



Simplified Enrollment for ExpressCash

Request by Corporate Account for Simplified Enrollment for ExpressCash

This American Express® Simplified Enrollment form enables you to request enrollment in the ExpressCash Program.

Simply follow these easy steps:

1. Complete the Simplified Enrollment form listing the names of those employees you wish to receive ExpressCash using the Corporate Card.
2. Obtain approval from your Corporate Card Program Authorizing Officer.
3. Return the Simplified Enrollment form to Amex Bank of Canada.

If you have any questions, please telephone your Corporate Card Representative at Amex Bank of Canada.

Information about Corporation or Firm (“Corporation”)

Corporation Control Number (if applicable)

3 7 3 - -

Corporation Name

Head Office Address

Street

City

Province

Postal Code

Enrollment

Corporation hereby acknowledges and agrees that, if approved by Amex Bank of Canada, Corporate Card members may be able to use the Corporate Card in (i) American Express dispensers to obtain American Express® Travellers Cheques (“Cheques”) and/or cash and, (ii) in the automated banking machines of such financial institutions as may, from time to time, accept the Corporate Card for ExpressCash access in order to obtain cash advances on the account or effect other transactions. In this enrollment request, American Express dispensers and such automated banking machines will be referred to as “ABMs”. Before Corporate Card members may use the Corporate Card in ABMs, they will have to be enrolled in the ExpressCash Program and they will have to obtain from Amex Bank of Canada their personal identification number (“PIN”). Amex Bank of Canada will have a separate agreement with Corporate Card members concerning their use of the Corporate Card in ABMs and their use of their PIN.

The following employees are authorized to be enrolled in the ExpressCash program: (check one)

- All employees and other persons from Corporation holding Corporate Cards on the Account are authorized to receive ExpressCash access using the Corporate Card.

The following are the daily and billing period maximum total withdrawal amounts of cash or Cheques for all such employees and others for the participating ABM networks. (The minimum transaction withdrawal is \$20):

Total Daily Maximum \$ (Canadian)

Total billing period maximum \$ (Canadian)

OR

- Attached is a list of employees and other person from Corporation, authorized to receive ExpressCash access using the Corporate card, indicating their respective total daily maximum and total billing period maximum withdrawal amounts.

By making this request, Corporation, through its authorized officer, requests that the persons designated above be enrolled in the ExpressCash program in order to obtain Advances on the Account or effect other transactions and that Amex Bank of Canada issue a PIN to each person designated above.

Corporation hereby acknowledges and agrees that:

- (a) The amount of any loans made by Amex Bank of Canada pursuant to a Corporate Card member’s use of an ABM to obtain cash or cheques (“Advances”) and the amount of any related fees or charges imposed in connection with the obtaining of any Advance (“ABM Related Charges”) shall be charged on the Account and shall constitute “Charges” pursuant to the corporate account agreement between Corporation and Amex Bank of Canada (the “Account Agreement”);
- (b) Advances and ABM Related Charges will be listed separately on the monthly statement of Charges.
- (c) The amount of any Advances and ABM Related Charges will be due and payable in full 15 days following the date of the monthly statements of Charges;
- (d) Amex Bank of Canada will impose a charge for each Advance at an ABM equal to two percent (2%) of the amount of the Advance; in addition, Amex Bank of Canada will impose a transaction fee of \$1.00 for each Advance at an ABM:

- (e) If Corporation repays Advances and pays ABM Related Charges prior to the date they are due and payable, then Amex Bank of Canada will treat the payment as having been made on the due date unless Corporation notified Amex Bank of Canada that the payment is intended as a prepayment, in which case any portion of the ABM Related Charges which exceeds the amount of charges permitted by applicable law will be credited to the Account.
- (f) Advances made in a foreign currency other than Canadian dollars will be converted into Canadian Dollars. The conversion will take place on the date the Charge is processed by us, which may not be same date on which the Charge was made as it depends on when the Charge was submitted to us. If the Charge is not in U.S. dollars, the conversion will be made through U.S. dollars, by converting the Charge amount into U.S. dollars and then by converting the U.S. dollar amount into Canadian dollars. If the charge is in U.S. dollars, it will be converted directly into Canadian dollars. Unless a specific rate is required by applicable law, you understand and agree that the American Express treasury system will use conversion rates based on interbank rates that it selects from customary industry sources on the business day prior to the processing date, increased by a single conversion commission of 2%.
- (g) Waivable charges shall not include ABM Related Charges;
- (h) All Waiver Requests relating to charges for advances shall constitute a request by Corporation for Amex Bank of Canada to cancel the PIN of the Corporate Card member who incurred such Charges and to cancel the ExpressCash program for such Corporate Cardmember;
- (i) Corporation may request Amex Bank of Canada to cancel the enrollment of any Corporate Cardmember in the ExpressCash program without cancellation of the Corporate Card issued to such Corporate Cardmember; and
- (j) Terms used in this enrollment request which are not defined herein but are defined in the Account Agreement shall have the meanings ascribed to them in the Account Agreement.

Corporation hereby agrees that the Account Agreement is amended to give effect to all the provisions of this enrollment request and hereafter the provisions of the Account Agreement and this enrollment request shall be read together and given effect as if contained in one agreement.

The annual percentage rate of the cost of borrowing represented by the two percent (2%) charge imposed in respect of Advances may be determined by Corporation and will vary depending on the length of time between the date of the Advance and the date it is repaid. To determine the equivalent annual percentage rate of the two percent (2%) charge Corporation may use the following formula:

$$\text{Equivalent annual Percentage rate} = \frac{2 \times 365}{\text{Number of days from advance to repayment}}$$

For example, if the Corporate Card is used to receive an Advance of \$200 from an ABM and the amount is repaid in full on the due date and that date is 25 days after receiving the Advance, the cost of such a transaction will be 2% of the amount of the Advance (in this example \$4.00, which is equivalent to an annual percentage rate of 29.2%) plus the \$1.00 transaction fee for a total of \$5.00 in ABM Related Charges. If the \$200 Advance is repaid in full on the due date and that date is 30 days after receiving the Advance, the total cost of the transaction will still be \$5.00, which is the sum of 2% of the amount of the Advance plus the \$1.00 transaction charge; in this example, the 2% charge is equivalent to an annual percentage rate of 24.33%.

The following schedule shows the total of ABM Related Charges for Advances \$100, \$200 and \$300, based on a charge equal to 2% of the Advance plus a \$1.00 transaction fee.

Advance	ABM Related Charge
\$100	\$3
\$200	\$5
\$300	\$7

Amex Bank of Canada reserves the right to decline to approve enrollment of any person where it has information concerning that person which suggests that such person would pose an unwanted credit risk to Amex Bank of Canada.

Corporation hereby acknowledges receipt of a copy of the current agreement between Corporate Cardmember and Amex Bank of Canada governing ExpressCash access.

CORPORATION

Date: _____

By: _____
Authorized Signature

Name: _____

Title: _____