

Keyence Corporate Credit Card Program

If your position requires business travel- you are required to have a credit card to pay for travel expenses.

The average cost of business travel for sales= \$1000-\$1500/week (varies by product line and position).

If you are unable to obtain a personal credit card to use for business expenses, Keyence offers a corporate “Sponsored” credit card. You are eligible for this program if:

- Your position requires frequent business travel: which require hotel stays and rental car expenses
- You are unable to obtain a personal credit card with sufficient credit limit to accommodate business travel
- Key differences between using a personal card and the Keyence-sponsored card:

	Option 1	Option 2	
	Personal Credit Card	Keyence-Sponsored Credit Card	Notes
Credit Limit	Must be able to accommodate \$1500 in business travel/week	\$5,000	
Typical spend	\$1000-\$1500/w + personal charges	\$1000-\$1500/week	
Eligible expenses	Personal + Business	Business Only	
Term Length	Pls confirm w/card provider*	1 Year program. At the end of 1 year you will need to obtain personal credit card.	3 months advance notification See <u>Length</u> for details
Payment schedule	Pls confirm w/card provider*	MUST pay statement amount IN FULL Mandatory w/in 30 days of statement	See <u>Liability</u> for details
Non-Payment Terms	Pls confirm w/card provider*	> 1% fee applied to balance > Deduction from Expense Reports	See <u>Non-payment</u> for details
Confidentiality	Pls confirm w/card provider*	Keyence will maintain strict confidentiality	See <u>Confidentiality</u> for details
Personal Credit Impact	Pls confirm w/card provider*	> No impact to apply > <u>Confirmed impact</u> in case of non-payment	See <u>Credit</u> for details

Details of your personal account should be addressed with your credit card company

The Keyence-sponsored credit card will take up to 7 business days to process and be delivered. It will be delivered to Keyence Headquarters so you can receive on your first day, pending your application date. Please plan accordingly.

Application: To apply for the card, please copy and paste this link to your browser:

<https://www.paymentnet.jpmorgan.com/arm/public/Arm.html#apply5eb78bba-ac29-456a-9d97-ceb7f036dc1e>

Your monthly statement will be available online

Keyence Corporate Credit Card Program

Terms

Confidentiality: All of your information will be treated extremely carefully. Keyence will maintain strict confidentiality. Purchase-related information will only be shared when necessary to approved departments: Accounting, Operations, and your manager in case of non-payment.

Credit: There will be no impact to your credit/credit score by applying for the Keyence-Sponsored credit card with Chase. You can expect your credit score to be affected if you do not pay your statement balance on time.

Liability: You are responsible for all charges made on your account. Statements will be received electronically and you are liable for the full balance due. Payments must be made on time and within 30 days of your statement balance. To be reimbursed for business purchases, you must submit an Expense Report within 1 week after your travel. Please attach all receipts to your Expense Report.

Non-Payment: You are required to pay the statement balance in full within the 30-day billing cycle. 1% of the full amount past due assessed 28 days after end of the cycle in which payment first became due and each cycle thereafter. In the event of non-payment, Keyence will be notified and you will be instructed to issue payment right away. You will receive a series of messages from Chase and Keyence and your account will be escalated to upper-management. If no payment is made on your account, a deduction will be made from your expense reports and your credit card will be suspended.

Length: This program is valid for a 1-year term. You will be notified 3 months in advance of the 1-year expiration.