



Synergy House Berhad Group of Companies - Corporate Credit Card Policy



	Document Code: SHB-FNC-2023- P01	Revision No.: 1	Revision Date: New	Supercedes:	Page No. 2 of 6
	Corporate Credit Card Policy				

TABLE OF CONTENTS

	Page
1. INTRODUCTION, SCOPE AND PURPOSE	3
2. APPENDIX	4 - 6

	Document Code: SHB-FNC-2023-P01	Revision No.: 1	Revision Date: New	Supercedes:	Page No. 3 of 6
	Corporate Credit Card Policy				

1. INTRODUCTION, SCOPE AND PURPOSE

1.1 Corporate Credit Card

Corporate credit cards (“CCC”) issued to directors and employees should be used responsibly and in accordance with company policies and financial regulations.


- CCC issuance is subject to a review of the cardholder's job function and their necessity to incur business-related expenses and be approved by their respective department heads and the finance department.
- Cardholders are responsible for using the corporate credit card only for authorized business-related expenses as below. Personal expenses are strictly prohibited.
 - Travel expenses (flights, accommodations, transportation)
 - Meals and entertainment for business-related purposes
 - Office supplies and equipment
 - Client meetings and events
 - Training and professional development
 - Other pre-approved business expenses

1.1.1 Requesting and Issuance of Card

- Employees who require a CCC must submit a request through their department head to the finance department.
- The finance department will review and approve/deny the request based on the employee's role and responsibilities.
- Upon issuance of CCC, the cardholder shall execute the FR010: Letter of Undertaking with the Company

1.1.2 Transaction Reconciliation and Documentation

- Cardholders are responsible for reconciling their CCC transactions on a monthly basis by matching each transaction with the relevant receipts and a brief explanation of the business purpose.
- Cardholders must maintain proper documentation for each transaction made using the corporate credit card, including itemized receipts, invoices, and a brief description of the business purpose.
- These documents must be submitted promptly to the finance department for reconciliation.

	Document Code: SHB-FNC-2023-P01	Revision No.: 1	Revision Date: New	Supercedes:	Page No. 4 of 6
	Corporate Credit Card Policy				

2. APPENDIX


Employee Corporate Credit Card Agreement

I, [Insert Custodian Name], [Insert Job Title] hereby acknowledge receipt of the following corporate credit card from Synergy House Furniture Sdn Bhd (the “Company”) to be used by me:

Issuing Bank	
Credit Card Number	
Expiry Date	
Credit Card Limit	

Conditions of Use

- “**Company**” reserves the right to release and withdraw the Corporate Credit Card any time, with or without cause.
- The “**Company**” credit card should only be used for company-related expenses and for purposes relating to the employee’s job commitments.
- The Corporate Credit Card cannot be used to receive cash advances, bank checks, traveler's checks, and/or electronic cash transfers.
- Transactions on the card are not to exceed the transaction limit; and any purchases over my transaction limit will not be split. Furthermore, I acknowledge that splitting a transaction is fraudulent and I may be liable to disciplinary action, criminal prosecution and/or civil prosecution.
- I, as the cardholder, am responsible for all transactions on my Corporate Credit Card. I am also responsible for ensuring transactions are reconciled within 30 days of the transaction date.
- I, as the cardholder, am prohibited from giving the card to unauthorized individuals and/or employees, including fellow [**company name**] employees.
- I, as the cardholder, am responsible for secure custody of the card and PIN, and undertake to safeguard it against unauthorised use; my card PIN shall not be disclosed to any other person.
- The Corporate Credit Card is not be used for personal expenses.
- I confirm that the card must not be used after a notice of termination of employment with “**Company**” is given to the cardholder, or is received by the cardholder, or if the cardholder is transferred to duties not requiring use of the card, or if the cardholder is on extended leave or otherwise directed by a senior officer to surrender the card. All transactions must be reconciled prior to my departure from “**Company**”, or prior to transferring to another area of UQ.
- I acknowledge that regular random audits are undertaken on the cards and their use. In these instances I will comply with any requirement to produce all

	Document Code: SHB-FNC-2023-P01	Revision No.: 1	Revision Date: New	Supercedes:	Page No. 5 of 6
	Corporate Credit Card Policy				

appropriate supporting documentation for transactions and account for the relevance of the expenditure to “**Company**”’s business.

- I acknowledge that any misuse of the card or breach of conditions can result in immediate withdrawal of the card facility and may render me as the card user liable to disciplinary action, criminal prosecution and/or civil prosecution.
- In the event that I lose my card or it is stolen or damaged I will report this as soon as possible by calling [Insert Contact Number / email].
- I declare that I am a continuing or fixed term employee of “**Company**”. If my employee status at “**Company**” changes from continuing/fixed term to casual or unpaid I will return the card immediately to Finance department and HR department.

Exceptions

“**Company**” recognizes that each case is different and an employee may require additional fees, depending on his/her department, frequency of use, and case-specific circumstances. Therefore, employees have the right to apply for an exception but will need to motivate the reasoning for the additional purchase. Each purchase that exceeds the limit must be first approved by the Finance Manager and/or Executive Director.

Disputed Transactions


In the event that an employee disputes a charge made on the company credit card while in his/her possession, the issue must be brought to management’s attention immediately. All disputed transactions must be resolved by the supplier, finance department, and bank. It is the cardholder’s responsibility to obtain and file all proof of payment documentation with the finance department.

Disciplinary Action

If an employee violates the terms and conditions of this policy, he/she will be subject to disciplinary action, up to and including termination. Violations of this policy include:

- Using the company credit card for personal, illegal, and/or unauthorized expenses.
- Failure to complete an Employee Credit Card Agreement before using the card.
- Giving the company credit card to unauthorized personnel without notifying management.
- Failure to report expenses in a timely manner.

Depending on the severity and frequency of each employee’s policy violation, he/she could face a written warning, possible suspension, and/or termination. Each violation must be thoroughly investigated by the Finance department and HR department.

	Document Code: SHB-FNC-2023-P01	Revision No.: 1	Revision Date: New	Supercedes:	Page No. 6 of 6
	Corporate Credit Card Policy				

Authorisation	
Card Holder Acknowledgement	
Name	
Date	
Finance Department Acknowledgement	
Name	
Date	
Head of Department or Equivalent Approval	
Name	
Job Title	DIRECTOR
Date	