

Citi Commercial Card Application Operational Guide

Welcome to Citi Commercial Cards Program Application.

➤ There are 3 main steps to apply Commercial Cards

1. Prepare 2 ID documents

Before getting started with your online application, please prepare 2 soft copy of ID documents in advance-----P2

2. Access CitiManager® to submit application

Please follow CitiManager navigation and help-text to create User ID and submit application -----P6

- 1 Receipt of Registration ID/Password
- 2 Sign on Details
- 3 Country and language preference
- 4 Card Application Details
- 5 Cardholder personal information

3. Direct Debit Request Form

CitiManager will navigate you to Direct Debit Request Form Download. It is mandatory to submit this in order to proceed with the card issuance. Please print, fill in, and mail to us--P14

➤ For your future usage of CitiManager after application submission.

4. Login to CitiManager

- View Requests
- Activate your card
- View PIN
- Setup Alert

This is how to use CitiManager after your card application process is completed-----P17

5. Statement and Payment Appendix

This section explains how to view statement and payment process-----P18

Appendix

- 1 - Prepare copy of 2 ID documents - Sample of OK/NG Image-----P20
- 2 - Foreign PEPS-----P21
- 3 - Alert Subscription Setup -----P22

For questions or inquiries:

Commercial Card Customer Service, Citibank, N.A., Tokyo Branch	
After card issued	03-6776-9000 or 072-640-6686 24 hours a day, year-round

1. Prepare 2 ID Documents

Please check below before submitting your card application.

- ☐ Please prepare 2 ID with same Name, Address, and Date of Birth printed
- ☐ Please pay attention on the requirements for each document, such as front side/backside, or masking.
- ☐ If you have a Health Insurance Eligibility Certificate, please make sure that your name, address, and date of birth match the information on your application. Please submit both front and back side, and confirm current address is written on the back side. If not, please hand-write your current address on the back side. Please also mask symbol, number, Insurer Number and QR code on the front side.
- ☐ Do not submit My-Number-Card backside, where your number is printed. It is not required.
- ☐ Japanese passport issued after Feb 4, 2020 cannot be accepted as ID, due to no address information
- ☐ When you submit Supplementary documents (B), please validate it meets accepted ID criteria

- ☐ If your ID has middle name printed, please input into CitiManager application

If your ID does not meet the criteria, Citi will return the application. Please read our comment in the returned application, and take an action for re-submission.

- Please prepare 2 IDs from the following Group A documents and create softcopy.
- If you only have 1 ID from group A, please provide 1 additional ID from Group B as a supplementary document.
- Both documents require your current address to be shown.

Group A (ID Documents)	Front side – required?	Back side – required?
Driver's License issued in Japan	Yes	Yes
My Number Card	Yes	No – Please do not submit
Health Insurance Eligibility Certificate <i>Please pay attention to masking requirement and address on the back</i>	Yes- Hide symbol, Numbers, Insurer number, QR code	Yes – write address Citi cannot accept without address
<i>For Non-Japanese Passport holder</i> Residence Card	Yes	Yes
Japanese Passport <i>*Only acceptable if issued before Feb.4th, 2020</i>	Please submit Photo Page, and Page of Information of Bearer page (with Name/Address)	
Copy of Resident Record (Individual Record)	Yes	No – Please do not submit

ID should not be expired. Please refer to the following pages for detailed notes for ID documents.

Group B (Supplementary Documents)	Note
Receipt of utility charges (electric power company, water bureau, gas company, NHK)	• Issued in Japan and Clearly indicated as 'Receipt. • Dates on the receipt must be within the last 6 month. • Your current address listed. Issued for your co-resident with the same surname can be accepted. • There are documents cannot be used for this purpose, such as printed a copy of web page, paid by Credit card, etc.
Receipt of national tax or local tax	
Receipt of social insurance premiums	

Create and save softcopy

Please prepare softcopies of identification documents and save on your PC with the file name containing only single-byte (half-width) alphabet and numeric.

Please make sure the file format is JPEG, JPG, PNG or PDF, and size should not exceed 5MB.

File Name - OK	File Name - NG
TaroCiti1.pdf	運転免許証.pdf
Citicard2.pdf	Driver_Licence.pdf

If you take photo on iOS11 or above, please change setup to save file as JPG, not HEIF.

Please try to capture clear image of all written characters on the original ID and include 4 corners of the documents. Citi may request you to re-submit of IDs if it is not clearly captured. (Please refer Appendix 1 for more detail)

Notes for ID Documents

Please make sure entire ID is captured clearly.

Driver's License

▶ Address should be your current residence. Driver's license address could be updated without updating your residence certification at many of the cities /local office.

▶ Not expired.

Please upload the copy of both sides, even if there is no update on the back.

My Number Card – please upload only the front side. Do not upload the back side contains your number.

Reference: <https://www.soumu.go.jp/kojinbango card/03.html>

Health Insurance Eligibility Certificate

Masking requirement – Please hide symbol, number, Insurer Number and QR code with sticker note, etc. before taking copy.

Please write your current address on the back side. If entire address cannot be written in specified box, please write other space on the back side clearly.

2. Access CitiManager – please move to Type 1 (BOLA) or Type 2 (IOLA)

Citi recommends accessing from a Computer Terminal, with Chrome Browser.

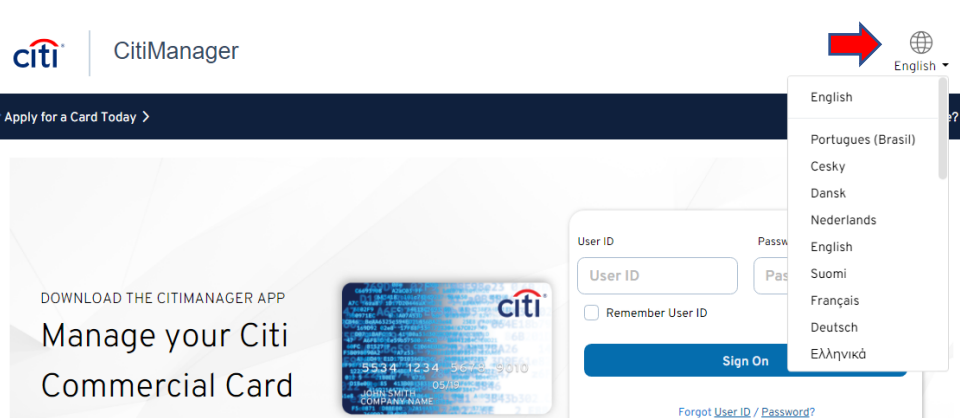
Type 1 - “Prefilled Application Code(BOLA)” – Those who received 2 email from @citi.com containing “Registration ID” and “Registration Passcode”

You will receive 2 emails from @citi.com, one for “Registration ID”, and the other for “Registration Passcode”. Citi recommend accessing from a Computer Terminal, with Chrome Browser.

- Access CitiManager. <http://home.cards.citidirect.com/>

- Select Language from dropdown on the top right and select your preferred language.

- Click “Apply for a Card Today” at the top left of the screen.



(1) Registration ID/Passcode

- Select “Prefilled Application Code”.

- Please input Registration ID and Passcode, received by email.

Type 2 - “Invitation Passcode (IOLA)” – Those who received an “Invitation Passcode” from your company Program Administrator

(1) Registration ID/Password

- Select “Prefilled Application Code”.

[LOGIN](#) /

User Registration

i Welcome to CitiManager. Please select the proper registration process for your organization. You should have been contacted by your Program Administrator. If you do not have a code, please contact your Program Administrator.

☒ Invitation Passcode
 My organization provided me with an Invitation passcode and Inviter's Email to apply for a card.

☐ Prefilled Application Code
 My organization provided me with a Registration ID and Passcode to apply for a card.

CONTINUE

CANCEL

- Please input Invitation Passcode and Inviter's email Address, as instructed by your Program Administrator.

[LOGIN](#) / [USER REGISTRATION](#) /

User Registration - Invitation Passcode/Inviter's Email

[1. Passcode Verification](#)
[2. Sign on Details](#)
[3. Country and Language](#)
[4. Card Application Details](#)

i You will be prompted in the next four steps to register for the CitiManager website and complete the card application. Step 1 of 4: - Please enter the Invitation Passcode and Inviter's Email Address provided by your organization. Please contact your Program Administrator for these details.

* INVITATION PASSCODE

* INVITER'S EMAIL ADDRESS

CONTINUE

BACK

CANCEL

CLEAR

(2) Sign on Details

- Follow Help-text (explanation of each item displayed on the right side when you move the cursor) and set a Username and Password.
- Username/Password will be used when you login CitiManager from next time.
- Helpdesk verification answer will be used in case you forget your username or password.

CitiManager

[LOGIN](#) /
 User Registration

1. Registration ID/Passcode
 2. Sign on Details
 3. Country and Language
 4. Card Application Details

Step 2 of 4: - Please complete the information below to create your CitiManager User Profile. It is important you remember these details as your future CitiManager log-in and your verification question will be used by the Helpdesk for authentication in case you forget these details.

SIGN-ON DETAILS

* USERNAME

edwardsmith

* PASSWORD

* CONFIRM PASSWORD

* HELPDESK VERIFICATION QUESTION

In which city were you born? ▼

* HELPDESK VERIFICATION ANSWER

* CONFIRM HELPDESK VERIFICATION ANSWER

Password is case sensitive and:

- ☒ Should have 8 to 18 characters
- ☒ At least one letter is required
- ☒ Must contain at least a number
- ☒ Cannot contain more than 1 consecutive identical characters
- ☒ User name and password cannot be same

- **FIRST NAME/LAST NAME**
Please enter legal name. Please use Hepburn spelling to enter Japanese Name into First Name/Last Name field. Please use single-byte alphabet, number, ' , - are accepted.

- **MOBILE/CONTACT NUMBER**
This number will be used for One Time Passcode sent when you log into CitiManager next time.

Please ensure that you enter a phone number in both the "Contact Number" and "Mobile Number" fields.

You may enter the same phone number in both fields.

Please input in single-byte number, excluding leading 0 and hyphen.

- **ZIP CODE**
It is used as identification in case you forget your username and password to login.

PERSONAL INFORMATION

* FIRST NAME

EDWARD

* LAST NAME

SMITH

* COUNTRY

JAPAN

MOBILE NUMBER [81-XXXXXXXXXXXXXX]

81 ▼ - 9012345678

* CONTACT NUMBER [81-XXXX-XXXXXXXX-XXXX]

81 ▼ - 3 - 12345678

ZIP/POSTAL CODE [XXXXXX]

1500002

* EMAIL ADDRESS

EDWARD.SMITH@CITI.COM

* CONFIRM USER PROFILE EMAIL ADDRESS

EDWARD.SMITH@CITI.COM

CONTINUE

BACK CLEAR CANCEL

- Successful ID creation.
You will also receive an email after user registration completed.

Your user ID has been created successfully. Please proceed further to apply for a card.

OK

(3) Select country and language preference

- Language selection
Your application will be displayed according to your language selection here. (Your Program Administrator will also see the application in the same language.)

LOGIN / USER REGISTRATION /

User Registration - Invitation Passcode/Inviter's Email

1. Passcode Verification 2. Sign on Details 3. Country and Language 4. Card Application Details

i Step 3 of 4: - Please select the country where your card will be billed and the language displayed

* SELECT COUNTRY

JAPAN

* SELECT LANGUAGE

JAPANESE

CONTINUE

CANCEL

(4) Applicant Registration

Please note, if no activity for more than 15 minutes on the application form screen, system will time out.

Grayed out fields are pre-populated with your company information. No input required.

CITIBANK INFORMATION

COUNTRY

JAPAN

GROUP CORPORATE NUMBER

0004455842000039054

RELATIONSHIP NUMBER

0004455842000146362-TTS JAPAN PVT C CB T&E

PRODUCT CODE

002-Visa Corporate card

* LANGUAGE CODE

BILLING CYCLE

15

(5) Cardholder personal information

You may save the application as draft and update it later. Please refer to [4. Login to CitiManager after application submission] for steps on logging in and opening the application.

- ENGLISH LAST /FIRST NAME

It is copied from your input during ID creation. Please double check it is legal name and correctly spelled.

Middle Name

Please input in First Name column. If it does not fit in the column length, please omit middle name.

- KANJI/KATAKANA Name
Please input with double byte (full-width) characters. If you do not have Japanese spelling, please input in double Byte alphabet characters. Spelling should match with your ID documents. Citi may return and request resubmission of your application, or may correct spelling in case input and ID are not the same.

CARDHOLDER PERSONAL INFORMATION	
* TITLE	MR
* ENGLISH LAST NAME	SMITH
* ENGLISH FIRST NAME	EDWARD JAMES
* KANJI LAST NAME	スミス
* KANJI FIRST NAME	エドワード ジェームズ
* KATAKANA LAST NAME	スミス
* KATAKANA FIRST NAME	エドワード ジェームズ
* EMBOSSED NAME ON CARD	EDWARD SMITH
* GENDER	MALE
* DATE OF BIRTH	25/08/1977

Please input your Last Name in Double Byte characters. If you do not have Kanji name please input in Double Byte alphabet characters. Information should match with your ID Documents - if there is a mismatch your application will be rejected and you would need to re-submit a new application

Registration of your card with Maiden name, and Aliases

- Please input your legal name into the English, Kana, Kanji Name fields as displayed on your ID.
- Your card statement will show your registered name.
- Please also note that our customer service will identify you by your registered name.
- You may input maiden name and aliases for your Card embossed name.

Address

By inputting ZIP CODE and clicking LOOKUP, address will be autopopulated. Please enter information after pre-populated part.

- Please validate your input
- ☐ Address on application and Identification documents match.
- ☐ The building name and room number are filled in.

Driver's License Address	Input	
東京都渋谷区渋谷 1-1-1-505号 シティビル	東京都渋谷区渋谷1- 1-1-505号 シテ ィビル	○
	東京都渋谷区渋谷1- 1-1-505号	×

(Citi may update your input to match with ID.)

- ☐ Home address 4 field should be “日本” or “Japan”.
- ☐ Address must be input in double-byte with no more than 30 characters per address line.

Phone Number

- Please input phone number without leading 0 and hyphens. This is used to receive one-time passcode when you make 3D Secure online transaction.

PIN

- Please input PIN. This PIN will be used at a merchant terminal. Please do not use sequential number, date of birth etc. Our system may replace your PIN with random number, if it cannot be accepted. Please use 'VIEW PIN' function on CitiManager upon receipt of the card.
- Your PIN cannot be changed. If you need to change your PIN, your card has to be re-issued.
- If Employee ID is mandatory at your company, please input/verify the value. If pre-filled employee ID is incorrect, please contact your Program Administrator.

* HOME ZIP CODE [XXXXXXX]

1500002

LOOKUP

* KANJI HOME ADDRESS 1

東京都渋谷区

KANJI HOME ADDRESS 2

渋谷1-1-1-505号 シティビル

KANJI HOME ADDRESS 3

* KANJI HOME ADDRESS 4

日本

HOME PHONE NUMBER [81-XXXX-XXXXXXXXXX-XXXX]

81

- 90

- 12345678

* MOBILE PHONE NUMBER

81

- 8012345678

* EMAIL ADDRESS

EDWARD.SMITH@CITI.COM

* PIN

* CONFIRM PIN

CARDHOLDER EMPLOYMENT INFORMATION

EMBOSSSED COMPANY NAME ON CARD

DEPARTMENT NAME

Human Resources Division

DEPARTMENT NUMBER

000001001 JPN T&E

EMPLOYEE ID

123456

Credit Limit is pre-populated by Program Administrator.

Compliance declaration

- Foreign PEPs
Foreign PEPs (Politically Exposed Persons) are individuals who are or have been entrusted with prominent public functions such any of the posted in Appendix 2 by a foreign country, or who have held such a position in the past, or family members of such person:

Please select Y and N accordingly.

- ID document type
Select ID documents you will be submitting. Document upload will be done at the bottom of the application page. (detail in next section)

- Purpose of Card usage
Please select S for business use.

CARDHOLDER LIMIT DETAILS
MONTHLY CREDIT LIMIT
1000
SINGLE TRANSACTION LIMIT
0
COMPLIANCE DECLARATION
* DECLARATION OF FOREIGN PEPs
N-Non PEP Customer
* ID DOCUMENT TYPE 1
Driver's ID
* ID DOCUMENT TYPE 2
Resident/Green Card (Foreigners)
ID DOCUMENT TYPE 3
--Select--
* PURPOSE OF CARD USAGE
S (Statement of service and goods for business)

Click “**VIEW/UPLOAD ACCOUNT DOCUMENTS**” at the bottom of the page to proceed to ID document file upload.

Conditions of use (COU)

Terms and Conditions for Citibank Commercial Card Membership
Copyright 2022 Citibank, N.A. All rights reserved. Citi and Arc Design and Citibank are service ma

SUBMIT

VIEW/ UPLOAD ACCOUNT DOCUMENTS
SAVE AS DRAFT
CANCEL

Click ADD DOCUMENT to upload your ID documents.

HOME
MY PROFILE:REQUEST HISTORY
REQUEST HISTORY

View/ Upload Account Documents

DOCUMENT NAME	DATE UPLOADED	STATUS
No documents available		

ADD DOCUMENT

AUDIT LOG CANCEL

- Click BROWSE and select the file.

Click UPLOAD after entering the document name. Document name and file name must be in single byte English or numeric characters (Special character and Japanese characters are not accepted).

Please only upload appropriate files.

* DOCUMENT NAME

* SELECT FILE TO UPLOAD

BROWSE

UPLOAD

CANCEL

- After all documents are upload, Click DONE.

You can click DONE even file status remains as pending.

DOCUMENT NAME

DATE UPLOADED

TaroSato2

13/08/2022

TaroSato1

13/08/2022

ADD DOCUMENT

AUDIT LOG

DONE

You will be redirected back to the card application page.

Please confirm all mandatory information is entered, review Terms and Conditions and click on "Submit".

SUBMIT

VIEW/ UPLOAD ACCOUNT DOCUMENTS SAVE AS DRAFT CANCEL

Thank you for completing application submission.

Citi will review your application. If additional information / document is required, Citi will contact you.

Please refer to 4. Login to CitiManager, View Request, if you need to modify your application.

As a financial institution, we verify the identity of our customers in accordance with the Act on Prevention of Transfer of Criminal Proceeds and the Bank's policy. Citi may request for further information during ID verification process.

For example, to differentiate an applicant from a Politically Exposed Person, Citi may ask for biography , such as Work history between April 20XX – October 20YY and/or confirmation of a family member with a matching name.

If we do not receive your response within cutoff, your application may need to be resubmit.

Citi greatly appreciate your cooperation and understanding for these instances.

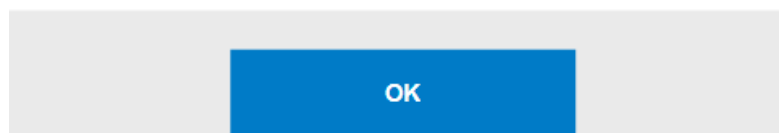
3. Direct Debit Registration

After submitting your application, CitiManager will navigate you to Direct Debit Request Form Download.

How to download Direct Debit Request Form

CitiManager will navigate you to the Direct Debit Request Form Download page. Please click OK.

Your application form has been successfully submitted for approval. Click "OK" and you will be redirected to "Direct Debit Form Download" page.



Please click SUBMIT at download page.

Citibank N.A., Tokyo Branch Citibank Commercial Cards - Cardholder Direct Debit Application Form

Direct Debit Registration

CitiManager Direct Debit Registration Number

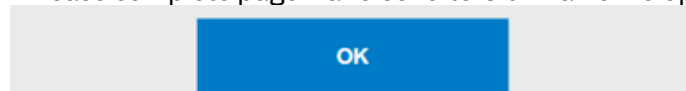
210092023945546

SUBMIT [SAVE AS DRAFT](#) [CANCEL](#)

Please click OK. A PDF file will be download to your PC.

Your Direct Debit Request Form is ready. Click "OK" to download. Please note the following instructions for form print & submission.

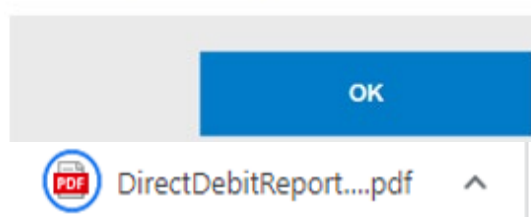
- Form contains two pages, please print on separate pages(not back to back)
- Page 1 contains mailing address. Print without size change, cut the label along the outline and paste it on a standard sized envelop. No postal stamp is required.
- Please complete page 2 and send to Citi in an envelope.



Please open PDF file and Print.

If you failed save Download file, please wait application status changed to 'Processed' and download from Card Maintenance tab.

File downloaded succesfully



If you cannot find the downloaded file on the screen, please look into the folder in your PC's PC > Downloads, etc.

Check list before you post Direct Debit Request from

- ☐ Is it your own form? Please do not use a copy of others, as it contains application number.
- ☐ Please verify each field before submission.
 - ① Have you input name correctly as registered at your bank? Have you put Furigana?
 - ② Please stamp seal as clearly and use registered one. If your account 'seal/signature less, please use any stamp or your own signature.
 - ③ Have you input Bank Name and code?
 - ④ Have you input Branch Name and code?
 - ⑤ Please do not forget to circle 1. Futsu (Savings) or 2. Toza (Current) in Account type. If it is left unspecified, Citi will update as 1. Futsu(Savings)
 - ⑥ Is account number correct?
 - ⑦ If you use Yucho bank, please entry Kigo
 - ⑧ If you use Yucho bank, please entry Bango here.
- ☐ If any correction made, please cross out and put seal/signature.

通帳等により太枠内に正確にご記入ください

フリガナ	シティ 太郎	金お	融届	機出	関印
①	シティ 太郎	②	印		
※法人の場合は、会社名、金融機関お届出の肩書き、代表者名まで全て省略せずご記入ください。					
Banks other than Yucho Bank 同ご利用の場合					
シティバンク	銀行	東京	支店	口座番号	
③	④	⑤	⑥	⑦	⑧
コード	銀行番号	支店番号	口座番号	1. 普通	0 1 2 3 4 5 6
0 4 0 1	7 3 0			2. 当座	
In case of Yucho Bank 同場合					
種目コード	契約種別コード	記号 (6桁)	⑦	番号 (右)	⑧
1 6 6 3 0 1		⑦		⑧	
払込先	口座番号	00140-9-654553	払込先	加入者名	三菱UFJファクター株式会社

いずれか一方に記入

お届け印の張りや印鑑不鮮明で書類が戻るケースが多く見受けられます。

(委託者使用欄)		変更の場合✓を記入
委託者番号・契約者番号	56287	
委託者名	シティバンク、エヌ・エイ東京支店	
契約者	法人ID	XXXXXXXXXXXXXXXXXXXX
	法人名	XXXXXXXXXXXX
	氏名	Name
	Application ID	EXISTING CARD A000NNNNNNN

If applicant ID is printed as 'EXISTING CARD' (when you re-download the form), Please hand-write your Application (Request ID A000nnnnnnnn).

How to send DD form - After DD Form is downloaded, please send form either by 1 or 2 (please follow your program administrator's instruction)

1. Please print without size change, cut envelope label from Document 1 and paste to standard size envelope. Drop Postal box - No postal stamp is required. <or>
2. Send to your Company Contact Point via internal mail by writing your contact at the bottom of the form.

Notification of registration completion

Once Citi receive your form and send to your bank, auto-email will be sent if alert is subscribed.

From: citicommercialcards.admin@citi.com <citicommercialcards.admin@citi.com>

Sent:

To:

Subject: シティコマーシャルカードの口座振替設定の確認 : XXXXXXXXXXXX248406

日付 : DD/MM/YYYY

NAME

会員番号 : XXXXXXXXXXXX248406

Dear Name,

Thank you for setting up a Direct Debit on your Citi® Commercial Card account ending 0001. C are pleased to confirm that the set up has been completed by Citi, and your details have been sent to your bank to finalise. Please be advised that the full statement balance will be deducted from your account by the payment due date.

If you have any questions about this email or need assistance, please contact Citi Customer Service using the phone number on the back of your card.

Regards,

Citi® Commercial Cards

(trailer message)

In case of registration failure at your bank

Even after above email is received, your Direct Debit Request Form may be rejected at your bank, such as Seal on the form is not matching with the registered one at the bank. In such case, your bank will return the Direct Debit Request form to us, and Citi will send it back to you by postal mail. Please make necessary changes and send back to us. The below email notification will be sent for such case.

From: citicommercialcards.admin@citi.com <citicommercialcards.admin@citi.com>

Sent:

To:

Subject: シティコマーシャルカードの口座振替設定の確認 : XXXXXXXXXXXX248406

日付 : DD/MM/YYYY

NAME

会員番号 : XXXXXXXXXXXX248406

Dear Name,

The Direct Debit on your Citi® Commercial Card account ending 9342 has been cancelled and the request has been sent to your bank.

If the request is received and processed by your bank before your next payment due date, any outstanding amounts will no longer be deducted.

If you have any questions about this email or need assistance, please contact Citi Customer Service using the phone number on the back of your card.

Regards,

Citi® Commercial Cards

If the Direct Debit Form is not received, we will send a reminder Email. Please make a bank transfer for your card usage according to the statement until Direct Debit is setup, and please bear the payment fee. If Direct Debit Form is not submitted, or if Direct Debit is not setup for a long period due to incomplete form, we may limit your card usage.

4. Login to CitiManager after application submission

Please login into CitiManager with your User ID and password created during Card application process.

Your home screen has link to move to the next screen for your needs.

Before using card,
Activate your card

Check your PIN from
View PIN

If your application is returned,
View Request and update

Setup Alert
Refer appendix 4 for detail

For more detail, "CitiManager®Userguide for Cardholder" is available at CitiManager at Resource -> FAQ

Activate your Card

Your card is delivered with inactive status. From home screen, Click Card Icon, and Activation screen will automatically pop-up. Click OK to activate your card. This is one time activity required every time when a new card is delivered, including replacement card.

View PIN

Please make sure you view your PIN once card is delivered. View PIN can be used twice a day.

View Request

You can view your application request status from here. If you application is returned, please access from here, make change and re-submit.

Setup Alert

Please refer Appendix 3 to receive alert via SMS or email.

List of Application and Maintenance Requests

REQUEST ID	STATUS	REQUEST TYPE	LAST MODIFIED DATE	MODIFIED BY
A0002022022	DRAFT	Bulk online application		
	You have not submitted the application. By click the Request ID, you can continue to modify.			
A0002022023	Waiting for Approval	Bulk online application		
	Waiting for PA approval. You can recall the application to edit and resubmit.			
A0002022024	More information required	Bulk online application		
	PA or Citi returned application for correction. Please read comment and update, then resubmit.			
A0002022025	Waiting for signed copy or Pending final review by Citi	Bulk online application		
	It is under Citi review process.			
A0002022026	Processed	Bulk online application		
	Applications process completed. Card has been issued or on its way for delivery.			

5. Statement and Payment

Statement : Statement closes on 15th of every month (or 14th, when 15th is Sunday). Please login to CitiManager to view and download the statement. Statement is available next day of closure date onwards.

Due Date : On the 12th of next month (next business day if 12th is a bank holiday), due amount will be debited from your bank account that has been registered by Direct Debit Request Form . Please keep sufficient account balance prior the due date.

Payment Failure : In case the direct debit fails, Citi will contact you about the payment failure and request to pay by bank transfer as soon as possible. Receiver Account detail is printed on your statement. Please bear payment cost. Delayed interest will be calculated from the next day of due date till payment date.

- You may see “PAYMENT RECEIVED DD” on the 12th and “PAYMENT REVERSAL DD” after 3 business day on your statement, in case of Direct Debit failure.
- If no payment is received by the specified date, the amount will be included in the next month direct debit.

Account Block : If payment is not made within 60 days from due date, your card will be blocked for further use, and Citi will inform your company’s Program Administrator to make payment. Your card blocked status will be released after confirming payment including delayed interest.

Available Credit : Available Credit is calculated by subtracting your card payment from your original credit limit. You can view the current Available Credit amount at CitiManager home screen. When a payment is cancelled/refunded, it may take a week or more for the refund amount to reflect on the Available Credit amount.

Alert: By subscribing to the alert in CitiManager, you will receive a notification once your statement is available.

How to view statement in CitiManager

Screen

CitiManager

Company: TTS JAPAN PVT C I...

Welcome [Name] | My Profile | Sign Out

HOME | Statements

STATEMENTS 1

15 AUG 2022 15 JUL 2022 15 JUN 2022 15 MAY 2022 15 APR 2022

OVERVIEW FOR JUL 16 TO AUG 15 3

BILLING ACCOUNT NUMBER: [Redacted] 759

BILLING ACCOUNT NAME: [Redacted]

PREVIOUS BALANCE: JPY 2,502

TRANSACTION TOTAL: JPY 1,660

PAYMENTS RECEIVED: JPY 2,502

AVAILABLE CREDIT: JPY 10,300

PAYMENT DUE DATE: 09/12/2022

STATEMENT DATE: 08/15/2022

Billed Transactions 4

Transaction details, amount, date, etc. 5

ADVANCED SEARCH >>

DOWNLOAD(PDF, CSV, XLS) 6

TRANSACTION DATE	POSTING DATE	TRANSACTION DETAILS	EXCHANGE RATE	AMOUNT	DISPUTE
08/12/2022	08/12/2022	[Redacted] 00000		- 2,502	...

1. Overview of your statement - allows you to toggle between statements by clicking the icon for the statement date.
2. If you have more than one card account, use the drop-down to toggle between card accounts.
3. The overview section provides balance and payment.
4. A list of billed or recent transactions for the statement displays.
5. Use the search field to perform a transaction search.
6. Click the Download link to download a statement.
7. The list of transactions will display.
8. To view additional transaction detail or dispute a transaction, click the ellipsis (...) link.

Page 1 of 1

STATEMENT OF ACCOUNT 金庫口座ご利用代金明細書

STATEMENT DATE 発行日: 15/11/2022

STATEMENT PERIOD 期間: 17/10/2022 - 15/11/2022

CORPORATE NAME 会社名: TTS JAPAN PVT X I T&E

Due Date お支払日: 12/12/2022

CORPORATE Card Account 口座: **** *XX 00-5827

Citibank®Commercial Cards

ACCOUNT STATUS 金庫口座のステータス

Please pay the full statement balance by the payment due date. Thank you. お支払日(休日の場合は翌営業日)までにご利用代金明細書の金額をお支払いください。引き落とし不能、または振込がない場合は遅延損害金の対象となります。

Name/Address

Remittance information if paying via bank transfer
ご利用代金を振り込みされる場合の振込先情報

Remittance Info 送金情報
Bank: 銀行: シティバンク、エヌ・エイ
Branch: 支店: ヤマブキ支店
Account Number 口座番号: 当座 0022002
Account Name 口座名義: 株式会社TTS

CITIBANK® COMMERCIAL CARD ACCOUNT STATEMENT SUMMARY (JPY)

Credit Limit ご利用限度額(JPY)	Previous Balance 前期末残高(JPY)	Payment Due お支払金額(JPY)
10,000	1,790	3,460

TRANSACTION DETAILS 取引の詳細 (JPY)

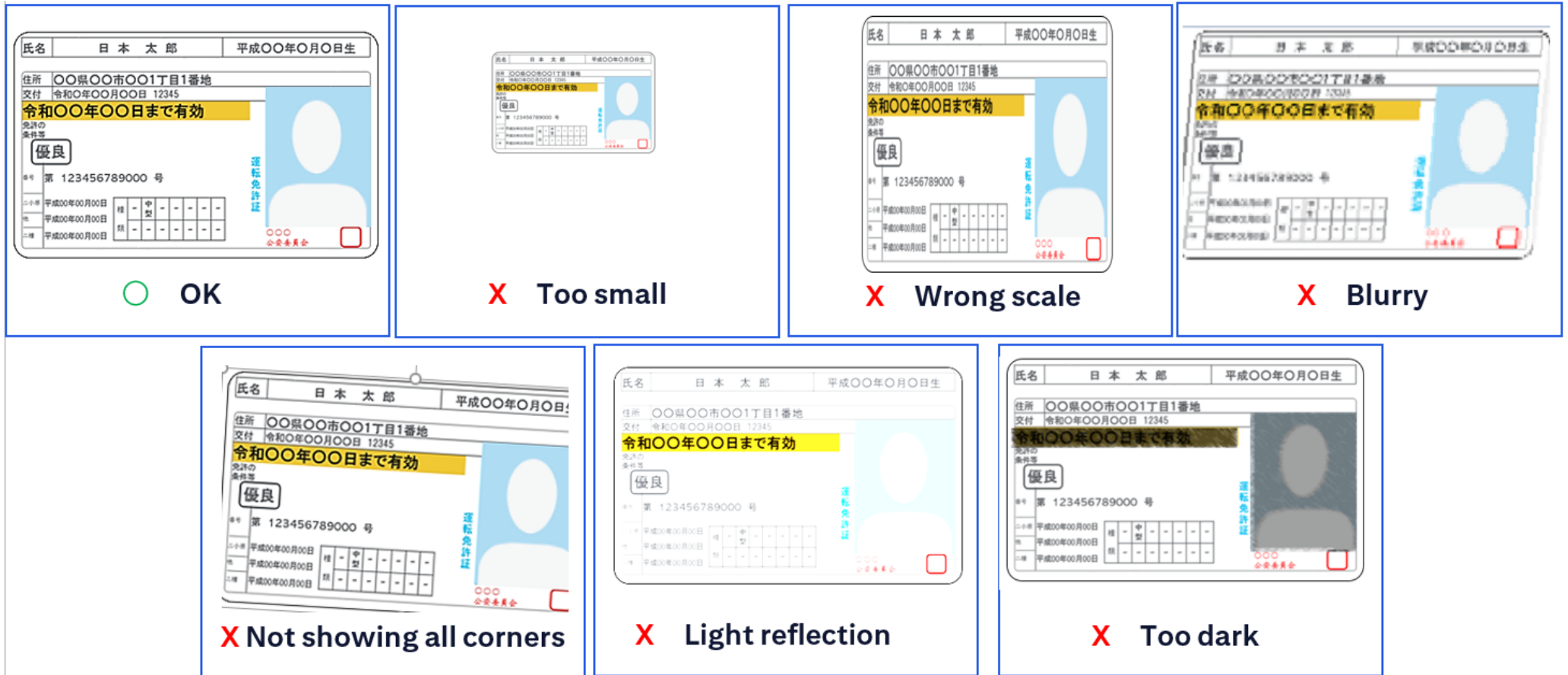
日付 Transaction Date	取引番号 Reference	取引の詳細 Transaction Detail	金額 Transaction amount	請求額 Billing Amount (JPY)
Previous Balance 前期末残高				1,790
14/11/2022	MT22318027800024000002	PAYMENT KOZAFURIAE 00000	JPY 1,790	1,790 CR
28/10/2022	05334902303270200638134	GREENCABグリーンキャブ JPN 1620052	JPY 900	900
28/10/2022	75250002302041963719640	SHINJUKU EX BUS TERMIN新宿高速バスターミナル JPN 1510051	JPY 1,300	1,300
19/10/2022	15210002294000003811432	ENUCHIYOUMEYAKUHN JBCI対外決済 JPN 6640884	JPY 540	540
15/10/2022	15210002290000004065784	ENUCHIYOUMEYAKUHN JBCI対外決済 JPN 6640884	JPY 540	540
14/10/2022	05334902288278700580580	CITI CAFEC i t i カフェ JPN 1000004	JPY 180	180
				3,460

Direct Debit Date

Detail for Money Transfer, incase Direct Debit fails

Due Amount

Appendix 1 - Prepare copy of 2 ID documents - Sample of OK/NG Image



Please take a copy or photo including all 4 corners, while your name, current address, Date of birth, face photo, and issuers' seal are clearly shown.

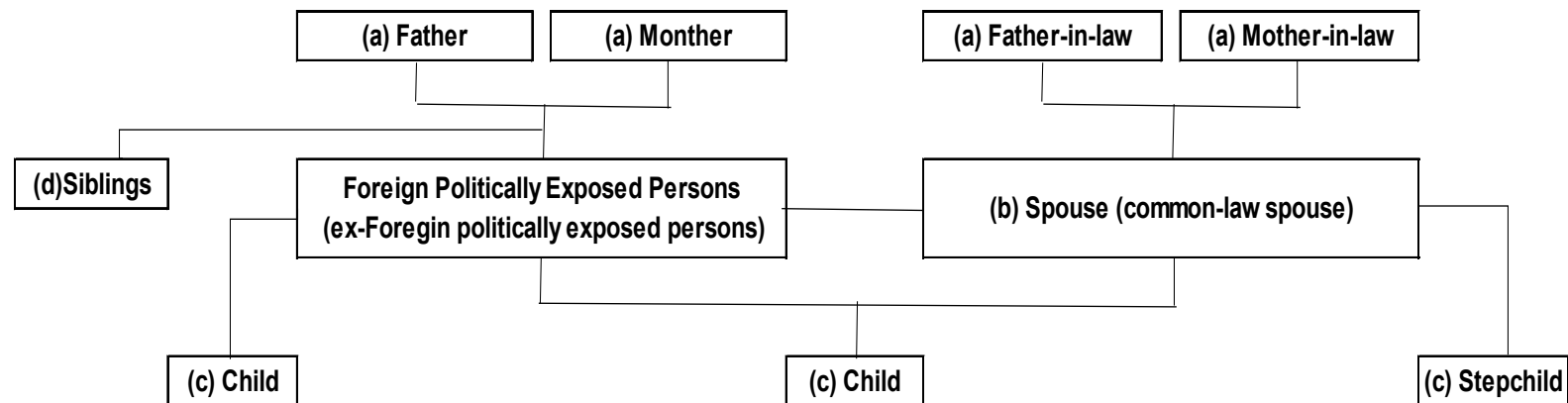
Appendix 2 - Foreign PEPs

Definition of Foreign PEPs

Foreign PEPs are individuals who are or have been entrusted with prominent public functions such as any of the post listed below by a foreign country, or who have held such position in the past, or family members of such person:

- (1) Head of State
- (2) Post similar to Prime Minister, other Ministers of State or Senior Vice-Minister in Japan
- (3) Post similar to the Speaker of the House of Representatives, the Vice-Speaker of the House of Representatives, the President of the House of Councilors or the Vice-President of the House of Councilors in Japan
- (4) Post similar to Justice of the Supreme Court in Japan
- (5) Post similar to Ambassador Extraordinary and Plenipotentiary, Minister Plenipotentiary and Envoy Extraordinary, Ambassadors on Special Mission, Representatives of the Government, or Plenipotentiary in Japan
- (6) Post similar to Chief of Staff, or Vice Chief of Staff of following office in Ministry of Defense, the Government of Japan; (a) Joint Staff (b) Ground Staff Office (c) Maritime Staff Office (d) Air Staff Office
- (7) Executives of Central Banks
- (8) Executives of corporations whose budget must be decided or approved by the Diet.

Scope of Family of Foreign PEPs



Appendix 3 - Alert Subscription Setup








HOME /

Alerts Subscription





Subscribe/Unsubscribe to receive Email and SMS Alerts.

CONTACT PREFERENCES

EMAIL ADDRESS

[EDIT](#)

MOBILE PHONE NUMBER

(+) 81-901
 [EDIT](#)

TRANSACTIONAL ALERTS

ALERT NAME	HELP	ALERT SETTINGS	☒ EMAIL	☒ SMS TEXT
Available Credit Remaining (%)		* % Remaining 70 Select % of remaining credit level which should trigger an alert, e.g. 5%.	☒	☒
Credit Limit Changed			☒	☒
Declined Transaction		Note: If the Decline Alert is triggered, no other subscribed alerts will be sent, only the Decline Alert will be sent.	☒	☒
Each Transaction		Notification will occur for every transaction made to the account, excluding payments.	☒	☒
Email Statement			☒	☐
High Value Transaction		*High Value Transaction Amount 0 Provide the transaction amount which should trigger an alert. Enter a positive number up to 15 digits in length, excluding decimals, e.g. 500.	☒	☒

1. Click **EDIT** button next to the MOBILE PHONE NUMBER.
2. Set the preferred time zone , timeframe and day to receive SMS TEXT.
***Must be set up**
3. Click the SAVE button.
4. Mark all SMS TEXT check box once.

This is required once. After the initial setup is completed, you can set your preferred notification setting by clicking the alert icon on the left side of the screen.
5. Set your remaining balance (%) and high transaction amount.
6. Mark the Terms & Conditions check box.
7. Click SAVE button.

End of Document