



**PROOF OF ADDRESS (PoA)**

**Permanent Address Details**

(Certified copy of any one of the following Proof of Address [PoA] needs to be submitted)

Address Type\*:  Residential / Business  Residential  Business  Registered Office  Unspecified

Proof of Address\*:  Passport  Driving Licence  NREGA Job Card  Voter Identity Card

Letter issued by National Population register  Others

Document ID:

Please ensure that the address declared matches with that in the Proof of Address (PoA) Document attached

Address Line 1\*:

Address Line 2:

Address Line 3:

City\*:  Pin / Post Code\*:

State\*: \_\_\_\_\_ Country\*: \_\_\_\_\_

**Correspondence / Local Address Details**

Same as Permanent Address details  Same as work address details

Address Line 1\*:

Address Line 2:

Address Line 3:

City\*:  Pin/Post Code\*:

State\*: \_\_\_\_\_ Country\*: \_\_\_\_\_

**Residence For Tax Purposes In Jurisdiction(S) Outside India**

Tick if this section is applicable

Additional Details Required\* (Mandatory only if the above is ticked)

Country of Jurisdiction of Residence\*

Tax Identification Number or equivalent (If issued by jurisdiction)\*

Place/City of Birth\* \_\_\_\_\_ Country of Birth\* \_\_\_\_\_

**Address In The Jurisdiction Details Where Applicant Is Resident Outside India For Tax Purposes\***

Same as Permanent Address details  Same as Correspondence / Local Address details

Address Line 1\*:

Address Line 2:

Address Line 3:

City\*:  Pin / Post Code\*:

State\*: \_\_\_\_\_ Country\*: \_\_\_\_\_

## Work Related Information

Corporation Name (Company)\*: \_\_\_\_\_

Corporate ID: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Work Address Line 1\*: \_\_\_\_\_  
\_\_\_\_\_

Work Address Line 2: \_\_\_\_\_  
\_\_\_\_\_

Work Address Line 3: \_\_\_\_\_  
\_\_\_\_\_

City\*: \_\_\_\_\_

Pin / Post Code\*: \_\_\_\_\_

State\*: \_\_\_\_\_

Country\*: \_\_\_\_\_

J&J WWID: \_\_\_\_\_  
Correspond to Data Centre - American Express Cost Centre field

MRC: \_\_\_\_\_

Accounting Centre: \_\_\_\_\_

Work Telephone\*: \_\_\_\_\_  
With STD Code

Extn.: \_\_\_\_\_

Fax: \_\_\_\_\_  
With STD Code

Your Designation: \_\_\_\_\_ Years with Company: \_\_\_\_\_  
YY MM

Gross Annual Taxable Income (In Rupees): \_\_\_\_\_ Official E-mail: \_\_\_\_\_

If you have worked for less than one year with the current Company, please provide details of your previous employer:

Company Name: \_\_\_\_\_ Your Designation: \_\_\_\_\_

City: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

## Express Cash Facility

Yes, please enrol<sup>1</sup> me for the Express Cash Facility.

No, I do not wish to enrol<sup>1</sup> for the Express Cash Facility.

<sup>1</sup> This request will be valid and processed only if your Company is enrolled for this facility.

## Membership Rewards\*

Yes, please enrol me in the American Express Membership Rewards Programme. I agree to be bound by all the terms and conditions of enrolment<sup>2</sup>. If yes, please tick (✓) the appropriate box.

Please enrol me in the Membership Rewards Frequent Traveler Option. I agree that a fee of ₹ 1,500 will be billed to my Corporate Card Account each year.

Please enrol me in the Membership Rewards Non-Frequent Traveler Option. I agree that a fee of ₹ 450 will be billed to my Corporate Card Account each year.

<sup>2</sup> Confirmation of your enrolment will be sent separately and is subject to your Company's declaration to participate in the Membership Rewards Programme. Membership Rewards terms and conditions apply. For details log on to [www.americanexpress.co.in/rewards](http://www.americanexpress.co.in/rewards)

## Agreement and Signatures

### Declaration by the Individual:

I am applying to American Express Banking Corp. ("AEBC") for an American Express Corporate Card ("Corporate Card") and agree to comply with the terms of the agreement, which shall be sent along with my Corporate Card. I certify that the information given above in support of my application is true and correct. I acknowledge and consent to AEBC verifying the information with my employer and any other sources that it may deem fit. I further agree to provide any further information that AEBC may require to evaluate and approve my application.

I also authorise AEBC to confirm and exchange credit information about the Company/applicant's Account from any source including but not limited to Banks and Credit Bureaus. I authorise AEBC to share and use my personal information (other than my financial information) provided in this application and transaction details of the Company Account for availing any special benefits or services by the Company/applicant under the Corporate Card and for any marketing purposes. I understand that my personal and sensitive information shall be stored, used and shared by AEBC in accordance with its Privacy Policy<sup>3</sup>.

I acknowledge and agree that both AEBC, and the Company shall have access to all records arising out of usage of my Corporate Card Account. I understand, agree and undertake that upon issuance of the Corporate Card, I will be liable for all charges incurred on it. I am also aware and agree that the Company shall be jointly and severally liable for charges, as provided in such conditions of the Corporate Card Account Membership. I understand that my Corporate Card will be issued at the sole discretion of AEBC and if approved will be delivered to me within 15 working days of my complete application with all supporting documents being received by AEBC.

I accept that the additional factor of authentication is mandated by RBI vide letter DPSS.PD.CO.No.223/02.14.003/2011-12, dated August 4, 2011 and use of such cards for travel related Card Not Present (CNP) transactions without such additional factor of authentication carries security risk and such cards are vulnerable to frauds.

I agree that any information provided in this application form, or otherwise collected during the operation of the Corporate Card may be disclosed by AEBC for use and retention by the Company and its affiliate, parent, subsidiaries and group companies and their respective service providers and/or processors.

I confirm that I have read, understood and accepted the Most Important Terms and Conditions ("MITC") for the American Express Corporate Card available at [www.americanexpress.co.in/mitc](http://www.americanexpress.co.in/mitc) in compliance of the Master Circular on Credit Card, Debit Card and Rupee Denominated Cobranded Prepaid Card operations of banks issued by the Reserve Bank of India and agree to sign this undertaking.

I do hereby solemnly declare that the information provided above is true to the best of my knowledge and belief. I have also attached my recent photograph to this application, if applicable.

The name and other information as mentioned or declared by me on the application form shall be used by AEBC for the purposes of verification/credit check/communication/identification/Account set-up, etc.

I understand that the American Express Card issued to me will be enabled for Contactless Payments, and have understood the technology, its use and associated risks with using such contactless cards. All my transactions will be protected under the Fraud Protection Guarantee offered by American Express.

I hereby undertake to notify and submit requisite documentary proof thereof (if required by AEBC) to AEBC of any change in any of the information provided by me in this application form and/or any related documents, the e-mail ID, telephone number, mobile number, address etc., and further authorize AEBC to update such information in AEBC's records. I further authorize AEBC to treat all communications/authorizations/requests/information/declarations/instructions (collectively "Instructions") shared/communicated via my e-mail ID as mentioned in this application form/ or as updated in the records of AEBC as authentic and valid Instructions and/or consent, as the case may be, from me and AEBC may act upon such Instructions and/or consent accordingly.

I certify that the supporting documents including but not limited to the identity and address proofs submitted along with the application and the contents thereof are true and accurate as on the date of application. I undertake and agree to provide any documents as asked for by the Bank at a later stage and certify that any such documents so provided and the contents thereof will be true and accurate as on the date of submission of such documents to the Bank and will be deemed to be true and accurate in all respects even if such documents are submitted by any means as acceptable to the Bank.

I hereby request and authorize American Express Banking Corp. ("AEBC") (but you are not obliged to) to accept and act on any/all instructions or communications for any purpose(s) (including but not limited to the operation of all my accounts and in respect of any facilities or banking arrangements with AEBC (i.e. non-financial and financial instructions) which may from time to time be or purport to be given (in AEBC's specified format) by telephone/mobile phone, facsimile, untested telexes, telegraph, cable, Extensible Messaging and Presence Protocol (XMPP), email (any reference to an "email" in this Authority and Indemnity shall include any instruction addressed to AEBC which has been attached/annexed to an email as well), or any other electronic channel to be introduced in the future or other form of electronic communication, together hereafter referred to as non face-to-face communication channels, on behalf of me without any enquiry on the part of AEBC as to the authority or identity of the person giving or purporting to give such notice, instruction or other communication and regardless of the circumstances prevailing at the time of such notice, instruction or other communication (including those empowered to operate my account(s) with you).

I understand and agree that in case if any excess credit balance lying in any of the corporate cards issued to me post cancellation of such corporate cards, the Company is required to initiate the credit balance refund request to refund/transfer such excess credit balance directly to the Company within 30 days post such cancellation of the corporate cards. I hereby request and authorize AEBC to transfer such excess credit balances lying in such corporate cards directly to the Company in the manner as agreed between the Company and AEBC without reference and/or intimation to me. I hereby agree and confirm that I will not make any claim to AEBC for such excess credit balance lying in any of the corporate cards issued to me post cancellation of such corporate cards and that in case if any claim/demand/differences/disputes etc., arise with respect to such excess credit balance, I will raise the same directly with the Company and will reconcile and/or settle the same directly with the Company without reference to AEBC. Further, in consideration that AEBC accepts the aforesaid request and authorization, I hereby agree to indemnify, defend and hold AEBC harmless from and against all claims, losses, suits, demands, actions, proceedings and litigation arising out of and/or relating to (i) activities undertaken by AEBC pursuant to the request and authorization as contained herein; and (ii) my acts or omissions with respect to my obligations as set forth herein.

I understand, acknowledge and confirm my awareness of the numerous risks inherent and associated in conveying my instructions to you via any of the non face-to-face communication channels (including but not limited to damages incurred as a result of interception of any email, failure of any encryption of any attachments/annexure to an email, viruses within the machine/terminal used by me or any intermediary or by the Bank, lack of clarity in the instructions and any deficiency or risks associated with the Bank processing a forged/tampered instruction in good faith) and hereby confirm my acceptance of all risks and/or deficiencies and unconditionally agree that all risks/deficiencies shall be fully borne by me and the Bank will not be liable for any losses or damages arising as a consequence of you acting (without being obliged to) on any instructions/directions by me or purporting to be from me received by you via any of the non face to face communication channels, provided you have acted in good faith. You may dispose of such written records and erase such tapes after the expiration of such period as you deem fit without intimation to me; that you may (without being obliged to) require the above transaction or communication to contain an identification code specified by you from time to time and I shall ensure the secrecy and security of such code or test and I shall be solely responsible for any improper or unauthorized use of such code or test; c) that you may, if you deem necessary to do so at your absolute discretion, require from me confirmation of any of the above instructions or communications in such from as you may specify before acting on the same. I understand and agree that AEBC may, at its absolute discretion and without notice to me, refuse to act or delay in acting on any of the instructions or communications given via any of the non face-to-face communication channels without any responsibility or liability whatsoever on AEBC's part for any such refusal or delay in so acting. I agree that this indemnity covers all existing accounts with the Bank in addition to covering any future accounts which may be opened by me under the same legal entity/Company with the Bank. I jointly (along with the Company/entity) and severally agree to protect, defend, hold harmless, indemnify and keep the Bank and its shareholders, directors, officers, representatives, agents and employees fully indemnified of, from and against any and all claims, losses, damages, liabilities, obligations, demands, penalties, actions, causes of action, proceedings, judgments, suits, costs and expenses of any kind whatsoever (including legal costs) and howsoever arising which are imposed or that may be imposed on, incurred or that may be incurred, asserted or which may be asserted against, suffered or that may be suffered by the Bank or be required to be paid by reason of, or as a result of, or arising directly or indirectly out of the Bank's compliance with my request and authorizations/instructions;

That I am solely responsible for the confidentiality of all information related to my account(s), payment instructions, money transfer or any other information which is accessible or which can be copied or stored from any other computer or a similar electronic device. I confirm that in case of using the Internet I will solely bear the full responsibility of any transactions resulting from my/our use and/or other's un-authorized use and/or misuse of any other party whatsoever that lead directly or indirectly to any loss or damage to me/us or the bank. That I will use the E-mail(s) provided to the Bank when communications and instructions intended to be initiated via emails with the bank. Moreover, I agree to receive all incoming correspondences from the bank via this E-mail(s). Thus, all messages sent in this manner shall be deemed to have been received. That I agree to consider all Bank's electronic and phone records as approved, official, conducive, final and binding to me, and I am not authorized to object to them or refute or revoke them before any authority whatsoever. That I may not assume receipt by the Bank of any notice, instruction or other communication notice sent by email, fax, untested telexes, telegraph, telephone/mobile phone, cable or any other electronic means or through any electronic channels to be introduced in the future. The Bank reserves the unconditional right to discontinue the availability of this facility to me by issuing a notice, either in writing or through email, forwarded to me at my address registered with the Bank or via email. In the event that I fail to inform the Bank of any change in my/our composition/ management/constitution or authorized signatories, the Bank will continue to provide this facility at my/our sole and absolute responsibility and risk without any liability on its part.

I understand and agree that mobile banking facility is available for this Card account. Mobile banking services will provide me an alternate channel for delivery of the Card information. All SMS alerts related to my Card account will be sent to the registered mobile number provided by me. I agree to the terms and conditions as applicable to the Mobile Banking facility offered by American Express and available at [americanexpressindia.co.in/mobilebanking](http://americanexpressindia.co.in/mobilebanking).

<sup>3</sup> For details of the American Express Privacy Policy please log on to <https://www.americanexpress.com/in/content/privacy-statement.html>

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case, any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

I/We understand that my personal details as provided /available in the bank records will be used for Central KYC Registry reporting. I hereby consent to receiving information from Central KYC Registry through SMS/Email on the above registered number/email address.

Applicant's Signature

DD MM YYYY

Applicant's Name: \_\_\_\_\_

**Declaration by the Company:**

On behalf of the company named in this application ("the Company"), I hereby request issuance of a Corporate Card to the individual named above and certify that the named individual is an employee of the Company. I confirm that the information given in this application form is true and correct and that the Company hereby agrees to be bound by the American Express Corporate Cardmember Agreement which will be sent along with the Corporate Card.

Signature of Authorised Signatory and Company Seal

DD MM YYYY

Name of Authorised Corporate Signatory: \_\_\_\_\_

Designation: \_\_\_\_\_ Tel. No.: \_\_\_\_\_

E-mail: \_\_\_\_\_

Please ensure that the Authorised Signatory is not the same as the applicant, and is as captured in AEBC records.

### Acceptable Officially Valid Documents List

Please attach a certified\* copy of any one of the following documents from the below list.

- Passport Copy
- Driving License (Learner's license is not acceptable)

*Note: Maharashtra issued DL issued in 2011 or onwards is not acceptable as address proof. Delhi issued DL in 2012 or onwards is not acceptable as address proof.*

- Voter card.
- Job card issued by NREGA duly signed by an officer of the state government.
- Letter issued by the National Population Register containing details of name and address.
- Utility bill which is not more than two months old of any service provider (electricity, telephone, post-paid mobile phone, piped gas, water bill).
- Property or Municipal tax receipt.
- Pension or family pension payment orders (PPOs) issued to retired employees by Government Departments or Public Sector Undertakings, if they contain the address.
- Letter of allotment of accommodation from employer issued by State Government or Central Government Departments, statutory or regulatory bodies, public sector undertakings, scheduled commercial banks, financial institutions and listed companies and leave and licence agreements with such employers allotting official accommodation.

*\*Obtaining a certified copy by reporting entity shall mean comparing the copy of officially valid document so produced by the client with the original and recording the same on the copy by the authorised officer of the reporting entity.*

### Office Use Only

KYC Number:

Corporate ID:

Cost Centre: \_\_\_\_\_ Source Code: \_\_\_\_\_

Plastic Indicator - T

Template Code: CMGJJ