Better Every Day

CREDIT CARD USAGE POLICY

Montego

Pet Nutrition

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1. PURPOSE

This policy outlines the authorisation, usage, reconciliation, and control measures for corporate credit cards issued by Montego Pet Nutrition. It ensures proper financial governance, promotes accountability, and prevents misuse of company resources.

2. LEGAL AND COMPLIANCE FRAMEWORK

This policy is aligned with the following legislation and corporate governance standards:

- Companies Act 71 of 2008
- Basic Conditions of Employment Act 75 of 1997
- Labour Relations Act 66 of 1995
- Protection of Personal Information Act 4 of 2013 (POPIA)
- Financial Intelligence Centre Act 38 of 2001 (FICA)
- SARS Subsistence and Travel Allowances Guidelines
- Currency and Exchanges Manual of the South African Reserve Bank (SARB)
- King IV Report on Corporate Governance
- Montego Pet Nutrition's internal finance and HR policies

3. SCOPE

This policy applies to all Montego Pet Nutrition employees who are issued a company credit card for business-related transactions. It includes provisions for local and international use across departments.

4. OBJECTIVES

- To promote responsible and lawful spending.
- To define the responsibilities of cardholders and authorisers.
- To ensure timely reconciliation and internal control compliance.
- To protect Montego Pet Nutrition from financial and reputational risk.

5. DEFINITIONS

Term	Definition
Company Credit Card	A payment card issued by Montego Pet Nutrition to specific employees for authorised business-related expenses.
Cardholder	An employee authorised to use a company credit card and responsible for its proper use and reconciliation.
Card Administrator	The designated individual in Finance is responsible for card issuance, control, and reporting.
Supporting Documentation	Tax invoices, receipts, travel confirmations, and order forms justifying the transaction.
Unapproved Transactions	Any purchases not authorised, not business-related, or lacking valid supporting documentation.

6. APPLICATION AND ELIGIBILITY

A credit card will only be issued to a Montego Pet Nutrition employee who:

- Is permanently employed.
- Regularly incurs pre-approved business expenses.
- Has approval from their Line Manager, Financial Manager, and Corporate Services Director.

A completed and signed Application Form (Annexure A) is required.

7. APPROVED USAGE

Permitted Expenses Per Category

Employee Category	Approved Expenses
Sales Consultants	Client entertainment (R900 – R2,500 max), no peer/team use.
Regional Sales Managers & Coordinators	Travel, accommodation, client meals, team events, and pre-approved office purchases.
Marketing Staff	Events, travel, subscriptions, media payments, and client entertainment.
Exports Team	Foreign travel (SARS S&T limits), meals, equipment, hospitality, and limited cash in low-card countries.
Warehousing Employees	Fuel, utilities, groceries, petty cash, equipment, repairs, and authorised temporary wages.

Prohibited Transactions

- Personal expenses.
- Alcohol (unless pre-authorised for client functions).
- Split transactions to bypass spending limits.
- Late submission of supporting documentation.
- Non-compliance with SARS or SARB thresholds.

8. CARD LIMITS AND INCREASES

Category	Standard Limit	Increases
General Employees	R10,000	Manager and Finance approval
Sales & Export	R25,000 – R50,000	EXCO approval for foreign travel
Forex Limit	R50,000 (SARB-compliant)	No split payments allowed

9. CASH WITHDRAWALS

Cash may only be withdrawn:

- With written authorisation from both the Line Manager and Financial Manager.

- In foreign countries with limited card acceptance, within SARS-determined daily S&T limits.
- Documented with signed proof and reconciled monthly.

10. RESPONSIBILITIES

10.1 Cardholder

- Use the card strictly for authorised business purposes.
- Retain and submit original supporting documentation within 30 days.
- Review transactions for accuracy and report fraud/losses within 24 hours.
- Sign the Credit Card Usage Agreement (Annexure B).
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10.2 Line Manager

- Authorise monthly cardholder reconciliation and transactions.
- Ensure spending aligns with operational and policy requirements.

10.3 Card Administrator

- Issue cards and monitor limits and usage.
- Compile and distribute monthly expense and exception reports.
- Maintain audit-ready records.

11. RECONCILIATION AND SUBMISSIONS

Step	Action	Responsible Party
1	Submit slips + invoices	Cardholder
2	Approve reconciliation	Manager
3	Process reports	Card Administrator

Non-compliance or missing documents will result in the cardholder being personally liable and subject to disciplinary action.

12. DISCIPLINARY CONSEQUENCES

Violations include:

- Unauthorised transactions.
- Fraudulent activity or concealment.
- Failure to submit documentation.
- Policy breaches or exceeding limits.

Penalties:

- Suspension or revocation of the card.
- Recovery of funds.
- Formal disciplinary proceedings in terms of the Employee Relations and Disciplinary Guidelines.
- Civil and criminal action in terms of the Prevention and Combating of Corrupt Activities Act.

13. LOSS OR THEFT OF CARDS

- Must be reported to the issuing bank and the Financial Manager within 24 hours.
- A replacement fee of R300 will apply.
- Second-time loss: Employee bears the full replacement cost.
- Delay or negligence may result in disciplinary action.

14. DATA PRIVACY (POPIA)

All credit card data must be:

- Encrypted and protected during transmission.
- Stored securely and only accessed by authorised personnel.
- Handled in compliance with the Protection of Personal Information Act.

15. AUDIT AND POLICY REVIEW

- Internal audit reviews will be conducted quarterly.
- All card activity is subject to random or routine audit.
- The policy is reviewed annually or as legislation requires.

16. NON-COMPLIANCE

This policy forms part of the rules and procedures of Montego Pet Nutrition. Non-compliance with this policy may result in disciplinary action in accordance with the company's Disciplinary Code and Procedure and relevant provisions of South African labour law.

17. QUERIES

All queries should be referred to the Human Resources Department for clarification.

Annexure A

APPLICATION FOR A COMPANY CREDIT CARD

Employee Name(s) & Surname:			
ID Number:		**Employee Number:**	
Position:		**Department:**	
Head of Department/Manager:			
Justification of the need for a corporate credit card:			

I acknowledge that I have read the stipulations set out in the Credit Card Usage policy and adhere to the credit card usage stipulations and guidelines, as set out in the policy.

SIGNATURE: EMPLOYEE MANAGER

SIGNATURE: HEAD OF DEPARTMENT /

DATE:

ANNEXURE B

CREDIT CARD USAGE AGREEMENT

Employee Name(s) & Surname:			
ID Number:		**Employee Number:**	
Position:		**Department:**	
Head of Department/Manager:			

I, herewith, acknowledge receipt of a Montego Pet Nutrition Company Credit Card with –

Credit Card Number:	
Credit Card CSV number:	

I acknowledge that I have carefully reviewed the provisions of the Credit Card Usage Policy and commit to complying with the guidelines and regulations governing the use of Company-issued Credit Cards as outlined in the Policy.

______________________________ ______________________________

SIGNATURE: EMPLOYEE SIGNATURE: HEAD OF DEPARTMENT / MANAGER

________________________ DATE: ________________________