

Individual Liability

IMPORTANT Before you complete the Application form and use your American Express Corporate Card, please read these Conditions thoroughly. If you keep or use the Card, you will be agreeing to these Conditions and they will govern your use of the Card. If you do not wish to accept these Conditions, please destroy the Card as soon as possible. You acknowledge that you will use the Corporate Card for business purposes only.

- 1. DEFINITIONS** In these Conditions, please remember that the words **'you', 'your'** and **'Corporate Card Member'** mean the individual named on the enclosed Card. The words **'we', 'our'** and **'us'** mean American Express International (NZ), Inc. **'Company'** means the company, firm, or organisation whose name may appear on the Card and which has requested us to issue the Card to you. **'Card'** means any Card, whether plastic, non-plastic or a virtual account number, issued to you pursuant to this application. **'Merchant'** means a business or organisation which accepts the Card. **'Charge'** means a transaction made with or charged with the Card, whether or not a Record of Charge Form is signed for such transaction, and also includes fees, late payment charges, taxes and all other amounts you have agreed to pay us or to be liable for under these Conditions. **'Unauthorised Charges'** are Charges that did not benefit either the Company or the Corporate Card Member and which were incurred by someone who was not the Card Member and who had no actual, implied, or apparent authority to use the Card.
- 2. SIGNING THE CARD** For identification and to prevent misuse, you agree to sign the Card as soon as you receive it and before using it.
- 3. LIABILITY FOR CHARGES – INDIVIDUAL LIABILITY** You agree to use the Card for bona fide business expenses incurred in accordance with the Company's business expense policies. You are liable for all Charges, including Unauthorised Charges related to a lost or stolen Card or code being used by an unauthorised person under the circumstances and within the limits set out in the "Liability for Unauthorised Charges" section of these Conditions. The Company is not liable to pay us for any Charges.
- 4. USE OF THE CARD** You may only use the Card in accordance with these Conditions within the validity dates shown on the face of the Card. You must not give the Card or your Card Account number to others to allow them to use it for Charges, identification or any other purpose, except in the circumstances outlined in Clause 24, American Express AccessLine™ ('AccessLine'). You must not use the Card to purchase anything for the purpose of resale. You must not return any goods, tickets or services obtained with the Card for a cash refund, but you may return them to a Merchant for credit to the Card Account, if that Merchant agrees or is obliged to do so. You shall not obtain a credit to your Account for any reason other than as a refund for goods or services previously purchased with the Card. You must not use the Card if a petition for winding up of the Company are issued (unless the petition is no longer in force.), or if the Company passes a resolution for its liquidation or has a receiver appointed over any of its assets. You must not use the Card if you do not honestly expect to be able to pay your Account in full on receipt of your monthly statement. You acknowledge and agree that we have the right to refuse authorisation for any Charge without cause or prior notice, and that we shall not be liable to you or anyone else for any loss or damage resulting from such refusal. You may not use your Card for amounts that do not represent bona fide sales of goods or services, e.g. purchases at Merchants that are owned by you (or your family members) or employees or any other person contrived for cash flow purposes. To protect your PIN, telephone codes, online password and any other codes approved by us to be used on your account (called codes), you must ensure that you:
 - memorise the code;
 - destroy our communication informing you of the code (if applicable);
 - do not write the code on the Card;
 - do not keep a record of the code with or near the Card or account details;
 - do not tell the code to anyone;
 - if you select a code, do not choose a code that can easily be associated with you such as your name, date of birth or telephone number; and
 - take care to prevent anyone else seeing the code when entering it into an Automatic Teller Machine (called ATM) or other electronic device.
- 5. LOST, STOLEN OR MISUSED CARD** You must notify us immediately if:
 - a Card is lost or stolen,
 - a mobile device through which your Card may be used is lost or stolen,
 - a renewal Card has not been received,
 - someone else learns a code, or
 - you suspect that your account is being misused.
 If a Card that you have reported lost or stolen is later found, you must destroy it and wait for the replacement Card.
- 5A. LIABILITY FOR UNAUTHORISED CHARGES** – For Unauthorised Charges, provided that you and the Company complied with these Conditions including the section "Use of the Card" and provided that you and the Company did not contribute to, were not in any way involved in or did not benefit from the theft, loss or misuse of the Card, then you will not be liable to us for any Unauthorised Charges, unless you or the Company have delayed notifying us, in which case you will be liable for all Unauthorised Charges until you did notify us. If you or the Company did not comply with these Conditions, or if you or the Company contributed to, were involved in, or benefitted from the loss, theft or misuse, you will be liable for any Charges, for example, if you gave your Card and/or codes to another person to use.

- 6. RESPONSIBILITY FOR CHARGES – IMMEDIATE PAYMENT** Payment for all Charges is due and payable to us immediately upon receipt of our monthly statement by you or the Company, but not later than the due date as set out in the monthly statement. Each monthly statement of Charges shall be deemed to have been received by you and/or the Company (depending on the billing system in place) upon the date of the actual receipt or the seventh day following its dispatch by us. You and/or the Company are bound to make payment for the full amount shown in the monthly statement immediately upon receipt thereof but not later than the due date as set out in the monthly statement.
- 7. BILLING ADDRESS** You must notify us in writing immediately of any change in your name and/or billing address or in the name and address of the Company. If that address is outside New Zealand we may charge an additional annual administration fee.
- 8. TAXES AND DUTIES** If we have to or will have to pay or reimburse anyone else for any tax, duty or other Charge imposed by law in New Zealand in respect of the Card, your use of it or any other transaction involving you or the deposit of funds received for your Account, we may charge to the Card Account the full amount or a reasonable part of that amount (as determined by us) except as prohibited by law, and we may make such Charge in advance.
- 9. LATE PAYMENT CHARGES** If your account is not paid in full on receipt of your monthly statement, or by the due date as set out in the monthly statement, you are in default. Therefore, you acknowledge that we may suspend or cancel your Charge privileges, and you agree that late payment charges may be incurred as follows:
 - If you do not pay the full closing balance by the due date on your monthly statement, the unpaid balance will be identified as the 'Overdue' amount.
 - Late payment charges, will be incurred on any Overdue amount which is identified in a statement and will be billed in that statement.
 - The Overdue amount may include any unpaid late payment charges billed on previous statements.
 - The amount payable is set out in the attached Fee Schedule.
- 10. ENFORCEMENT EXPENSES** You will pay us our reasonable costs in recovering or attempting to recover Charges from you, including solicitor's fees on a solicitor/client basis, except as prohibited by law.
- 11. OVERSEAS CHARGES**
 - (a)** For each Charge submitted to us in a currency other than New Zealand Dollars (a 'Foreign Charge'), on the day we process the Foreign Charge we will:
 - (i)** convert it to US Dollars first (unless it was submitted to us in US Dollars);
 - (ii)** convert the US Dollar amount into New Zealand Dollars; and
 - (iii)** apply a single non-refundable currency conversion commission to the New Zealand Dollar amount of the Foreign Charge.
 - (b)** We will use exchange rates selected from customary industry sources on the week day prior to the day we process the Foreign Charge, unless required by law or as a matter of local custom or convention to use a specific rate (in which case we will look to be consistent with that custom or convention). The exchange rate we use may be higher or lower than the exchange rate available on the day you make the Foreign Charge. Exchange rate fluctuations can be significant. The American Express Exchange Rate is set daily between Monday and Friday, except 1 January and 25 December. Changes in the rate will be applied immediately and without notice to you.
 - (c)** When making a Charge in a foreign currency you may have the choice to allow a third party to convert the Charge into New Zealand Dollars at the point of sale. You should check the third party fees and charges before completing the Charge. If you choose this option, then that third party will:
 - (i)** determine the exchange rate and any commission or fees payable for the currency conversion; and
 - (ii)** submit that Charge to us in New Zealand Dollars, meaning we will not convert the Charge or apply a currency conversion commission.
 - (d)** Any refund transactions are processed at the date of the refund and you acknowledge that the refund amount may not be the same as the Charge. The amount of any refund of a Charge made in foreign currency will generally differ from the amount of the original Charge because:
 - (i)** in most cases, the rate applied to any refund will differ from the original rate applied to the Charge;
 - (ii)** any currency conversion commission charged on the original purchase is not refunded. We do not, however, charge an additional currency conversion commission on the refunded amount; and
 - (iii)** where third parties convert foreign currency Charges into New Zealand Dollars, those third parties may also apply a different conversion rate to any refund.
- 12. PAYMENTS** You must always pay us in New Zealand dollars with a money order payable in New Zealand dollars, or with a bank draft or a cheque drawn from a New Zealand bank payable in New Zealand dollars. If we decide to accept payment in another currency, we shall convert your payment to New Zealand dollars at our exchange rates and credit it to your Account.
- 13. LATE OR PART PAYMENTS** We may at our discretion accept late or part payments or any payment described as being in full or in settlement of a dispute. If we do so, we shall not lose any of our rights under these Conditions or at law, and it does not mean we agree to change these Conditions. We may credit part payments to any of your outstanding Charges and other Accounts with us (or with any other company in the American Express group of companies) we choose.

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- 14. DISHONoured PAYMENTS** If we receive a cheque, draft, direct debit or other payment instrument from or for you which is not honoured in full, you agree to pay us the dishonoured amount plus our reasonable collection costs and legal fees, except as prohibited by law.
If you have signed a direct debit request in our favour, this also applies to any debit instruction we give to your bank which is not honoured in full.
You agree that an amount of \$15.00 will be charged in the above circumstances.
- 15. PROBLEMS WITH BILLS OR PURCHASES** If you have any problem with your monthly statement, please contact us at once and we will do our best to resolve your problem. Pending resolution of the problem we agree to place a temporary credit on any disputed amount, but you must pay all other Charges. You agree to provide us with a written confirmation or statement regarding your dispute if we so request. If after our investigation of your problem we determine that you are responsible for the Charge, and you continue to dispute that determination, we can nevertheless charge the amount in question to your Account, and if you fail to pay, we can report your failure to pay such an amount. But if we do so, we will notify anyone to whom we report the matter that you are disputing it. Except as required by law, we are not responsible for goods or services charged with the Card, or if a Merchant refuses to accept the Card. You must raise any claim or dispute direct with the Merchant concerned, and you are not entitled to withhold payment from us because of such claim or dispute.
- 16. SUBROGATION** If a Merchant does not provide you with goods or services purchased by use of the Card we may at our discretion credit the Card Account for the amount charged. If we do so, you, by these Conditions appoint us your attorney to pursue any right you may have against the Merchant in your name, but at our cost, including but not limited to voting and proving in any insolvency, administration of, or commencing any proceedings against, the Merchant. You agree to assign to us on demand any such rights.
- 17. RENEWAL CARDS** We shall issue you with a renewal Card when the current Card expires, and you agree to pay the annual Card fee when we bill you, until you cancel and destroy the Card.
- 18. EXCHANGE CONTROL, TAX AND LEGAL REQUIREMENTS** You must comply with exchange control, tax laws and any other laws which apply to your use of the Card.
- 19. PRIVACY ACT AND CONSENT** In accordance with the Privacy Act, you can access personal information about you held by us, and advise if you think it is inaccurate, incomplete or out-of-date.
To arrange access to personal information about you, or enquire generally about privacy matters, write to: The Privacy Officer, American Express International (NZ), Inc., PO Box 4005, Shortland Street, Auckland 1140.
In this clause 'personal information' means information about you, including your financial circumstances, credit worthiness, credit history, credit standing, credit capacity, your use of the Card and conduct of your Account.
You agree that, subject to the Privacy Act, we and our agents may do the following (and other persons mentioned below can disclose personal information to us for these purposes):
- **Company** – Exchange personal information about you with the Company (including any related entity of the Company), and its and their processors, in connection with the Corporate Card.
 - **Information from credit reporting agencies** – Obtain credit reports about you from credit reporting agencies to assess your application or to collect overdue payments from you, and obtain personal information from a business that provides commercial credit worthiness information.
 - **Disclose to credit reporting agencies** – Disclose personal information to credit reporting agencies before, during or after providing credit to you. This includes, but is not limited to:
 - that you applied for a Card, and that we are a credit provider to you;
 - advice about Card payments which are in collection (and advice that payments are no longer overdue);
 - advice that cheque(s) drawn by you, or direct debit requests to your bank account which you have authorised us to make, have been dishonoured;
 - our opinion that you do not intend to meet your credit obligations; and
 - that credit provided to you has been paid or otherwise discharged.
 - **Credit providers** – Exchange personal information with credit providers named in your application for the Card or in a credit report issued by a credit reporting agency.
This is for purposes including but not limited to:
 - assessing your credit worthiness, your application for the Card and for any subsequent application you make for credit;
 - notifying other credit providers of your default or failure to comply with these conditions;
 - exchanging information about your Card Account where you are in default with other credit providers;
 - approving or declining a transaction you wish to make with the Card; and
 - our administration of your Account.
 - **Persons you tell us about** – Exchange personal information with any person whose name you give us from time to time. This includes, for example, for the purpose of confirming your employment and income details with any employer, landlord/mortgagee, accountant, financial adviser or tax agent named in your application for the Card.
 - **Collection agent** – If you are in default under the Card Account, notify and exchange personal information with our collection agent.
- **Co-brand partners** – Provide personal information to any organisation whose name, logo or trademark appears on your application for the Card or on the Card issued to you for marketing, planning, product development and research purposes and seek from and exchange with such organisations personal information about you.
 - **Marketing lists** – Use personal information for marketing purposes. This includes putting your name and contact details on marketing lists for the purpose of offering you goods or services of an American Express Company or of any third party acting on behalf of American Express, by telephone, mail or electronically (for example by email, mobile message or push notification) or having our related companies do so directly. Please call 0800 722 333 if you wish us to remove your name from our marketing lists. Please allow 6–8 weeks to process your request.
 - **Our service providers** – Transfer personal information confidentially to our related companies and other organisations which issue or service American Express Cards or provide services to us. This includes transferring personal information to the United States or other countries for data processing and servicing.
 - **Call monitoring** – Monitor and record your telephone conversations with us from time to time for training, quality control or verification purposes.
- Transfer of your personal information overseas**
American Express is a global organisation and we may use international entities to help our business functions. As a result American Express may need to share your information outside of New Zealand. It is impracticable to list out each and every country that American Express may share your information to, but such countries include the United States of America, Malaysia, India and the United Kingdom. American Express will ensure that any transfer of your personal information is subject to appropriate conditions of confidentiality to ensure your information is handled consistently with the Privacy Act.
You understand and agree that we at times may become legally obligated to disclose information about you and your Account(s) to others. When we become legally obligated to disclose such information to others, we will endeavour to notify you at your last known address prior to disclosure unless we are prohibited by law or prevented by circumstance from doing so.
- 20. CORPORATE CASH** You cannot use the Card to obtain cash from ATMs unless you enrol in our corporate cash programme. This programme is governed by separate agreements.
- 21. CANCELLATION AND SUSPENSION** Either you or the Company may at any time cancel the Card issued to you. Your cancellation will not be effective until you notify us in writing, and you will be liable for all Charges made with the Card before it is returned to us. The Corporate Card will be cancelled upon termination of your employment, but you will remain liable for all Charges incurred before the Card is returned to us. The Card remains our property and we can cancel or suspend your right to use it at any time, with or without cause and without notice. If we cancel the Card without cause we will refund a portion of the annual fee. We may list cancelled Cards in our 'Cancellation Bulletin' and otherwise inform Merchants of cancellation. If we cancel your Card but it is re-instated without a new Card being issued to you, then these conditions will continue to apply to your use of the Card. If we suspend your Charge privileges you cannot use the Card until such time as arrangements satisfactory to us have been made for payment of outstanding Charges. If we do suspend your Charge privileges we shall not lose any of our rights under these Conditions or at law and these Conditions shall apply if and when such suspension is lifted. If the Card is cancelled or expires, you must not use the Card for any purpose, but destroy it at once. You must hand it over to any Merchant which so request or to any third party we nominate.
- 22. OUR LIABILITY** Subject to applicable law, you agree that if we fail to carry out any of our obligations in connection with your Card Account or your use of the Card and, as a direct result, you suffer loss or costs we will be liable to you for that loss or cost only but not otherwise. In particular we will not be liable for consequential loss or any other loss or damage not directly and naturally resulting from the failure including damages which may flow from special circumstances. In any event, we will not be responsible for losses or costs caused by any third party including (for example only) resulting from mechanical or systems failure affecting such third parties.
- 23. CHANGING THESE TERMS AND CONDITIONS** We have the right to change these Conditions at any time. We shall notify you of any change. By keeping or using the Card after notification, you agree to the change.
If you do not accept any change to these Conditions you may cancel the Card and destroy it. We will then refund a portion of the annual fee (if any). You will still be liable for all Charges incurred.
- 24. AMERICAN EXPRESS ACCESSLINE™ ('ACCESSLINE')**
This section applies where your Company has been approved as an AccessLine customer of American Express FX International Payments to use its international and domestic payment service and you have registered your Card to make payments through AccessLine. By registering your Card, you have authorised the Company, from time to time, to appoint any number of individuals (Authorised Users) to charge your Card for the purposes of paying for the Company's international and domestic payments.

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25. GENERAL

- (a) You understand that the Company will designate an employee as a Program Administrator and authorises the Program Administrator to act on its behalf for all matters relating to these Conditions including but not limited to viewing Card Member transactions, changing credit limits, cancelling Cards and updating Card Member information.
- (b) You will be deemed to have received any notice we give you under these Conditions seven (7) days after we send it, unless you actually receive it earlier.
- (c) You agree that a certificate signed by one of our officers stating the amount you owe us under these Conditions is proof of such amount. A copy of a microfilm of any document relating to your account with us or produced from data received by us electronically from a Merchant's point-of-sale terminal or from you, shall be admissible to prove the contents of that document for any purpose.

- (d) We may assign these Conditions at any time without your consent.
- (e) No forbearance, delay or failure on our part to exercise any power or right under these Conditions shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right preclude any further exercise of that or any other power or right.
- (f) These Conditions are governed by the laws of New Zealand.

American Express® Corporate Card Conditions – New Zealand

FEE SCHEDULE* – New Zealand (NZD)

Corporate Products	Fees			
	Late Payment Charge	Foreign Currency Conversion Commission	Annual Card Fees (figure in brackets denotes number of Cards issued)	Dishonoured or Returned Payments
Corporate Card (Green)	The greater of NZ\$10 or 3% of the outstanding balance	2.5%	(1 - 2) \$50 (3 - 9) \$43 (10 - 19) \$38 (20 - 49) \$33 (50 - 249) \$28 (250 +) \$23	\$15
Corporate Card (Gold)	The greater of NZ\$10 or 3% of the outstanding balance	2.5%	Incremental fee @ \$40 per Card	\$15
Business Travel Account (BTA)	The greater of NZ\$10 or 3% of the outstanding balance	2.5%	\$0	\$15
Corporate Purchasing Card (CPC)	The greater of NZ\$10 or 3% of the outstanding balance.	2.5%	(1 - 2) \$50 (3 - 9) \$43 (10 - 19) \$38 (20 - 49) \$33 (50 - 249) \$28 (250 +) \$23	\$15
Corporate Meeting Card (CMC)	The greater of NZ\$10 or 3% of the outstanding balance	2.5%	(1 - 2) \$50 (3 - 9) \$43 (10 - 19) \$38 (20 - 49) \$33 (50 - 249) \$28 (250 +) \$23	\$15

* Various service related fees may be charged if you elect additional services from us. Any such fees will be disclosed to you at the time of accepting the service.

International Payments are arranged through Centurion Finance Limited (Company Number 104478). Principal Place of Business in New Zealand, 600 Great South Road, Ellerslie, Auckland 1051.

americanexpress.co.nz/cs

American Express International (NZ), Inc. Incorporated in Delaware, USA. Principal Place of Business in New Zealand, 600 Great South Road, Ellerslie, Auckland, 1051.

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