

# Corporate Card

## Factsheet

### Simple and effective management of travel and entertainment expenses

#### This could be the right solution for you

- ◆ If you want to be able to simply and quickly manage your travel and entertainment expenses.
- ◆ If you want to control who spends what, when and how much.
- ◆ If you want to encourage staff to work efficiently and effectively, by being able to pay directly for their expenses.
- ◆ If you want to try to negotiate better rates with your suppliers, by having access to how much you spend with them.

#### Key Features

##### Control

- ◆ Choose which of your staff is issued with a Corporate Card.
- ◆ Set a maximum spending limit and transaction limit for each cardholder.
- ◆ Select certain groups of suppliers to block to ensure that cardholders only use the card for the purpose it is intended.
- ◆ Choose whether or not your cardholders have access to cash and set limits.
- ◆ Cash withdrawals made from abroad are subject to local regulations.

##### Monitor

- ◆ Monthly statements will be provided online, to you and each individual cardholder, when there is activity on the card account, showing details of all the purchases made with the card including travel information and invoice details.

#### Online Statements and Management Information

The Corporate Card gives both you, and your employees, the information you need with our online, easy to use **MiVision** solution.

#### For cardholders MiVision provides:

- ◆ Instant access to current and historic statements and the ability to update cardholder account details.

#### For the business MiVision provides:

- ◆ The ability to update cardholder profiles, close accounts, set spend limits, view all cardholders accounts and set up company structure for security and reporting purposes.
- ◆ Online management information reporting enables you to run a number of standard reports, or create your own bespoke reports using our intuitive Report Writer tool. Reports can:
  - be downloaded in a range of formats, from Excel to CSV and XML.
  - be set up once and scheduled to run periodically.
  - interrogate every aspect of data relating to your corporate card programme.
  - filter and sum data fields so you get only the data you want.
- ◆ An optional online expense management solution that can be integrated with your programme (see MiVision Premium for more details).



## Flexible

- ◆ Choose when your business receives monthly statements and how you settle them – BACS, Direct Debit, SEPA Credit for GBP and EUR currency cards and local currency payment for all other billing currencies.
- ◆ Your business can have between 41 and 56 days' interest-free credit depending on the terms you agree with us.
- ◆ Place your Corporate Card details with your selected travel agents to pay for your organisation's travel arrangements.
- ◆ Choose different settlement options:
  - **Corporate Liability** – a centrally billed and settled facility that makes expense management easier for your employees and you.
  - **Corporate Liability with Individual Pay** (GBP and EUR currency cards only) – an individually settled card where employees manage their own expenses.

## Costs

- ◆ An annual fee of £35 (or local currency equivalent) per card is charged as standard.
- ◆ Cash Advances are subject to a fee of 3% (minimum £1.50 or local currency equivalent).
- ◆ Cash handling and foreign exchange adjustment fees apply.
- ◆ Our exchange rates (shown against each overseas transaction) are the wholesale rates provided by Visa/MasterCard on the date that the transaction is posted to your account, adjusted by a premium of 2.75%. For example, if the Visa rate was US\$1.60 to the £, our rate would be US\$1.56. If the MasterCard rate was US1.1 to the Euro, our rate would be US\$1.07. This charge will be applied to any transaction undertaken in a currency other than your account billing currency.

## Convenient

The Corporate Card is accepted at more than 30 million outlets worldwide and with the contactless feature you can pay for low value transactions quickly and securely. Just look for the Visa/MasterCard or Contactless symbol.

## Protection

### Corporate liability waiver protection

This is automatically provided to protect your company against deliberate misuse of the card by cardholders.

## Eligibility

HSBC Corporate Card is only available to companies whose business turnover is greater than £2m/€2m p.a.

## Other corporate products

- ◆ **Purchasing Card** – A product designed to improve the way you settle with your suppliers and provide you with valuable management information.
- ◆ **Lodge Card** – A card product that is lodged with your business travel agent and designed to settle, control and manage all aspects of your travel bookings.
- ◆ **Virtual Card** – Provides secure payment for goods and services from suppliers without the need to deploy physical cards across your business.
- ◆ **Fuel Card** – Provides a solution to manage your fuel spend helping you to reduce your fuel costs.
- ◆ **MiVision Premium** – An expense management solution to automate your internal expense claim process.

## Standards of Lending Practice for Business Customers (the "Standards")

We are committed to the Standards of Lending Practice for Business customers. The Standards is a set of principles of good practice in relation to lending to business customers with a consolidated annual turnover of up to £25m (exclusive of VAT and other turnover related taxes). The Standards apply to products offered for business lending purposes: overdraft, loan, credit card, commercial mortgage and chargecard products across the customer/product lifecycle.

A copy of the Standards of Lending Practice can be obtained at [www.lendingstandardsboard.org.uk/the-standards-for-business-customers/](http://www.lendingstandardsboard.org.uk/the-standards-for-business-customers/) and a copy of the Statement of Lenders and Borrowers responsibilities from our website [www.business.hsbc.uk/en-gb/gb/generic/lending-standards-board](http://www.business.hsbc.uk/en-gb/gb/generic/lending-standards-board).

## Next steps

To find out more talk to your Relationship Manager.\*

Applications are subject to status. Terms and conditions apply.

This information summarises key product features and is not intended to replace any Agreement Terms.

\*In the interests of security, and to help us continually improve our service, we may record and/or monitor your calls to us.

## Accessibility

To find out more about our accessible services please visit [hsbc.co.uk/accessibility](https://www.hsbc.co.uk/accessibility) or ask at any of our branches.

**If you'd like this in another format such as large print, Braille or audio, please contact us.**

A textphone service is available for customers with hearing and/or speech impairments. If you use your own textphone you can call us on **03457 125 563 (+44 207 088 2077)** from outside the UK).

BSL Video Relay Service is also available (Monday-Friday 8am-6pm, excluding Bank and Public Holidays) at [hsbc.co.uk/accessibility](https://www.hsbc.co.uk/accessibility).

### **[hsbc.co.uk/business](https://www.hsbc.co.uk/business)**

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