

Product description

Key features of the First Card service package

The First Card services include an international charge card and a travel account. First Card can be used in Finland and abroad for payments at shops, for online payments and for withdrawal of cash at ATMs, currency exchange points and bank branches carrying the Mastercard or Visa symbol. The card can be used to make contactless payments as well as mobile and smart payments. When all the company employees use First Card, the company achieves the best benefits.

1. First Card selection

First Card is a Mastercard charge card which can be granted to a person employed by a company that has made an agreement with Nordea. First Card Visa can be applied for as an additional card on corporate payment liability. A company can obtain a First Card with corporate, joint or private payment liability. The decision on the payment liability is made card by card based on where the invoice is sent: to the company or to the cardholder. Nordea invoices the company when the corporate card is on corporate payment liability. Nordea invoices the cardholder when the corporate card is on joint or private payment liability and the cardholder is liable for using the card and for the payment of the invoice. In a card with joint payment liability the company is a co-debtor and is liable for paying the invoice in situations where the cardholder neglects his or her payment liability.



1.1 First Card Corporate card

First Card Corporate card is a payment instrument for every employee who makes purchases, uses the taxi, travels or entertains guests. FC Corporate card is either on corporate payment liability, on private payment liability or on joint payment liability.

1.2 First Card Executive card

First Card Executive card is intended particularly for persons who travel a lot. Besides the facilities of the normal Corporate card, Executive card holders obtain with the free Priority Pass entrance to the VIP lounges at airports and a more comprehensive travel insurance policy. First Card executive card is on corporate payment liability.



1.3 First Card Purchase card

First Card Purchase card simplifies a company's purchases and makes them more efficient. The card is primarily intended for employees whose use of the card is limited to certain sectors only. The company can define differ-



ent profiles for different user groups; only for taxis, fuel, building materials or office supplies, for example. The use of the card can also be restricted in terms of the euro amount and number of purchases. FC Purchase card is always on corporate payment liability.

1.4 First Card Project card

First Card Project card is intended for persons working in projects. A company can choose the validity of a project card to be 3, 6 or 12 months. The validity of a project card cannot be extended. FC Project card is always on corporate payment liability.

2. First Card travel account

The First Card travel account is an invoicing solution to all your company's purchases from travel agencies. It can be used for personnel travel, guest travel and group travel. The number of invoices ensuing purchases from travel agencies can be minimised with aggregate invoicing. The processing of invoices becomes easier and the amount of work and the time used in processing them decreases. Purchases from travel agencies can be made on the company level, by unit, by accounting unit or by passenger in accordance with the company's choice. The content can be sorted, for example, by passenger or by project number, if necessary. The use of the travel account does not affect First Cards' spending limits. The travels of passengers other than the cardholders can also be invoiced via a travel account.

3. Connections to Travel Expense Management systems

First Card transactions can be downloaded electronically to the most common Travel Expense Management systems. In connection with the transaction, First Card forwards a category code (Merchant Category Code, MCC) on the basis of which the Travel Expense Management system is able to give a posting proposal for the purchase transaction.

The First Card Travel Expense Management system includes three different company-specific files:

Cardholder file includes all cards in use and all closed cards. The card numbers are transmitted as masked (the card number cannot be read) following the PCI DSS standard. The file can be transmitted daily or once a week.

Transaction file includes the card and travel account transactions. The file can be transmitted daily or once a week.

Control file includes the invoiced transactions. The file is created when an invoice is sent to the company. The number of files is the same as the number of invoices sent to the company and the files are transmitted in accordance with the invoicing period.

4. Invoicing

A company's invoicing is carried out once or twice a month, weekly or daily (Mon - Fri). We offer a number of invoicing alternatives for different organisations, for example, by company, by accounting unit or by card. The annual fees can be included in the card invoices or invoiced separately from the company. The average interest-free payment period is about 30 days.

First Card invoices can also be electronic. The e-invoices can be forwarded by an operator or in the Finvoice format or as paper invoices. It is possible to get a transaction-specific posting proposal for an electronic invoice.

The value added information is transmitted to First Card invoices on domestic transactions made on the travel account. The VAT information is transmitted to Nordea from the travel agency. At the end of the invoices there is a summary of VAT, itemised by tax rate, transmitted to the invoices.

A cardholder of a joint payment or private payment liability card can select either a paper invoice or an e-invoice.

5. Corporate reporting service

When a company concentrates payments on First Cards, the company will get an overall picture of its costs from one place irrespective of the service provider. With the First Card reporting service, it is possible to create statistics by company or accounting unit. Reports allow monitoring of quantities and euro amounts of purchases, places of purchase and sectors on a monthly, quarterly, semi-annual or annual basis.

When a company uses First Card, besides in Finland, also in Norway, Sweden and Denmark, the reporting can be drafted on the Nordic level.

6. Cardholder's online service and mobile app

First Card provides cardholders with an online service and a mobile app. In the online service, cardholders can monitor, for example, their uninvoiced and invoiced transactions and contact the First Card customer service via a secure e-mail service. The mobile app functions on either iPhone or Android phones.

7. Supplementary travel insurance

Insurance is granted by: Tryg Insurance A/S.
Sveavägen 167, 11346 Stockholm, Sweden.
Tel +358 800 935 55 (Mon-Fri 8am-4pm)

7.1 Travel insurance for corporate cards and the travel account

The supplementary insurance is valid when the trip has been paid (at least 75%) with First Card or from a Nordea First Card travel account or AirPlus travel account. The insurance is valid during trips lasting no more than 60 days. First Card travel insurance is a group travel insurance policy in which both the insurance cover and the premiums are the same for all insured travellers.



7.2 First Card Executive insurance

First Card Executive cardholders get comprehensive travel insurance when at least 75% of the price of the trip is paid with First Card Executive or from Nordea First Card travel account or AirPlus travel account. The insurance is valid on trips made with public transportation in Finland and abroad. The insurance is valid during trips lasting no more than 60 days. First Card travel insurance is a group travel insurance policy in which both the insurance cover and the premiums are the same for all insured travellers.

8. Benefits from cooperation partners

Our cooperation partners grant a number of benefits and discounts for First Card holders. When you pay with First Card, you are entitled to valuable benefits on parking and hotel stays, for example. The currently valid benefits granted by our cooperation partners to cardholders can be found at firstcard.fi. These benefits are available to all First Card holders. In the Nordic countries you can avail of local First Card benefits.

9. Security

The monthly default limit for First Card Corporate card purchases is EUR 5,000 per card per month. For cash withdrawals the monthly default limit is 1,600 euros per card per month. The spending limit may be raised or lowered on a card-by-card basis. If needed, the cash withdrawal feature can be removed from an individual card. The size of the security limit does not affect the cards' annual fees.

9.1 Secure online shopping

The payment of online purchases (such as airline tickets, hotel reservations, literature, software and participation fees) is safe. When a card is used to pay online, the cardholder's identity is strongly authenticated. The cardholder confirms the purchases online using the Nordea ID app or a fixed password provided to the cardholder together with a one-time transaction-specific code sent to the cardholder's mobile phone.

10. Emergency services

If your First Card is lost or is stolen, report this immediately to the First Card blocking service, tel 020 333 (from abroad +358 20 333). The blocking service is available 24/7. Nordea will automatically order a new card to replace the card reported as lost or stolen. The new card is delivered to the cardholder within a week.

10.1 Emergency cash

In case of emergency, Nordea can deliver the cardholder "emergency cash" if the customer so wishes. A normal cash withdrawal fee is charged for emergency cash. The maximum amount of emergency cash is EUR 1,600.

11. Nordic solution

The First Card solution is available in Finland, Sweden, Norway and Denmark. It enables one uniform routine and reporting in the Nordic countries.

12. AirPlus cooperation

Nordea is AirPlus International's main cooperation partner in the Nordic countries for global companies. The AirPlus travel account functions in approximately 200 countries all over the world.



13. Service provider information

Name Nordea Bank Abp,
Address Satamaradankatu 5,
FI-00020 NORDEA
Business Identity Code 2858394-9
Tel. +358 200 52100
Internet firstcard.fi
E-mail firstcard.fi@nordea.com

Nordea Bank Abp (hereinafter 'Nordea'), has been registered in the Trade Register maintained by the Finnish National Board of Patents and Registration. Nordea is engaged in activities referred to in the Finnish Act on Credit Institutions. The Ministry of Finance has granted Nordea a licence of a credit institution.

Nordea's business operations are supervised by the Finnish Financial Supervisory Authority; visiting address Snellmaninkatu 6; PO Box 159, FI-00101 Helsinki, tel. 010 831 51, e-mail: rahoitustarkastus@rahoitustarkastus.fi.

14. Prices

- The annual fee charged in advance for an FC is stated in the tariff, unless otherwise agreed upon with the cardholder's employer.

- The annual percentage rate of charge on FC that takes the expenses of the card into account is 0.8% (May 2017). The annual percentage rate of charge has been calculated with an estimated utilisation rate of EUR 5,000 and the annual card fee of EUR 40 has been taken into account.
- Nordea invoices the cardholder or the company once a month or as laid down in the agreement for all purchases made with the FC that have arrived at Nordea before the invoicing run.

In addition to the above-mentioned fees, all other payments and charges related to the FC are stated in the currently valid tariff.

15. On withdrawing from and terminating the agreement

First Cards are corporate cards granted for business activity, which is why the cardholder is not in the position referred to in the Consumer Protection Act. The account-holder's right of giving notice is specified in the First Card account terms.