

PROGRAM OWNER DESIGNATION AND ACCOUNT SET-UP

Did you know?

You can quickly and easily enroll and unenroll Cards into Corporate Membership Rewards through @ Work. To learn more or enroll, please call 1-866-568-0308.

(For new and existing Clients)

This request is subject to the Corporate MR Terms and Conditions. The fees to participate in Corporate Membership Rewards ("Corporate MR") include an annual enrollment fee of \$99, plus applicable taxes ("Enrollment Fee"). Please note, the Enrollment Fee does not apply for Corporate Platinum Cards enrolled into Corporate MR. Enrollment Fees will be charged to the Program Owner's ("Program Owner") Corporate Card on file.

Only Corporate Card, Corporate Gold Card and Corporate Platinum Cards can participate in Corporate MR. No other American Express products are eligible.

Section 1 – Corporation Information Required for Corporate MR Account Set-Up

Corporation Name

Corporation CID (if known)

Section 2 – Program Owner Designation

Corporation will designate a Program Owner to actively manage Corporate MR on Corporation's behalf. Corporation authorizes the Program Owner to act on Corporation's behalf with respect to Corporate MR, and Amex Bank of Canada ("Amex Bank") may rely on all directions and information Amex Bank receives from a Program Owner regarding the Corporate MR Account, including enrollment of Corporate Cards into Corporate MR and unenrollment of Corporate Cards from Corporate MR. Corporation acknowledges that it is a requirement that the Program Owner holds an American Express Corporate Card. Please complete a Corporate Card application if the Program Owner is not currently a Cardholder. Only Corporate Card, Corporate Gold Card and Corporate Platinum Cards qualify to be enrolled into Corporate MR.

PROGRAM OWNER RESPONSIBILITIES INCLUDE:

- Enrolling Corporate Cards into the Corporate MR Account using a Card Enrollment form or through @ Work
- Cancelling enrollment of Corporate Cards from the Corporate MR Account using an Unenroll Corporate Card form or through @ Work
- Incurring and submitting payment for all annual Per Card Enrollment Fees charged to the Program Owner Corporate Card or through @ Work linked to the Corporate MR Account;
- Conducting redemption transactions against the Corporate MR Account

PROGRAM OWNER INFORMATION AND DESIGNATION

First Name

Last Name

X | X | X | X | - | X | X | X | X | X | | - | | | | | | | |

American Express Corporate Card Number*

Business Title

Corporation Address

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Business Telephone

Business Cell Phone

Business E-mail Address

By signing below, I agree to be responsible for the above Program Owner responsibilities and consent to Amex Bank collecting, using and disclosing my personal information for the purpose of setting me up as Program Owner for Corporation's Corporate MR Program. I acknowledge that if Corporation has assigned a Program Owner Back-Up Designate under section 3 of this form, that such Program Owner Back-Up Designate is authorized to perform actions that may result in charges being incurred on the Program Owner Corporate Card issued in my name, including but not limited to charging Enrollment Fee(s) upon enrollment of Corporate Cards into the Corporate MR Program. I hereby expressly authorize any such charges and accept liability for such charges as set out in the Cardmember Agreement relating to the Program Owner Corporate Card.

X

Program Owner Signature

Date

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Section 3 - Program Owner Back-Up Designate Information

PLEASE FILL IN THE FOLLOWING FIELDS ONLY IF YOU WOULD LIKE TO ASSIGN A PROGRAM OWNER BACK-UP DESIGNATE FOR YOUR COMPANY.

ADD DELETE

Program Owner Back-Up Designate responsibilities include:

- Enrolling Corporate Cards into the Corporate MR Account using a Card Enrollment form or through @ Work
- Unenrolling Corporate Cards from the Corporate MR Account using an Unenroll Corporate Card form or through @ Work
- Conducting redemption transactions by calling American Express

First Name _____ Last Name _____

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Business Title _____ Business Telephone _____ Business E-mail Address _____

X

Program Owner Back-Up Designate Signature _____ Date _____

First Name _____ Last Name _____

()

Business Title _____ Business Telephone _____ Business E-mail Address _____

X

Program Owner Back-Up Designate Signature _____ Date _____

Section 4 - Confirmation

I designate the above mentioned employee(s) as the Program Owner and Program Owner Back-Up Designate of the Corporate MR Account within our company and authorize the same to issue and receive all declarations of intent and carry out other activities in connection with Corporate Membership Rewards from American Express on behalf of our company.

All annual enrollment fees and adjustments will be applied to the Program Owner Corporate Card provided above. Amex Bank will use the Program Owner Corporation address provided for all Corporate MR related servicing and marketing communication.

First Name _____ Last Name _____

X

Signature of Authorizing Officer within Company _____ Date _____

To submit this form you can:

Email a scanned copy to:
CorpCDAPA@aexp.com

Fax to:
905-474-8982

Mail to:
Amex Bank of Canada
1211 Denison St, Unit 18
Markham, Ontario, L3R 4B3

For Internal Use Only

CMR Account set-up date _____
mm/dd/yyyy

CMR Welcome E-mail sent _____
mm/dd/yyyy

CMR Account created by _____

CMR Welcome E-mail sent by _____