



Receipt of Individual Official Card

I acknowledge the receipt of the below credit card, and agree that card usage shall be subject to independent Internal Audits for check against appropriate usage as per Credit Card Guidelines and Finance and Procurement Policies and Procedures, and be fully responsible for the use of the card and its results.

A. Card Issuance

- (1) Individual Official Card shall be issued on the recommendation of the CFO and approval of the Director-General to Senior GGGI Personnel.
- (2) Individual Official Card shall be directly linked to the cardholder's personal account.
- (3) Cardholders who have received Individual Official Cards shall submit an identical personal signature to the Finance Team, as the one on the Card.
- (4) Individual Official Cardholders must immediately return the Card in cases where one is no longer allowed to possess the Card, i.e., change of jobs, dismissal, or termination.
- (5) In the event of lost Cards, the Cardholder shall immediately notify the Card Company and Finance team, and submit a written notification containing details on the loss to the CFO. If charges appear on the statement that result from fraudulent use of a lost or stolen Card that is not reported, these charges shall be recovered from the Cardholder's salary.

B. Card Use

- (1) With normal approval procedures, Official Individual Cards shall be used only for official meetings and related official expenses - official events, official travel (including railways), and other business related purposes.
- (2) Multiple payments with Individual Official Card in the same business establishment at the same time period are not allowed.
- (3) When using a Card, one must sign the Card invoice with their real name, or personal signature.

C. Payment / Verification

- (1) Individual Official Cardholders shall submit receipts and relevant documents to the Finance team by the end of every month.
- (2) If the Card payment to the Credit Card Company cannot be made on time due to late submission of receipts and supporting documents by the Cardholder, the late payment charges shall be deducted from the Cardholder's salary at the subsequent payment cycle.
- (3) All expenditure items must be accompanied with evidence documentation and details, i.e., purpose, date, place, participants (total number of participants and their affiliations) unless exception may apply for unavoidable cases.

1. Credit Card Number:
2. Credit Limit of the Card:

(Signature)

(Name and Title)

(Date)