

AMERICAN EXPRESS® CORPORATE MEETING CARD

Authorised User of Corporate Meeting Card

Company Information

Company Name: _____

Company Address: _____
(including City and State)

_____ Pincode: _____

Cost Center Address: _____

Recipient Name: _____

Cost Center: _____ **Corporate ID:** _____

Personal Information*

Name as desired on the Corporate Card (Maximum 22 characters including word space):

Gender: Male Female Other Date of Birth: _____
DD MM YYYY

Nationality: India Others _____
(Please specify)



Designation: _____

	Title	First Name	Middle Name	Last Name
Name of Applicant (as on KYC document): <small>(Please ensure this matches with the name appearing on the KYC document)</small>	_____	_____	_____	_____

Father's Name **Spouse's Name:** _____

Mother's Name: _____

Marital Status: Married Unmarried Others

Residential Status: Resident Individual Non Resident Indian Foreign National Person of Indian Origin

Occupation: S-Service (Private Sector Public Sector Government Sector)
 O-Others (Professional Self Employed)
 B-Business

Telephone No.: _____
With STD Code

Mobile No.: + 9 1 _____
All SMS alerts related to the Card account will be sent to the registered mobile number provided here.

E-mail: _____

All communication regarding your Corporate Card (including your statement alert e-mails) will be sent to this ID.

PROOF OF IDENTITY (PoI)

PAN*:

OR

Form 60² Yes

Attach a certified copy of PAN Card for verification

Attach a certified copy of Form 60 for verification

²If you are submitting Form 60, then please submit a certified copy of one of the officially valid documents mentioned below along with a recent passport size photograph.

Officially Valid Documents:

Attach any one of the following

- Passport
- Driving Licence
- Voter ID
- NREGA Job Card
- Letter from National Population Register

Document ID:

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*: _____

Declaration by the Applicant:

I am applying to American Express Banking Corp. ("AEBC") for an American Express Corporate Meeting 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 authorize 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 authorize 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 marketing purposes. I understand that my personal and sensitive information shall be stored, used and shared by AEBC in accordance with its Privacy Policy¹.

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.
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, agree and undertake that upon issuance of the Corporate Card, I will be bound by such conditions of the Corporate Cardmember Agreement. 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 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 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 do hereby solemnly declare that the information provided above is true to the best of my knowledge and belief.

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

