

	<b>Standard Operating Procedures</b>  <b>GHCD</b>	DOC NO: 4.4.10	ISSUE: 2
		REVISION DATE: 1 December 2019	REV. NO: 1
<b>TITLE</b>	<b>Corporate Card</b>	<b>PAGE: 1/1</b>	

<b>1.0</b>	<p><b>Corporate Card</b></p> <p>1.1 The Company shall provide eligible staff with a corporate charge card as follows:</p> <table border="1" data-bbox="352 546 1358 651"> <thead> <tr> <th>Job Category</th><th>Entitlement</th></tr> </thead> <tbody> <tr> <td>Management and above</td><td>One (1) charge card</td></tr> </tbody> </table> <p>1.2 However, the provision of such card shall be at the discretion of the Company. The Company shall bear the cost of the annual fee and all approved business expenses.</p> <p>1.3 The charge card is to be used strictly for business only and is not allowed for personal usage.</p>	Job Category	Entitlement	Management and above	One (1) charge card
Job Category	Entitlement				
Management and above	One (1) charge card				