositors and release payments to survivor(s)/nominee within a period not exceeding 15 days from the date of receipt of the claim subject to the production of proof of death of the depositor and suitable identification of the claimant(s), to the Bank's satisfaction.

##### **8.8.4 Premature termination of fixed deposit accounts**

In the case of fixed deposits, we will incorporate a clause in the account opening form itself to the effect that in the event of the death of the depositor, premature termination of fixed deposits would be allowed. The conditions subject to which such premature withdrawal would be permitted would also be specified in the account opening form. Such premature withdrawal would not attract any penal charge.



### 8.8.5 Treatment of flows in the name of the deceased depositor

In order to avoid hardship to the survivor(s)/nominee of a deposit account, we will obtain appropriate agreement/authorisation from the survivor(s)/nominee with regard to the treatment of pipeline flows in the name of the deceased accountholder. In this regard, we will consider adopting either of the following two approaches:

- i. We could be authorised by the survivor(s)/nominee of a deceased accountholder to open an account styled as 'Estate of \_\_\_\_\_, the Deceased' where all the pipeline flows in the name of the deceased accountholder could be allowed to be credited, provided no withdrawals are made.
- or
- ii. We could be authorised by the survivor(s)/nominee to return the pipeline flows to the remitter with the remark 'accountholder deceased' and to intimate the survivor(s)/nominee accordingly. The survivor(s)/nominee/legal heir(s) could then approach the remitter to effect payment through a negotiable instrument or through electronic transfer in the name of the appropriate beneficiary.

### 8.9 Safe deposit lockers

We will give you the complete details of the rules and the procedures applicable for allotment of the safe deposit lockers and also safe deposit of valuables, in case we offer the service. We will allot lockers without linking it to placement of fixed deposits. However, to ensure prompt payment of locker rent, we may at the time of allotment, obtain a fixed deposit which would cover 3 years' rent and the charges for breaking open the locker in case of an eventuality.

### 8.10 Foreign exchange services

- a. When you buy or sell foreign exchange, we will give you information on the services, details of the exchange rate and other charges which apply to foreign exchange transactions. If this is not possible, we will tell you how these will be worked out.
- b. If you want to transfer money abroad, we will inform you how to do this and will give you:
  - i. A description of the services and how to use them;
  - ii. Details of when the money you have sent abroad should get there

- and the reasons for delays, if any;
- iii. The exchange rate applied for conversion of the foreign currency (if this is not possible at the time of the transaction, we will let you know later what the rate was);
- iv. Details of any commission or charges, which you will have to pay and a caution that the person receiving the money may also have to pay the correspondent Bank's charges.
- c. We will tell you if the information provided by you for making a payment abroad is adequate or not. In case of any discrepancies or incomplete documentation, we will advise you immediately and assist you to rectify/complete the same.
- d. If money is transferred to your bank account from abroad, we will tell you the original amount received and charges if any levied. If the sender has agreed to pay all charges, we will not take any charges when we credit the money into your account.
- e. We will guide you about the regulatory requirements or conditions relating to foreign exchange services offered by us as and when requested by you.
- f. In case of delay beyond the day when the amount is due for credit, you will be compensated (a) for any loss on account of interest for due period beyond the due date and (b) also for adverse movement of forex rate as per the Compensation Policy of the Bank.
- g. All certificates required to be issued under regulatory/statutory instructions will be issued free of charge.

### 8.11 Remittances within India

If you want to remit money within India, we will inform you how to effect it and will:

- a. Give a description of our services and how to use them;
- b. Suggest to you the best way to send the money to suit your needs;
- c. Disclose the details of all charges including commission that you will have to pay for the service as per the tariff schedule;
- d. Send you an SMS/e-mail informing you of the fate/status of the remittance made by you through mobile banking/NEFT/RTGS;
- e. Make available on our website updated contact details of our customer facilitation centres to handle your queries/complaints

- f. regarding NEFT/RTGS transactions;  
In case of any delay we will compensate you for the delay and any loss/additional expense incurred by you;
- g. We will extend remittance facilities within prescribed limits to walk-in customers too.

## 8.12 Lending

- a. We will have a board approved policy on loans and advances.
- b. We will base our lending decisions on a careful and prudent assessment of your financial position and capacity to repay.
- c. We will not discriminate on grounds of sex, caste and religion in the matter of lending. However, this does not preclude us from instituting or participating in schemes framed for specified sections of the society.

### 8.12.1 Loans

#### 8.12.1.1 General information

We will:

- a. Give you the Most Important Terms and Conditions (MITC) governing the loan/credit facility you have sought to avail;
- b. Give you information explaining the key features of our loan and Corporate Card products including applicable fees and charges while communicating the sanction of the loan/Corporate Card;
- c. Advise you about the information/documentation we need from you to enable you to apply. We will also advise you what documentation we need from you with respect to your identity, address, employment, etc. and any other document that may be stipulated by statutory authorities (e.g. PAN details), in order to comply with legal and regulatory requirements;
- d. Verify the details mentioned by you in the loan/Corporate Card application by contacting you at your residence and/or on business telephone numbers and/or physically visiting your residence and/or business addresses through agencies appointed by us for this purpose, if deemed necessary by us;
- e. If we offer you an overdraft, or an increase in your existing overdraft limit, tell you if your overdraft is repayable on demand or otherwise.

We will, if required, also advise about the method of calculation of overdrawn amount and also the computation of interest;

- f. In case we offer/approve a credit facility over the telephone, we will credit your account with the amount only after receiving your acceptance in writing or through any other mode and where your consent is obtained through authenticated electronic means/after necessary validation;
- g. Not offer any unsolicited pre-approved credit facility in any form, including enhancement of Corporate Card limit and top-up of personal loan limits, etc.

#### 8.12.1.2 Applications for loans and their processing

- a. At the time of sourcing a loan product, we will provide as part of the loan application form, information about the interest rates along with the annualised rates of interest, whether floating or fixed, as also the fees/charges payable for processing, the amount of such fees refundable if loan is not sanctioned/dispensed, pre-payment options and charges, if any, penal rate of interest for delayed repayments, if any, conversion charges for switching your loan from fixed to floating rates or vice versa, existence of any interest reset clause and any other matter which affects the interest of the borrower, so that a meaningful comparison with those of other banks can be made and an informed decision can be taken by you.
- b. We will provide you with a checklist of documents to be submitted (compliant with legal and regulatory requirements) along with the loan application form to enable you to submit the application complete in all respects. If required, we will assist you in filling up your loan application form.
- c. We shall invariably provide you with an acknowledgement of your loan application, whether submitted online or manually, indicating therein the time frame within which the application will be processed.
- d. We will convey our decision on your loan application for a limit up to ₹20 lakh within 30 working days from the date of receipt of the application provided your application is complete in all respects and

- is submitted along with all the documents as per 'check list' provided. We will convey our decision on applications beyond ₹20 lakh within a reasonable time frame.
- e. Normally all particulars required for processing the loan application will be collected by us at the time of application. In case we need any additional information we will contact you immediately.
  - f. We will communicate, in writing, the reason(s) for rejection of your loan application.
  - g. We will provide you the sanction letter detailing particulars of amount sanctioned and the terms and conditions.
  - h. We will provide you an amortisation schedule (schedule of repayment of principal and interest for the duration of the loan).
  - i. We will also inform you whether you have an option to let Equated Monthly Instalments stay constant and changed tenure or vice versa when the interest rate changes.
  - j. We will, at your request, supply authenticated copies of all the loan documents executed by you at our cost along with a copy each of all enclosures quoted in the loan document.
  - k. We will give written receipt for all documents to title taken as security/ collateral for any loan.
  - l. We will endeavour to send you a communication through letter/mail or SMS about the status of your account before it becomes an NPA.
  - m. We will give you notice, sufficiently in advance, if we decide to recall/ accelerate payment or performance under the agreement or seek additional securities.
  - n. We will provide you with an annual statement of account of your term/ demand loans.
  - o. We will provide you with the loan statement, more often, if required, at a cost which will be indicated in the tariff schedule.
  - p. We will return to you all the securities/documents/title deeds to mortgaged property within 15 days of the repayment of all dues agreed to or contracted. If any right to set off is to be exercised for any other claim, we will give due notice with full particulars about the other claims and retain the securities/documents/title deeds to mortgaged property till the relevant claim is settled/paid.
  - q. We will compensate you for any delay in return of securities/ documents/title deeds to mortgaged property beyond 15 days of the

repayment of all dues agreed to or contracted.

- r. In the event of our losing the securities/documents/title deeds you have provided to us when you availed a loan, we will compensate you for the loss. We will issue a certificate indicating the securities/ documents/title deeds lost and extend all assistance to you for obtaining duplicate documents, etc.
- s. We will process a request for transfer of borrowal account, either from you or from a bank/financial institution, in the normal course and convey our concurrence or otherwise within two weeks of receipt of request.
- t. We will not levy foreclosure charges/pre-payment penalties on home loans carrying floating interest rate.

### 8.13 Guarantee

- a. If you want us to accept a guarantee or other security from a third party for your liabilities, we may ask you for your permission to give confidential information about your finances to the person giving the guarantee or other security, or to their legal adviser.
- b. We will also:
  - i. Encourage them to take independent legal advice to make sure that they understand their commitment and the possible consequences of their decision (where appropriate, the documents we ask them to sign will contain this recommendation as a clear and obvious notice);
  - ii. Inform them that by giving the guarantee or other security they may become liable instead of, or as well as, you;
  - iii. Inform them what their liability will be;
  - iv. Give a copy of the terms and conditions of the loan sanctioned/ loan agreement, free of cost, to the guarantor(s) of the credit facility availed by you.
- c. When you are considering to be a guarantor to a loan, we will tell you:
  - i. Your liability as guarantor;
  - ii. The amount of liability you will be committing yourself to the Bank;
  - iii. Circumstances in which we will call on you to pay up your liability;

- iv. Whether we have recourse to your other monies in the Bank if you fail to pay up as a guarantor;
- v. Whether your liabilities as a guarantor are limited to a specific quantum or they are unlimited;
- vi. Time and circumstances in which your liabilities as a guarantor will be discharged as also the manner in which we will notify you about this;
- vii. Of any material or adverse change in the financial position of the borrower to whom you stand as a guarantor.
- d. We will return to you all the securities/documents/title deeds to mortgaged property within 15 days of the repayment of all dues agreed to or contracted.
- e. We will compensate you for any delay in return of securities/documents/title deeds to mortgaged property beyond 15 days of the repayment of all dues agreed to or contracted.
- f. In the event of our losing the securities/documents, we will compensate you for the loss. We will issue a certificate indicating the securities/documents lost and extend all assistance to you for obtaining duplicate documents, etc.

#### **8.14 Central registry**

When you avail of a loan facility involving immoveable property as primary or collateral security, we will advise you the functioning of the Central Registry and the fact that their records will be available for search by any lender or any other person desirous of dealing with the property.

#### **8.15 Settlement of dues**

- a. You should let us know, as soon as possible, if you are not able to make your payments on time.
- b. We will consider all cases of genuine financial difficulty sympathetically and positively, in consonance with regulatory guidelines and our policy.
- c. We will try to help you overcome your difficulties.
- d. In case we offer you a One Time Settlement (OTS) for repayment of dues, we will explain to you the details of the offer.
- e. We will spell out, in writing, the terms and conditions of the OTS offered to you.

- f. If the dues are settled under OTS, we will explain to you the implications of such settlement on your credit history maintained by the CICs.

#### **8.16 Securitisation of loans/card dues**

- a. In case we securitise (sell) your loans/dues on your card to another entity, we will advise you the name and contact details of such entity along with the amount of your loan/dues transferred to them. In the normal course, loans/card dues, which are nonstandard are considered for sale to Asset Reconstruction Company (ARC) through assignments. Where dues are settled through compromise, assigning such assets to ARC does not arise.
- b. You will then be liable to pay the amount due, to the entity to which the loan/dues have been transferred.
- c. The entity to which the loan/dues have been transferred will continue to report your credit information to the CICs.
- d. We will endeavour to assist you in case you, have a grievance against the entity to which your loan/dues have been transferred by us.

#### **8.17. Electronic banking**

##### **8.17.1 PINs and passwords**

- a. We will conform to internationally accepted standards for methods of generation, storage and terminal security relating to PINs and passwords to ensure their confidentiality and security for your protection.
- b. Your Corporate Card PIN will be sent via SMS to your mobile number registered on our records. This SMS will be sent subject to certain validations and steps which will have to be undertaken as detailed below.

Follow the below steps to get your Corporate Card PIN via SMS:

**Step 1:** Once your Corporate Card is issued, the Bank will send an SMS advising you that the Corporate Card ATM PIN can be obtained via SMS. You are required to respond back to this SMS with a password or authentication code.

**Step 2:** The password or authentication code is a combination of first two letters of your first name, date of birth (DDMM format) and

the last 4 digits of your Corporate Card number (no symbols or spaces). This password has to be sent as an SMS to +919958418884.

**Step 3:** After successful validation of the password, we will send you a Corporate Card ATM PIN via SMS within 1 working days. Please treat your PIN as confidential, memorize it and delete the PIN related SMS. You can change the PIN at the nearest HSBC ATM in India.

In case you are not able to SMS your password/validation details or in case the validation are not successful, we will dispatch your Corporate Card PIN via paper mode to your mailing address updated in the Bank's record. The above stated approach will be followed to generate PIN for all new Corporate Cards issued by HSBC.

Further, in case you decide not to opt for this feature of PIN on SMS, request you to contact the HSBC Corporate PhoneBanking and place your request for the PIN through paper, your Corporate Card PIN will be dispatched via paper mode to your mailing address updated in the Bank record.

In case you request for a PIN re-generation for your existing HSBC Corporate Card, the above stated PIN on SMS process will apply. Once you receive a notification about PIN on SMS, please follow steps 1 to 3 as stated above.

- c. In order to safeguard your account, simple PINs or passwords such as those listed below should be avoided.
  - i. Birth dates, months or years;
  - ii. Sequential numbers (e.g. 3456);
  - iii. Number combinations that may be easily guessed (e.g. 1111);
  - iv. Parts of your telephone number;
  - v. Parts of numbers in the order in which they are printed on any of your cards;
  - vi. Other easily accessible personal data (e.g. driving licence, or other numbers easily connected with you); and
  - vii. Names of family members, pets or streets.
- d. You must safeguard your PIN or password -

**Do not:**

- i. Allow anyone else to use your card, PIN, password or other security information;

- ii. Write down or record your PIN, password or other security information;
- iii. Store your password(s) in your mobile/browser;
- iv. Give your account details, password/PIN or other security information to anyone, including those who claim to be authorised representatives of the Bank;
- v. Respond to any communication asking for bank account details for any purpose;
- vi. Fall prey to fictitious offers/lottery winnings/remittance of cheap funds in foreign currency from abroad by certain foreign entities/individuals, including Indian residents acting as representatives of such entities/individuals. These offers are generally made through letters, e-mails, mobile phones, SMSes, etc.

**Always:**

- i. Memorise your PIN, password and other security information and destroy the written communication, if any, received by you;
- ii. Choose your new PIN carefully, if you change your PIN;
- iii. Choose a 'strong' password and change it regularly;
- iv. Take reasonable steps to keep your card safe in your personal custody and your PIN, password and other security information secret at all times;
- v. Take care to ensure that no-one can see you enter your PIN when you use your card at ATMs or at Points of Sale (POS) counters;
- vi. Inform us of the disclosure or possible disclosure of your PIN or password as soon as you are aware or suspect your PIN or password has been disclosed. You should also change your password/PIN as soon as you are aware or suspect that someone else knows them;
- vii. Consider using a different PIN or password for different cards or equipment;
- viii. Put in a power-on/access password in your PC/Mobile, screensaver password on your PC, so that no one else can use your PC/Mobile without your consent;
- e. In case someone else knows your PIN or other security information, we will, on your notifying us, take immediate steps to try and prevent these from being misused.

### 8.17.2 Internet banking

- a. We will take all necessary steps to put in place security systems to enable safe access to and transacting through internet banking.
- b. We will take appropriate measures to ensure that our internet banking system and technology are secure and are regularly reviewed and updated for this purpose.
- c. We will undertake various initiatives to educate you on online security by way of periodic e-mails, through our website and at various customer touchpoints like ATMs, etc.
- d. We will never ask you in person or in writing (including by e-mail) to confirm your internet banking security information or to disclose your password.
- e. When we first give you access to our internet banking services, we will tell you where to find the information you need to safeguard your online information and to protect yourself and your own computer from fraud, scams or unauthorised transactions. This information will be updated from time to time.
- f. We will inform you of what procedures you must use to report unauthorised access to your information, accounts or disputed transactions using internet banking service and make available to you contact particulars, so you can report the unauthorised activity as soon as you are aware of it.
- g. When you have access to internet banking services, we will also inform you of the applicable terms and conditions relating to such services. Detailed internet banking terms and conditions will also be available on our website.
- h. All internet banking related services and associated charges, if any, will be displayed and available to you online. Charges associated with internet banking services will also be available in the tariff schedule.
- i. We will carry out additional authentication process via second factor parameters for financial transactions, as prescribed by the regulator from time to time.
- j. We will send you SMS/e-mail alerts for the financial transactions undertaken by you beyond the specified limit, at the contact details registered with us.
- k. We will send you an SMS/e-mail on all payee/biller registration done on netbanking.
- l. We will offer you the facility of fixing a cap on the value, mode of transactions and beneficiaries in electronic modes of transactions. We will require an additional authorisation in the event of your changing the options. We will send you an alert when a request for change in the options is received.
- m. You may opt out of internet banking services at any point of time. However, you must keep us informed of your decision and ensure that you complete the requisite formalities.
- n. You will not be liable for losses caused by transactions before your access to internet banking facility is activated/made operational.
- o. In any dispute about receipt of passwords or security information that are not issued to you in person, we will not rely merely on proof of despatch to your correct address as proof that they have been received by you.
- p. In the event of any unauthorised transaction after you have received the means to access internet banking, your liability will be the lesser of:
  - i. The actual loss at the time of notification to us; or
  - ii. The balance that would have been available for withdrawal from your account(s); or
  - iii. The limit you may have set for such transactions;
  - iv. Lower of (i) to (iii) or maximum of ₹10,000 (Rupees ten thousand only).
- q. If you advise us as promptly as reasonably possible that your password or any other security information is or may be known to another person or there has been an unauthorised access to your internet banking information or accounts, you will not be held responsible for any loss, from the time you have notified us, unless you have acted fraudulently or negligently or have contributed to such disclosure or unauthorised access.
- r. If you incur a direct loss that is due to a security breach of our internet banking system as a result of our failure to take reasonable care and is not caused or contributed to by you, we will reimburse/compensate you for that loss.

- s. Online banking is safe and convenient as long as you take a number of simple precautions. Please make sure you follow the advice given below:
  - i. Visit our secure internet banking site directly. Avoid accessing the site through a link from another site or an e-mail and verify the domain name displayed to avoid spoof websites.
  - ii. Ignore any e-mail asking for your password or PIN and inform us of the same for us to investigate. Neither the police nor we will ever contact you to ask you to reveal your online banking or payment card PINs, or your password information.
  - iii. Log off from netbanking when your session is complete. Use the 'Log Out' button to log out so that the session closes. Do not just close the window to log off.
  - iv. Do not use cyber cafés/shared PCs to access our internet banking site.
  - v. Update your PC with latest anti-virus and spyware software regularly.
  - vi. Instal security programmes to protect against hackers, virus attacks or any malicious programmes.
  - vii. Instal a suitable firewall to protect your PC and its contents from outsiders.
  - viii. Disable the 'File and Printing Sharing' feature on your operating system.
  - ix. Log off your PC when not in use.
  - x. Do not store your ID/PIN in the Internet Explorer Browser.
  - xi. Check your account and transaction history regularly.
  - xii. Follow our advice - our websites are usually a good place to get help and guidance on how to stay safe online.

### 8.17.3 Mobile banking

- a. We will take appropriate measures to ensure that our mobile applications are secure and regularly reviewed and updated for this purpose.
- b. Apart from your obligations when using internet banking, when using a mobile application or any other form of social media to access banking services you will need to take additional care to protect your device, by:
  - i. Not leaving your device unattended and logged into a mobile banking service;
  - ii. Locking your device or taking other steps to stop unauthorised use of your mobile banking service;

- and
- iii. Notifying us as soon as practicable if your device is lost or stolen.
- c. If you opt for mobile banking services we will, prior to your registration for the service, inform you of:
  - i. The security procedure adopted by us for user authentication;
  - ii. The applicability or otherwise of stop payment instructions and the terms and conditions for the acceptance, if any, for the same.

### 8.17.4 ATM/Debit and Corporate Cards

- a. We will offer you an ATM/Debit card if it is normally issued with the type of account you have opted for. You may decline to accept the card if you do not want it.
- b. Where cards are delivered to you personally, we must be satisfied about your identity before allowing cards to be delivered.
- c. We will send a service guide/member booklet giving detailed terms and conditions, losses on your account that you may be liable, if your card is lost/misused and other relevant information with respect to usage of your card along with your first card.
- d. We will inform you which of your accounts your card can access. We will also inform you whether the card issued to you has more than one function and if so, what those functions are.
- e. We will advise you of the current transaction limits that apply at POS counters, ATMs and forex transactions.
- f. We will advise you of the fees and charges that apply to your card.
- g. We will provide 'Online Alerts' to you for all card transactions, irrespective of the amount. While sending you an alert every time your card is used, we will indicate the telephone number which you can contact to deactivate your card, if the transaction has not been initiated by you/your card has been misused.
- h. We will send you an SMS in the event of 3 consecutive incorrect attempts of login on the same day.
- i. You must always ensure that you have informed us of your current mobile number/e-mail ID, so that you receive alerts promptly. Failure to keep your contact information with us updated may result in your being liable for any loss suffered as a result of misuse of your cards.
- j. When we issue your card we will inform you how best to safeguard your card. For example, you must:
  - i. Not leave your card in an unattended wallet, purse or vehicle

- or anywhere from where it could be removed without being noticed;
- ii. Sign your card as soon as you receive it;
- iii. Not give your card to anyone or let anyone else use your card. Always remember to take your card back after using it;
- iv. Inform us if you change your address, so a replacement card is sent to the correct place; and
- v. Report the loss or theft of your card as soon as you are aware of it.

#### 8.17.4.1 Reporting loss/theft/disputed transactions

- a. We will inform you of the procedure you must follow to report the loss, theft or unauthorised use of your card or PIN.
- b. We will include in the terms and conditions what your liability will be in relation to the loss or theft of your card or disclosure of your PIN or password.
- c. We will make available to you telephone numbers/e-mail IDs that you can use to report loss, theft or unauthorised use of your card, PIN or password as soon as you are aware that any such event has occurred.
- d. You should inform us as soon as you discover that your card has been lost or stolen or someone else knows your PIN, password or other security information apart from changing them immediately.
- e. In case your ATM/Debit/Corporate Card has been lost or stolen, we will, on your notifying us, take immediate steps to try to prevent these from being misused.
- f. You may be liable for misuse until the time that we have been notified.
- g. We will block a lost or misused card immediately on being informed of the loss/misuse. You could tell us about the loss/misuse by phone at our 24 hour toll-free number and send us a written confirmation to that effect immediately. You may also send us an e-mail using the e-mail ID we have given you for this purpose. We will send you a confirmation for having blocked usage of the card promptly.
- h. Once you have advised us that your card has been lost or stolen, or your PIN or password disclosed, you will not be responsible for any unauthorised use of your card after that time. This protection will not apply if you have acted fraudulently or negligently.
- i. In the case of a disputed transaction, we will give you more details, if you ask us to do so. In cases where we do not accept your contention, it will be our responsibility to provide evidence of your having authorised the transaction in question.
- j. If you notify us of an incorrect, invalid or unauthorised transaction, we will investigate the matter. If the transaction is found to be incorrect, invalid or unauthorised we will reverse the transaction as per the chargeback process.
- k. You will not be liable for losses before you receive your card or, if applicable, your PIN and password, provided you have notified us of your current address. In any dispute about receipt of a card, PIN or password that is not issued to you in person, we will not rely on proof of despatch to your correct address as proof that the card, PIN or password was received.
- l. You will not be liable for loss caused by:
  - i. Fraudulent or negligent conduct by our employees or agents or parties involved in the provision of electronic banking services;
  - ii. Faults that occur in machines, cards or systems used, unless the faults are obvious or advised by message or notice on display;
  - iii. Unauthorised transactions before you have received your cards, PIN or password;
  - iv. Any other unauthorised transaction where it is clear that you could not have contributed to the loss.
- m. You will be liable to pay not more than ₹10,000 (Rupees ten thousand only) for any loss that occurs before you notify us. However, this limit will not apply if:
  - i. You have acted fraudulently or negligently; or
  - ii. You have contributed to the unauthorised use of your card.
- n. In the event that the clause above applies, your maximum liability will be the lesser of:
  - i. The actual loss at time of notification; or
  - ii. The maximum amount that you would have been entitled to withdraw from your account between the time your card was lost/stolen and the time you notified us.
- o. You will have a limited time to dispute a transaction. We will inform you of this time in the terms and conditions. Failure to report the



incorrect, invalid or unauthorised transaction within that time will mean that we cannot reverse the transaction and you will have to pay for it. There are limited circumstances under which we can reverse a Corporate Card transaction, particularly where the rules of a Corporate Card Company apply. For example, we cannot reverse a Corporate Card transaction where there is a dispute with the merchant as to the quality of the goods and services, or you have changed your mind about the quality of the goods and services or an error has been made by you or the merchant on a debit card transaction.

- p. We will display the telephone numbers of the help desk/contact persons of the ATM owning bank at ATM locations to enable you to lodge a complaint/seek redressal.
- q. We will also display the name and telephone number of the officials with whom the complaint can be lodged.
- r. We will reimburse amounts wrongly debited in failed ATM transactions within the prescribed time limit. For any delay beyond the prescribed time limit, we will pay compensation as prescribed, provided the claim is lodged with us i.e. the ATM card issuing bank within 30 days of the transaction.
- s. In case of disputed ATM transactions, we will retain the relevant camera footage till the dispute is settled. Access to such footage will be available only if the dispute is raised within the prescribed preservation period of such records.

## 8.17.5 Corporate Card

- a. When you apply for a Corporate Card, we will explain the relevant terms and conditions such as fees, interest and other charges, billing and payment, method of computation of overdues, financial implications of paying only 'the minimum amount due', renewal and termination procedures, and any other information that you may require to operate the card.
- b. We will give you a copy of the Most Important Terms and Conditions (MITC) at the time of application.
- c. We will advise you of our targeted turn around time while you are availing/applying for a Corporate Card.
- d. We may also issue a deactivated (not ready to use) Corporate Card if

we consider your profile appropriate for issuing Corporate Card and such deactivated card will become active only after you convey your acceptance of the card and take steps for its activation as required and subject to such other conditions as may be specified.

- e. In case we activate the card without your consent or bill you for the card for which you have not given your consent, we will not only reverse the charges forthwith but will also pay a penalty amounting to twice the value of the charges reversed.
- f. We will extend a loan/credit facility or enhance the credit limit on your card only with your consent in writing. Consent received through electronic means where you specifically validate the transaction and having read the MITC and where digital records of such consent can be retrieved as a proof of consent will also be treated as consent.
- g. We may issue an add-on card(s) to the person(s) nominated by you. We will, at your request, set a credit limit (within the overall limit) for the add-on card(s) issued to you. You will be liable for all transactions made by such additional Cardholders.
- h. If the limit on your Corporate Card is proposed to be reduced, we will inform you immediately including the reason therefor, by SMS/e-mail followed by confirmation in writing.
- i. We will ensure that we comply with your request for cancellation and confirm cancellation/closure of the Corporate Card to you within 7 working days of the request being received in writing or through an e-mail ID registered with us, provided that the outstanding amount, if any, is settled/paid.

### 8.17.5.1 Corporate Card statements

- a. To help you manage your Corporate Card account and check details of purchases/cash withdrawals, we will send you a monthly statement, free of cost, with details of the transactions made with/using your Corporate Card. The Corporate Card statement will be dispatched on a predetermined date every month, by post/courier to your mailing address or, if you so desire, by e-mail to the address registered with us. The statement will also be made available for viewing on internet banking.
- b. In the event of non-receipt of this statement, we expect you to get in

touch with us so that we can arrange to resend the details to enable you to make the payment and highlight exception, if any, in a timely manner.

- c. We will let you know/notify changes in schedule of fees and charges and terms and conditions. Normally, changes (other than interest rates and those which are a result of regulatory requirements) will be made with prospective effect after giving notice of at least 1 month. The changes will be notified along with the monthly statement of account or copy thereof.
- d. Before reporting to Credit Information Company about default status of a Corporate Cardholder, we will adhere to a procedure approved by the Board, including issuing of sufficient notice to the Cardholder.

#### **8.18. Third party products**

We will undertake to sell third party products like mutual funds, insurance, etc. only if we are authorised to do so. We will have a Board approved policy regarding marketing and distribution of third party financial products.

- a. We will inform you if we, as agents, of any investment/asset management Company or insurance Company, offer any type of investment product including mutual funds or insurance products.
- b. We will ensure that all investment and insurance products we are selling are in accordance with extant rules and regulations.
- c. When you avail a banking service or product from us, we will not compel you to purchase/subscribe to any third party product as a quid pro quo.
- d. In the case of securities provided by you for loans availed from us, we will not insist on your obtaining insurance cover from any particular provider/same organisation. Obtention of insurance products if any offered by us will be purely on voluntary basis. You will be free to obtain insurance cover from a service provider of your choice.
- e. We will, at regular intervals, educate you by way of advertisement/notice board/information on website/distribution of pamphlets, etc. The benefit of the products being sold at our branches, unless you have opted not to receive such information.
- f. We will ensure that all investment and insurance products sold at

the branches will be explained to you by personnel who are duly qualified to sell the products.

- g. We will apply appropriate customer due diligence measures before selling investment/insurance products to you.
- h. We will sell a product to you if we believe it is suitable and appropriate for you.
- i. We will obtain the requisite application and documentation for a product offered only after you have consented to subscribe/avail of the product, in writing or through authenticated electronic means/after necessary validation.
- j. We will provide detailed terms and conditions of the product which is being offered to you.
- k. We will ensure that the charges for related service for selling of various products will be displayed and made available to you.
- l. We will ensure that the statement/policy documents will be delivered to you within 30 days from the completion of all the formalities (including medical examination) as per the scheme.
- m. We will arrange to provide maximum possible 'After Sales Service' like reminder of SIP, latest NAV, date of maturity, due date of payment of premium, etc.
- n. We will arrange for you to have at periodical intervals information on the performance of the scheme/products you have availed.
- o. We will disclose details of all commissions/other fees received, if any, from mutual fund/insurance/other financial companies for marketing their products.

#### **8.19 Credit counselling facility**

We will endeavour to provide credit counselling facility. Wherever such facility is available, we will display, at our branches in a particular centre, the address, timings, etc. of the counselling centres set-up by any bank at that centre to enable you to avail of the service.

#### **8.20 Getting records**

We will, on request, make available to you, at a cost, records pertaining to your transactions, provided this is within the prescribed preservation period of such record.

## 9. Branch closure/shifting

- a. If we plan to close our branch or if we move our branch or we are not able to continue to provide banking services to you, we will give you:
  - i. Notice of two months if there is no branch of any bank functioning at that centre;
  - ii. Notice of 1 month in all other cases.
- b. In case we shift the branch, we will inform you of the complete address of the new location of our branch.
- c. We will inform you of any change in the timings of the working of the branch.

## 10. Financial inclusion

- a. We will make available 'Basic Savings Bank Deposit Account' (BSBDA) without the requirement of any minimum balance subject to compliance with the instructions on Know Your Customer (KYC)/Anti-Money Laundering (AML) for opening of bank accounts issued by RBI from time to time. We will also offer/provide minimum common facilities including the facility of ATM card or ATM-cum-Debit Card without any charges, which will be made known to you. The relevant details will be made known to you in a transparent manner at the time of opening of the account.
- b. We will also extend the facility of opening such accounts on the basis of simplified KYC norms. However, such accounts will be additionally treated as 'Small Accounts' and subjected to restrictions which will be made known to you in an easy to understand manner and in the local language.
- c. We will also prominently display in all our branches in bilingual/trilingual the requirements for opening 'Basic Savings Bank Deposit Account' and also the documentation required under simplified KYC norms for opening 'Small Account'.
- d. We will also take steps, including training, to create awareness about the above among our staff, particularly the frontline staff. We will make available, free of cost, basic banking facilities like maintaining of accounts with a specified number of withdrawals in a month, general Corporate Card and transfer of benefits from State and Central Governments through electronic platforms.

- e. We will make available, free of cost, basic banking facilities like maintaining of accounts with a specified number of withdrawals in a month, general Corporate and transfer of benefits from State and Central Governments through electronic platforms.
- f. We will provide value added services, if so desired, by you either free of cost or with low charges, to be notified upfront in the language known and understood by you.
- g. If there are any changes in the services, transactions or the charges, these will be made known at least 1 month prior to these becoming effective.
- h. The changes, if any, will be communicated through means appropriate to you, such as by display in the notice board of the branch, or through the business correspondent or through letters, etc.
- i. Where we do not have a branch, we will endeavour to have a Business Correspondent (BC)/Business Facilitator (BF) in unbanked areas as per guidelines and road map agreed to, if any, with Reserve Bank of India to enable the opening of accounts, deposit and withdrawal of money, subject to amount and number of transactions, balance enquiry, etc., as also to facilitate transfer of money from one place to another.
- j. We will also endeavour to provide mobile banking facilities.
- k. We will also endeavour to provide other modes of remittance including mobile phones, electronic platforms like ECS, NEFT, etc.
- l. We will be responsible for all acts of omission and commission of the BC/BF and any complaint lodged against them will be investigated.
- m. We will offer, in case of need, a credit facility at affordable cost, subject to terms and conditions which will be made known to you at the time of applying for the credit facility.
- n. We will explain to you the various credit plans available, including minimum information which the Bank may need for processing your loan application, the most important terms and conditions applicable to such loans, the security which may be charged to the Bank, the manner and periodicity of application of interest, repayment procedure, etc.
- o. We will not insist on collateral security for credit limits up to ₹1 lakh (excludes loans to MSE customers where higher collateral free limit of

₹10 lakh is applicable).

- P. In case you face any financial difficulty in relation to the credit facility availed by you, we will consider such cases sympathetically and positively.
- q. You may keep us informed of any financial difficulty you may face, as above, to help us assist you overcome your difficulties.
- r. We will endeavour to help you to overcome your difficulties by, where desirable, drawing up a revival package, if such package is considered desirable in the interest of both of us.
- s. We will educate and guide the account holders the manner of operating bank accounts either under normal branch banking or through alternate channel including using devices under Information and Communication Technology (ICT) enabled platforms.
- t. We will undertake financial literacy activities to educate customers.
- u. We will organise camps, stalls and town hall events to promote the cause of financial inclusion in towns and villages with participation by the target group.
- v. We will introduce a mechanism in the Bank to educate our staff across levels about the financial inclusion efforts in the country in general and in the Bank, in particular.
- w. We will put in place a system of regular/ongoing visits by the Bank's officials to the unbanked areas where financial inclusion initiatives have been undertaken to ensure implementation of the bank's efforts.
- x. We will endeavour to attend promptly to your complaints, if any and resolve them at the earliest.
- y. In case you have any grievance about the Bank or its BC/BF, we will make known the manner of lodging complaints and the mechanism in the Bank for resolution of complaints, as also the Banking Ombudsman Scheme, in case your complaint is not resolved or resolved to your satisfaction by the Bank.
- z. We will give wide publicity to the financial inclusion programme and educate the customers about various products and services.

#### 11. Senior citizens and differently abled persons

- a. We will make our best efforts to make it easy and convenient

for our special customers like senior citizens, differently abled and illiterate persons to bank with us. This will include making convenient policies, products and services for such applicants and customers.

- b. We will endeavour to develop systems and procedures to improve access to banking services by you.
- c. We will endeavour to make physical access to our branches and ATMs convenient for you.
- d. We will sensitise our staff interacting with you to assist you in carrying out your banking transactions.
- e. In addition to all the other commitments made in this Code:
  - i. We will accord due priority to you. We will endeavour to provide you personalised services for banking transactions and redressal of grievances.
  - ii. We will endeavour to provide seating arrangements in the banking hall.
  - iii. We will endeavour to provide you our services through a single window mechanism.
  - iv. We will permit withdrawal of your funds, up to limits set by you, by persons authorised by you on production of the authorisation letter and passbook.
  - v. We will endeavour to provide 'Doorstep' banking (pick-up of cash/instruments for credit to the account or delivery of cash/ demand drafts against issue of cheque/requisition in writing) in special circumstances like ill health, inability to come to the branch, etc.
  - vi. We will issue a pension slip to you (pensioners) containing details of the pension credited to your account.
  - vii. We will endeavour to arrange to disburse the pension at the doorstep, in special circumstances.
  - viii. We will accept the Life Certificate that is required to be submitted by you (pensioners) at any branch of our bank.
  - ix. We will guide relatives/parents of disabled persons on how to appoint a legal guardian under the National Trust Act, 1999, for disabled persons with autism, cerebral palsy, mental retardation and multiple disabilities who can then open and

- operate accounts for such persons.
- x. We will ensure that all the banking facilities such as cheque book facility, ATM facility, net banking facility, locker facility, retail loans, Corporate Cards etc., are invariably offered to the visually challenged without any discrimination.
- xi. We will render all possible assistance to the visually challenged for availing various banking facilities.
- xii. We will endeavour to arrange regular meetings, so that you may voice your concerns and benefit from collective experience.

## **12. Protecting your accounts**

### **12.1 Secure and reliable banking and payment systems**

- a. We will ensure that you enjoy secure and reliable banking and payment systems you can trust.
- b. We will instal CCTV, wherever feasible, for close surveillance as part of security arrangements.

### **12.2 Keeping us up-to-date**

- a. Please make sure you register your current address, phone number, mobile phone number and/or e-mail ID with us to enable us to send you necessary alerts.
- b. Please make sure you let us know, promptly, when you change your name, address, phone numbers and e-mail ID so that we are able to contact you when required.

### **12.3 Checking your account**

- a. We recommend that you check your statement or passbook regularly. If there is an entry, which seems to be wrong, you should tell us as soon as possible, so that we can investigate the same. Regular checks on direct debits and standing orders will help you ensure the money is going where you want it to.
- b. If we need to investigate a transaction on your account, you should co-operate with us and with the police/other investigative agencies if we need to involve them.

### **12.4 Taking care**

Due care of your cheques, passbook and other security information is essential to help prevent fraud and protect your accounts. Please make sure

that you follow the advice given below:

- a. Do not
  - i. Keep your cheque book and cards together;
  - ii. Keep the blank cheque leaves signed;
  - iii. Give your account details, password or other security information to anyone;
- b. We will advise you how to protect your card/cheque book from misuse.
- c. In the event your cheque book, passbook or ATM/Debit Card has been lost or stolen, or that someone else knows your PIN or other security information, we will, on your notifying us, take immediate steps to try to prevent these from being misused. You should also change your PIN/password if someone else knows them.
- d. It is essential that you tell us as soon as you can if you suspect or discover that your cheque book, passbook, card has been lost or stolen or someone else knows your PIN, password or other security information.
- e. You could tell us about the loss of the above by phone at our 24 hour toll-free number given to you and send us a written confirmation to that effect immediately. Alternatively, you may advise us by e-mail to the address we have given you for this purpose.
- f. You may be liable for misuses until the time that we have been notified.

### **12.5 Cancelling payments**

- a. To stop payment of a cheque or cancel standing instruction given, or cancel a direct debit instruction, you must tell us in writing.
- b. We will accept any instruction on withdrawal of mandate by you without necessitating you to obtain the prior concurrence/approval for withdrawal from the beneficiary/user institution.
- c. It may not be possible to cancel payments if you do not give notice of your decision to cancel.
- d. Cancellation of Corporate Card payments will be subject to other terms and conditions as may be stipulated.

### **12.6 Liability for losses**

If you act fraudulently, you will be responsible for all losses on your account. If you act without reasonable care, which results in losses, you may be

responsible for them.

### **Annex – Glossary**

These definitions explain the meaning of words and terms used in the Code. They are not precise legal or technical definitions.

#### **ATM**

An Automated Teller Machine (ATM) is a machine in which a customer can use his card along with PIN to get cash, information and other services.

#### **Banking ombudsman**

An independent dispute resolution authority set-up by the Reserve Bank to deal with disputes that individuals and small businesses have with their banks.

#### **Card**

A general term for any plastic card, which a customer may use to pay for goods and services or to withdraw cash. In this Code, it includes debit, corporate, smart and ATM cards.

#### **Corporate Card**

A Corporate Card is a plastic card with a credit facility, which allows you to pay for goods and services or to withdraw cash.

#### **Cheque collection policy**

Cheque collection policy refers to the policy followed by a bank in respect of the various local and outstation cheques and instruments deposited with the Bank for credit to an account. The policy inter alia deals with:

- Cheque purchase requests
- Timeframe for credit of cheques
- Payment of interest in case of delay in collection of cheques
- Instant credit of local and outstation cheques
- Cheques/instruments lost in transit and charges for such collection

#### **Customer**

A person who has an account (including a joint account with another person or an account held as an executor or trustee or as a Karta of an HUF, but not including the accounts of sole traders/proprietorships, partnerships, companies, clubs and societies) or who avails of other products/services from a bank.

#### **Current account**

A form of demand deposit wherefrom withdrawals are allowed any number of times depending upon the balance in the account or up to a particular agreed amount.

#### **Deceased account**

A deceased account is a deposit account in which case either the single account holder has deceased or in case of joint accounts one or more of joint account holders has/have deceased.

#### **Demat account**

A demat account refers to dematerialised account and is an account in which the stocks of investors are held in electronic form.

#### **Deposit accounts**

- 'Savings deposit' means a form of demand deposit which is subject to restrictions as to the number of withdrawals as also the amounts of withdrawals permitted by the Bank during any specified period
- 'Term deposit' means a deposit received by the Bank for a fixed period withdrawable only after the expiry of the fixed period and includes deposits such as Recurring/Double Benefit Deposits/Short Deposits/Fixed Deposits/Monthly Income Certificate/Quarterly Income Certificate, etc.
- 'Notice deposit' means term deposit for specific period but withdrawable on giving at least one complete banking day's notice

#### **Equity**

Equity means a part of capital of a corporate entity which is represented by the shares of the Company whether in physical or in dematerialised form.

#### **Electronic clearing service**

It is a mode of electronic funds transfer from one bank account to another bank account using the services of a Clearing House.

#### **Fixed rate of interest**

Fixed rate of interest on a loan means that interest rate is fixed for the entire period of the loan or it may be revised after the first few years depending upon the terms and conditions of loan.

#### **Floating rate of interest**

Floating rate of interest on a loan means that interest rate is not fixed but is

linked to reference rate and would vary with changes in the latter.

**Guarantee**

A promise given by a person.

**Government bond**

Government bond means a security created and issued by the government for the purpose of raising a public loan.

**Inoperative/Dormant account**

An inoperative/dormant account is a savings bank or current account in which there are no transactions for over a period of two years.

**Mail**

A letter in a physical or electronic form.

**NEFT**

National Electronic Funds Transfer (NEFT) system is a nationwide funds transfer system to facilitate transfer of funds from one bank branch to any other bank branch in the country.

**Nomination facility**

The nomination facility enables the Bank to make payment to the nominee of a deceased depositor, of the amount standing to the credit of the depositor; return to the nominee the articles left by a deceased person in the Bank's safe custody; release to the nominee of the hirer, the contents of a safe deposit locker, in the event of the death of the hirer.

**Out-of-date (stale) cheque**

A cheque, presented for collection, 3 months after the date of issue of the cheque.

**PAN**

The Permanent Account Number is an all India unique number having ten alphanumeric characters allotted by the Income Tax Department, Government of India. It is issued in the form of a laminated card. It is permanent and will not change with change of address of the assessee or change of assessing officer.

**Password**

A word or numbers or a combination on an access Code, which the customer has chosen, to allow him to use a phone or internet banking service. It is also used for identification.

**PIN (Personal Identification Number)**

A confidential number, use of which along with a card allows customers to pay for articles/services, withdraw cash and use other electronic services offered by the Bank.

**RTGS**

The acronym 'RTGS' stands for Real Time Gross Settlement. RTGS system offers the fastest means of transfer of funds through banking channel. Settlement of transactions under RTGS takes place on one-to-one basis, which is termed as 'gross' settlement and in 'real time' i.e. without any waiting period.

**Reference rate**

It is the benchmark rate of interest of a bank to which interest on loans sanctioned under floating rate of interest is linked. The reference rate of interest is determined/modified by individual banks in accordance with their policies.

**Senior citizen**

Senior citizen is a person of over 60 years of age.

**Smart card**

A smart card is a plastic card about the size of a Corporate Card, with an embedded microchip which can process data. It provides a secure way of identification, authentication and storage of data. It can be used for telephone calling, electronic cash payments, and other applications.

**Tariff schedule**

A schedule detailing charges levied by a bank on the products and services offered by it to its customers.

**Unpaid cheque**

This is a cheque, which is returned 'unpaid' (bounced) by the Bank. The Code has been evolved by the **Banking Codes and Standards Board of India (BCSBI)** in collaboration with the Reserve Bank of India, Indian Banks' Association and member banks. The central objective of the Code is promoting good and fair banking practices, setting minimum standards, increasing transparency, achieving higher operating standards and above all, promoting cordial banker-customer relationship which would foster confidence of the common man in the banking system. BCSBI was set up in February 2006 as an autonomous institution 'to monitor and ensure that the Banking Codes and Standards adopted by the

banks are adhered to in true spirit while delivering their services’.

BCSBI has evolved two sets of Codes – **Code of Bank’s Commitment to Customers and the Code of Bank’s Commitment to Micro and Small Enterprises**. These Codes have been adopted by member banks of BCSBI which include scheduled commercial banks, urban co-operative banks and regional rural banks.

BCSBI by its design and mandate is not a grievance redressal forum. However, BCSBI looks at complaints with a view to identifying systemic deficiencies, if any, in terms of gaps in policies, procedures and practices at the banks and initiates action for their rectification.

For further information about BCSBI, please log on to the website [www.bcsbi.org.in](http://www.bcsbi.org.in)



# Your voice matters

## Did we put a smile on your face?

At HSBC, customer delight is a priority. If you are happy with our services, we would love to hear about it. It would only encourage our employees to serve you better.

Kindly visit the website and share your valued compliments:

[www.hsbc.co.in/1/2/miscellaneous/compliments](http://www.hsbc.co.in/1/2/miscellaneous/compliments)

## Providing feedback

Your feedback helps us strengthen things that we are doing well, and at the same time, improve on areas where we need to do better. If you have a suggestion about how we can improve our services, kindly visit the website:

[www.hsbc.co.in/1/2/miscellaneous/compliments](http://www.hsbc.co.in/1/2/miscellaneous/compliments)

We would appreciate if you would take time to share your views with us. It will help us serve you better.

## Expect more from HSBC

At HSBC, we want to make sure that you get only the very best of service from us - service which you, our valued customer, deserves.

If at any stage, you feel that our service levels are not up to your expectations, here is what you can do:

### L 1

You may visit our website [www.hsbc.co.in](http://www.hsbc.co.in) to make a complaint

or

E-mail us at [info@hsbc.co.in](mailto:info@hsbc.co.in)\*\*

or

Contact our PhoneBanking service

or

Write to:

The Manager, Customer Care Centre,

The Hongkong and Shanghai Banking Corporation Limited,  
Rajalakshmi, No. 5 and 7, Cathedral Road,  
Chennai - 600 086.

**We will respond to your complaint within 10 days.**

### L 2

If you are not satisfied with the resolution which you receive, or if you do not hear from us in 10 days, please write to the Regional Nodal Officers of the Bank. Please visit the Bank's website [www.hsbc.co.in](http://www.hsbc.co.in) for contact details of our Regional Nodal Officers. Kindly quote the reference number provided to you in your earlier interaction with the Bank, along with your account/card number to help us understand and address your concern.

or

You may also contact the Nodal Officer Team between 9:30 AM and 6:00 PM, Monday to Friday on contact number: +91 044 - 3911 1217, Fax number: +91 - 044 - 3013 4046.

**We will respond to your complaint within 10 days.**

### Final level

If you are not satisfied with the response that you receive from the above or if you do not receive a response within 10 days, you may contact the Office of the Chief Nodal Officer whose details are provided below:

Ms. Prashanti Nagarkatti,  
Chief Nodal Officer,  
The Hongkong and Shanghai Banking Corporation Limited,  
NESCO - IT Park Bldg. 3, 9th Floor, Nesco Complex, Western Express Highway,  
Goregaon (East), Mumbai - 400 063.

E-mail: [pnhsbcbank@hsbc.co.in](mailto:pnhsbcbank@hsbc.co.in)

**Your complaint will be responded to within 10 days.**

Please visit the Bank's website [www.hsbc.co.in](http://www.hsbc.co.in) for the contact details of Code Compliance Officers and the Senior Management.

### **Escalation to Banking Ombudsman**

In the event that you do not receive any response within 1 month from the date, the Bank first received your representation, or if you are dissatisfied with the response given by the Bank, you may write to the Banking Ombudsman for an independent review. The Banking Ombudsman is a statutory body appointed by the Reserve Bank of India under its Banking Ombudsman Scheme 2006, to look into the provision of satisfactory service by banks. You can get details on the Banking Ombudsman scheme on our website [www.hsbc.co.in](http://www.hsbc.co.in) (grievance redressal section) or by visiting any of our branches.

### **Note:**

Please quote the **complaint reference number** provided by our Customer Service Officer, in case you wish to correspond further on the same issue.

**\*\*We recommend that you send an e-mail to us via secured channel i.e. by logging to your internet banking account. This is to ensure that we maintain customer confidentiality and security.**

Thank you for taking the time to share your feedback with us.



