

TUTORIAL 3 - USING CREDIT RESPONSIBLY

The ICICI Bank Credit Builder Programme Tutorials are an attempt to empower you with information so that you can manage credit responsibly and thereby, build a strong credit history. For more details, refer

www.icicibank.com/creditbuilder

Tutorial 3 is part 1 of the series on managing credit card accounts. The other 2 parts will cover topics like keeping charges in check and how to ensure safety of the card account. Make sure you read all 3 parts: We believe it's in your hands and it's all about control.

1. Card usage

You can use your credit card conveniently at shops and stores, restaurants, hotels, airlines, petrol stations and many other locations around the world. When you wish to make a purchase, simply offer your credit card to the cashier. He or she will swipe your card on a machine and give you a receipt to sign to authorize the transaction.

Always

- Check the amount and sign the receipt.
- Keep one copy of the receipt or charge-slip carefully until you have cleared the entire bill amount for the month. This will be useful in case of any doubt or dispute later.
- Tally your purchases on your monthly statement. In the event of an error or mismatch, highlight immediately. Billing errors can be corrected and you can contact ICICI Bank 24 hour Customer Care for assistance.
- If you don't receive your statement or misplace it, pro-actively seek information on payment due. ICICI Bank offers easy ways to access this through online, call and sms channels.

Never

- Share your card account number, CVV, personal or financial details or passwords. This information can be used to fraudulently use your card without your authorization.
- Let the card plastic out of sight at payment counters. If you lose your card or suspect theft, notify the card issuer immediately and have the card blocked.

2. Be in control of your card spends

It is advisable to use the card for amounts you are sure to pay back.

Always

- Plan your spending.
- Limit cash advance to emergency usage only. Cash advances do not get any grace period for re-payment and attract interest from the date of the advance itself.
- Avoid using up your entire available credit limit. If you use up your limit very often, this may indicate over-dependency on credit or that you don't have sufficient income to manage your expenses. Spending well within your credit limit is good credit management.