

USE CREDIT WISELY

**How credit works — It's not free money.
Spend responsibly.**

A credit card is an important financial tool that allows you to buy now with the promise that you'll pay later. It also provides financial support in an emergency, and lets you build a credit history.

Credit cards can help you manage your money. Or they can manage you. Knowledge and some careful spending will help you take charge and stay in control of your finances.

10 HEALTHY CREDIT TIPS

Keep your credit from crashing and burning.

Follow these steps for maintaining a good credit history:

1. Don't charge what you can't afford.
2. Pay bills on time, and build a good credit history. Pay bills late, and you'll incur late charges.
3. Set a monthly spending limit, and stick to it.
4. Use cash advance only in emergency situations. Taking frequent cash advances can be expensive.
5. Understand the terms and conditions completely before you accept a credit card.
6. Save money for emergencies.
7. Shop as carefully with a credit card as you do with cash — your own cash, that is.
8. If you charge day-to-day expenses, pay them in full each month.
9. Keep credit card information (including phone number of issuer) in a safe place in case your cards are lost or stolen.
10. Keep copies of sales slips and compare charges when statements arrive. If there's a mistake, call your issuer right away.

Payments — More than just a good idea.

When you use your credit card, think of it as getting a loan, complete with interest charges and payment options.

As the account holder, you're responsible for payment when you receive your statement. If you're enrolled on e-statement, remember to login to view your statements and make payment on time.

How to view your electronics statements?

- Login to Citibank.com.sg
- Enter your cardnumber
- Key your pin into the screen pin pad
- Click login
- Key in your One-Time Pin (OTP) when you receive it on your mobile phone

If you miss a payment due date, you will be charged a late fee. And, a late payment may be recorded on your credit history. Be sure your payment arrives on time by sending it at least 5 days before the payment due date, even if you use online banking.

By using your credit card wisely and always paying your bills on time, you're building a good credit history. This will be necessary when applying for various types of loans, for example, personal loans, mortgages and credit cards etc.

Minimum payments — Not just a suggestion.

Your monthly statement will show an amount labelled Minimum Payment Amount. This is not a recommended payment amount, but rather the absolute minimum you must pay and the date by which you must pay it to keep your account in good standing. If you do opt to carry a balance, it's a good idea to minimize interest charges by paying off your balance in full as soon as possible.

- Paying in full lets you avoid interest charges on purchases by not carrying a balance forward to the next month.
- Paying only the minimum lets you carry a balance, which will attract interest charges on the balance as well as on the new transactions that you've made.

How to pay your bills?

- Use the AXS Station (please have your 16-digit card account number and NETS card with you)
- Sign up for Citi SMS Pay to pay your credit card bills using a non-Citibank account via SMS at www.citibank.com.sg/SMSPay
- Sign up for Direct Debit Authorisation to enable your monthly billings to be debited from your account with one of the participating banks or finance company
- Send in a cheque by mail

Credit Bureau — How it affects your future.

Your payment behaviour today will affect your credit rating and whether you are able to apply for loans tomorrow. Developing a regular payment pattern is essential, not only for avoiding fees, but for keeping your credit healthy. Information about how you pay your bills is sent to the credit bureau. Some people mistakenly think it's better to save up for a few months and then pay off the balance in full. For every month you don't send in at least a Minimum Payment, a bad mark appears on your credit report - even if you pay your balance in full the next month.

The Credit Bureau (Singapore) is a central depository, that banks and other financial institutions rely on to check on their existing or prospective customers' creditworthiness. Bad credit history could result in you having difficulties in applying for other credit cards or loans in the future. Pay your bills on time.

Cash Advance - Strings attached.

Use cash advance only in emergency situations. Taking frequent cash advances can be expensive as each time you make a withdrawal, a cash advance fee will be charged on top of interest charges - The interest is charged on a daily basis from the day the cash advance is taken to the day full payment is received.

In addition, if you withdraw from non-Citi ATMs in Singapore or from ATMs worldwide, such cash advance withdrawals will be treated as international transactions and are subjected to foreign exchange conversion charges.

In scenarios where you have already utilized a large percentage of your available credit, your account may exceed its credit limit when fees or charges are subsequently levied to your account. This will then attract an overlimit fee.

Visit www.citibank.com.sg/abscreditcard

Privacy at Citi

Our goal is to maintain your trust and confidence when handling personal information about you.

You Have Choices:

As a Citi customer, you have the opportunity to make choices. As you consider this, we encourage you to make choices that enable us to provide you with quality products and services that help you meet your financial needs and objectives.

Security Of Personal Information:

The security of personal information about you is our priority. We protect this information by maintaining physical, electronic, and procedural safeguards that meet applicable law. We train our employees in the proper handling of personal information. When we use other companies to provide services for us, we require them to protect the confidentiality of personal information they receive.

As a Citi customer, you have the choice to be taken off our mailing lists for marketing and promotional offers. Should you choose not to receive these materials, you can call our CitiPhone Banking Services at 6225 5225 or login to Citibank Online to fill in the privacy form in the Application Centre.