American Express @ Work™ Access Request

REQUEST TYPE

Please complete one form per new or existing user

☐ **New User** (Complete Section A), or ☐ **Existing User** (Complete Section B)

A) NEW @ WORK USER

Title | First Name

Last Name

Position

Business Address

City | State | Postcode

Country

Business Phone ( ) – Ext

Mobile ( ) –

Business Email (apostrophe or hyphen/dashes not accepted)

Verification Details

Please choose a Verification Word and PIN. Make a note of these details as you'll be required to enter them to complete the online registration process after receiving your Welcome Email(s) containing your User ID and Password.

Word ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ (numbers & letters – lowercase only)

PIN ☐☐☐☐ (numbers only)

B) EXISTING @ WORK USER

Complete this section to make changes to or delete an existing user.
Note: By deleting a user, historical reports may be lost.

☐ Update existing user ☐ Delete existing user

Full Name

User ID

Email

COMPANY DETAILS

Please list the Country and corresponding Corporate IDs associated with this request.

Country	Corporate ID or Control Account

@ WORK ACCESS

Card Application & Program Management	Add	Remove
Initiate Card Applications (Australia and India only)	☐	☐
Approve Card Applications (Australia and India only) Authorised Signatories only	☐	☐
Initiate & Approve Card Applications (Singapore) User will be added as an Authorised Signatory (for future Application authorisation)	☐	☐
Online Program Management	☐	☐

PRIVACY POLICY: Personal information requested on this enrolment form is collected and used for the purposes of enrolling your company in @ Work, communicating any product information or updates and authenticating your identification when you log in. Click to view the relevant Privacy Policy:
Australia New Zealand India Singapore Taiwan Thailand Hong Kong Japan

@ WORK ACCESS (Continued)

@ Work Reporting	Add	Remove
Standard Report Access	☐	☐
Standard and Customised Report Access Global License Agreement required	☐	☐
Co Brand Reporting*	☐	☐

Business Travel Account Reporting (BTA accounts only)	Add	Remove
All BTA Reports*; or select from below:	☐	☐
Spend Comparison*	☐	☐
Trip Requisition Analysis*	☐	☐
Customer Reference Analysis*	☐	☐
Airline Usage Report*	☐	☐
Top 10 Air Routings Report*	☐	☐
Traveller Analysis Report*	☐	☐

* Only one Report Recipient allowed per Corporate ID.
Adding a new Report Recipient will replace any current Report Recipient.

APPROVAL

This section **must** be completed and signed by the Company's Authorised Signatory or Decision Maker already registered in our system.

Authorised Signatory or Decision Maker

I hereby authorise the individual listed to be added as a Program Administrator (if applicable) and Report Recipient, and added or removed to the Corporate Card Accounts @ Work program as detailed above.

The Company understands and accepts that American Express shall be authorised to treat all actions, instructions and communications of the Program Administrator, Authorised Signatory and/or Report Recipient (including access keys set up by the Program Administrator) as properly authorised by the Company and binding upon the Company even if fraudulent, incomplete, inaccurate, or made in error. The Company is responsible for protecting the access keys and shall be responsible for any Card applications made using the access key, whether authorised or unauthorised. American Express will not be liable for any losses, damages, costs or expenses (whether arising directly or indirectly) which the Company may suffer or incur because of American Express acting upon or relying on such actions, instructions and/or communications. This shall supersede any inconsistent terms and conditions in the Corporate Card Conditions and @ Work Terms & Conditions.

Full Name

Position

Business Address

City | State | Postcode

Email

Signature ✘ Date D D / M M / Y Y Y Y

SUBMITTING THIS FORM

Completed forms can be sent by email to:

Market All Markets (except India) — **Email** **atworkrequest@aexp.com**
India — **CorporateServicing@aexp.com**

If you require any assistance completing this form please contact your local PA Servicing Team

Australia: 1300 655 300
New Zealand: 0800 100 107
Japan: +81 3 3220 6110
Hong Kong: +852 2277 1095
Singapore: 0800 186 1035
Taiwan: +886 2 2547 3663
Thailand: +662 273 5566
India: 1800 4191 177

Australia: American Express Australia Limited ABN 92 108 952 085.
New Zealand: American Express International (NZ), Inc. Incorporated in Delaware, U.S.A.
India: American Express Banking Corp., Incorporated in the U.S.A.
Taiwan: American Express International (Taiwan), Inc. Incorporated with Limited Liability in Delaware, U.S.A. **Other markets:** American Express International, Inc. Incorporated with Limited Liability in Delaware, U.S.A. ® Registered Trademark of American Express Company.

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