

Cardmember Authorisation Form

Please ensure you and your Company complete the Cardmember Authorisation Form **ON COMPUTER(S)**. When completed please print and have both parties sign the Cardmember Authorisation Form. If you cannot complete on screen you may print this Cardmember Authorisation Form and complete it in **CAPITALS** with black ink. All fields **MUST BE** completed in order for this Cardmember Authorisation Form to be processed (unless otherwise stated).

1. Individual's Details

Title:	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other <input type="text"/>
Full First and Middle Name(s):	<input type="text"/> As they appear in your passport or other official documentation
Last Name: Please provide your name as you wish it to appear on the Card in no more than 20 letters and spaces:	<input type="text"/>
Permanent Residential Address:	<input type="text"/> <input type="text"/>
Postcode:	<input type="text"/> Country: <input type="text"/>
Home Telephone Number (inc. country and area code):	<input type="text"/>
Date of Birth (DDMMYYYY):	<input type="text"/> Nationality: <input type="text"/>
Company Name:	<input type="text"/>
Office Address:	<input type="text"/> <input type="text"/>
Postcode:	<input type="text"/> Country: <input type="text"/>
Office Telephone Number (inc. country and area code):	<input type="text"/>
Please provide your mother's maiden name. This will be used to confirm your identity for security purposes :	<input type="text"/>
E-mail Address: (This will only be used for servicing purposes by American Express unless you choose to receive marketing offers by ticking the box below)	<input type="text"/> <input type="text"/>
Job Title:	<input type="text"/>
Employee Number (if applicable):	<input type="text"/>
Department Code or Cost Centre (if applicable):	<input type="text"/>
Date Joined Company (DDMMYYYY):	<input type="text"/>
If you have any current/previous American Express Cards please provide details:	<input type="text"/> <input type="text"/> <input type="text"/>
Please indicate where you would like your Card to be sent (your Card will be delivered to this address unless your Company has arranged to distribute it)	
Office Address as provided above <input type="checkbox"/> Residential Address as provided above <input type="checkbox"/>	

2. Urgent Delivery

Normal Card delivery is within 12 working days (on receipt of a fully completed Cardmember Authorisation Form). If the Card is required sooner please tick this box A fee of £50 is charged for any requests for urgent delivery. This fee will be charged to your Card and will appear on your first statement.

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3. Individual Declaration

As a Corporate Meeting Cardmember you are entitled to certain business travel insurance benefits. Please read and ensure that you understand the Insurance Key Information which can be found at: americanexpress.co.uk/corporate/meetinginsurance.

The continuing provision, scope and terms of the business travel insurance benefits may be changed or cancelled by us or the third party insurance provider at any time. Wherever possible, we will give you or your Company at least sixty (60) days' advance notice of any detrimental changes to or cancellation of the insurance benefits.

If you are unclear about any of the insurance terms please call Customer Service before continuing with your application - 0870 600 0342 (select the option 'to discuss Card benefits').

The below paragraph describes how American Express collects, uses and shares information about you. Please read the below carefully and sign where indicated.

- a) You understand, acknowledge and agree that American Express Services Europe Limited ("American Express", "we", "our" or "us"):
- i) will collect information about you from: (i) this application form and other forms and information you provide to us; (ii) the way you use the Corporate Meeting Card and our other services including transactions made using the Corporate Meeting Card with merchants or ATM operators; (iii) surveys and statistical research and; (iv) you, in order to manage the Corporate Meeting Card (hereinafter collectively referred to as "Data");
 - ii) may exchange Data with our affiliated companies, including their agents, processors and suppliers; to your employer (including the programme administrator) or its subsidiaries, parent and affiliated companies, including their agents and processors; to any party authorised by you; to companies who distribute the Corporate Meeting Card; to any other party whose name or logo appears on the Corporate Meeting Card; and to merchants used by you in order to administer and service your Corporate Meeting Card, process and collect charges on it and manage any benefits, insurance, travel or other corporate programmes in which you or your employer are enrolled;
 - iii) may use your information to communicate with you for the purpose of servicing, give you important information about updated and new features, answer questions and respond to your requests;
 - iv) recognising that the Corporate Meeting Card is only to be used for business purposes, may use information about you, your account and charges made using the Corporate Meeting Card to prepare reports and statistics to enable your employer to uphold an effective administration and procurement policy, as well as in order to fulfil contractual obligations towards your employer. Such reports and statistics may be made available to your employer (including the programme administrator and designated employees) or its affiliates, including their agents and processors for the purposes of administration of the Corporate Meeting Card and includes detailed information per transaction like your name, Corporate Meeting Card number, transaction descriptions (including for example dates, values and currencies), information on merchant and merchant industry;
 - v) may exchange the Data with fraud prevention agencies such as the UK Cards Association and CIFAS (the fraud prevention service). If you give us false or inaccurate information and we suspect fraud, this may be recorded for security purposes. These records may be used by us and other organisations to make decisions about offering products such as credit and credit-related services and motor, household, life and other insurance products to you and any other party with a financial association with you, trace debtors, recover debts, prevent fraud and money laundering and manage your accounts or insurance policies. American Express and other organisations may access and use from other countries the information recorded by fraud prevention agencies; and
 - vi) may exchange information about you with credit reference agencies solely for the purpose of enabling us to undertake identification checks in order for us to comply with our Anti-Money Laundering legal obligations.
- b) We, and reputable organisations selected by us, may monitor or record your telephone calls to us or ours to you to ensure consistent servicing levels (including staff training), account operation, assist in dispute resolution and follow up on your contractual requests.
- c) We may undertake all the above both within and outside the UK and the European Union ("EU"). This includes processing your information in countries in which data protection laws are not as comprehensive as the EU. In these cases, please note that we always take appropriate steps to ensure the same level of protection for your information in other countries outside the EU (where data protection laws may not be as comprehensive as in the European Economic Area) as there is in the EU.
- d) We use advanced technology and well-defined employee practices to help ensure that your information is processed promptly, accurately, completely and securely. The processing of your information will be performed by manual and automated means. In order to maintain the effectiveness and security of these systems, policies and procedures, we may also from time to time process your information for internal testing purposes.
- e) You have the legal right of access to your personal records held by fraud prevention agencies. We will supply the names and addresses of the agencies we have used upon request to American Express, New Accounts Dept (OCU), Dept, 149, Brighton BN88 1AH.
- f) We will keep Data about you only for so long as is appropriate for the above purposes or as required by applicable law. If you ask, we will provide you with information on the Data we hold about you in accordance with applicable law. If you believe that any Data we hold about you is incorrect or incomplete, you should write without delay to American Express, Dept 2007, Amex House, Edward Street, Brighton, BN88 1AH. Any Data which is found to be incorrect or incomplete will be corrected promptly.
- g) We may change any provision of this section from time to time. We will give you at least two (2) months' notice in advance of any changes.

By signing below I confirm I have read and agree to the above. I understand that American Express may decline to issue a Corporate Meeting Card without giving a reason and without entering into any correspondence.

Individual's Signature

X

D D M M Y Y

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4. Company Authorisation

Applicant's Name:

Employee ID:

Basic Control Account Number under which this application should be processed:

First Name(s):

Last Name:

Job Title:

It is essential that this form is counter-signed by a Programme Administrator (PA) or other authorised signatory, signed for and on behalf of the Company.

If unsure the PA should contact the Corporate PA Servicing Team on 0800 917 8230 (01273 608123).

The Company acknowledges it shall instruct the individual detailed in Section 1 of this Cardmember Authorisation Form to comply with the Terms of Use included in this Cardmember Authorisation Form. The Company has verified that the details supplied by such individual are correct and has confirmed the identity of the individual and hereby authorises the individual's use of the Corporate Meeting Card on the Company's behalf.

Authorised Signature

D D M M Y Y

Additional Approver's Signature (if applicable, e.g. Line Manager)

D D M M Y Y

Submitting this Cardmember Authorisation Form

IMPORTANT: Have you checked this form is complete? Please check that each party has completed all fields.

Print and sign

Once completed please print and ensure that:

- The individual has signed and dated Section 3
- The authorised signatory has signed and dated Section 4. (If required by your company, please ensure that two authorised signatories are included.)
- Please note digital signatures are not acceptable
- Please ensure that the Basic Control Account Number has been provided under Section 4.

Please return this Cardmember Authorisation Form to:

American Express Services Europe Limited, UK Corporate New Accounts, UMC 87-03-010, 1 John Street, Brighton BN88 1NH.

Fax: 01273 667111

E-mail: UKCorporateNewAccounts@aexp.com

If sending documents by email, please remember that the internet can be insecure.

Corporate Meeting Card Service Terms of Use

1. Acceptance/Subject Matter of Agreement

This document sets out the terms of use of the American Express Corporate Meeting Card. Please read it very carefully and keep it for your reference. By submitting a Cardmember Authorisation Form (or, if earlier, signing or using the Card), You agree to ensure all Cardmembers comply with these Terms of Use. These Terms of Use shall be open ended and form part of our Agreement with You.

2. Definitions

Unless otherwise stated, any definitions used in these Terms of Use shall have the same meanings as those set out in the American Express Corporate Payments Terms and Conditions.

3. Use of Cards/Codes

- a. When using the Card the Cardmember acts in his/her capacity as your authorised representative and on your behalf.
- b. When a Cardmember presents the Card to a Merchant and authorises a purchase by either entering the Code or signing for the purchase, the Cardmember will be deemed to have consented on your behalf that the account we maintain in relation to the Card (the "Account") will be debited for payment. For online, telephone or mail order purchases and, any Recurring Charges, the Cardmember will be deemed to agree to the transaction on your behalf when he provides the Card number and related Card/Account details and follows the Merchant's instructions for processing the payment. The Cardmember may also be deemed to consent to a transaction on your behalf in any agreement he enters into with a Merchant in which an amount is specified in such agreement and the Cardmember has authorised the Merchant to debit the Card for the transaction.
- c. A Cardmember may also verbally consent or confirm his agreement to all or part of a Charge directly with us after a Charge has been submitted. Neither You nor the Cardmember can cancel Charges once they have been authorised.
- d. To prevent misuse of the Card, You must ensure that the Cardmember:
 - i) signs the Card in ink as soon as it is received;
 - ii) keeps the Card secure at all times;
 - iii) does not let anyone else use the Card;
 - iv) retrieves the Card after making a Charge;
 - v) never gives out Card details, except when using the Card in accordance with these Terms of Use; and
 - vi) checks he/she is in possession of the Card on a regular basis and informs You immediately if the Card is lost, stolen or misplaced.
- e. To protect the Codes (including the PIN), You must instruct the Cardmember to:
 - i) memorise the Code;
 - ii) destroy our communication informing the Cardmember of the Code (if applicable);
 - iii) not write the Code on the Card;
 - iv) not keep a record of the Code with or near the Card or Account details;
 - v) not tell the Code to anyone or otherwise allow access to it (except for the telephone code established for use on your Account which may be provided to us by telephone);
 - vi) not choose a Code (if the Cardmember selects a Code) that can easily be associated with the Cardmember name, date of birth or telephone number; and
 - vii) take care to prevent anyone else seeing the Code when entering it into an ATM or other electronic device.

4. Permitted Uses

- a. You shall instruct the Cardmember to comply with these Terms of Use and with your instructions, policies and procedures when using the Card. You may have separate policies and procedures that You should ensure the Cardmember is aware of when using the Card. Your policies and procedures may hold the Cardmember accountable for use or misuse of the Card, including fraudulent use of the Card, failure to take reasonable care of the Card, Codes, and Card details. You shall procure that the Cardmember consults with the Programme Administrator for the Account to find out more about your policies and procedures.

- b. The Cardmember is the only person who may use the Card. The Card is issued solely for the purchase of goods and/or services for your business purposes.
- c. The Cardmember may use the Card, subject to any restrictions set out in these Terms of Use, to pay for goods and/or services from Merchants who accept the Card, except where You have restricted use of the Card at a Merchant.
- d. If we agree, the Cardmember may also use the Account to obtain cash advances at any ATM that accepts the Card.
- e. If permitted by the Merchant, the Cardmember may return to the Merchant goods or services obtained using the Card and receive a credit to the Account.
- f. Any termination or expected termination of employment or of any other association of the Cardmember with You and the effective date of such termination has to be notified to the Programme Administrator and us.

5. Cash Advances

- a. Participation in the Express Cash Service (or any Cash Advance facility), which allows Cardmembers to obtain Cash Advances, is permitted for use with the Card if You permit and is governed by our Agreement with You. If we agree with You to allow a Cardmember to obtain Cash Advances and You enrol the Cardmember in our Express Cash Service (or any other Cash Advance facility), then:
 - i) the Cardmember will only be entitled to withdraw cash for your business purposes;
 - ii) You may by notification to us stop the Cardmember from using the Express Cash Service (or any other Cash Advance facility) at any time and Cash Advances will no longer be available to the Cardmember;
 - iii) You must enrol the Cardmember in the Express Cash Service (or any other Cash Advance facility) and obtain a Code to access ATMs that accept the Card;
 - iv) we may impose limits and restrictions on Cash Advances such as the minimum and maximum limits that apply to Cash Advances for each Charge, day, Statement period or otherwise;
 - v) participating financial institutions and ATM operators may also impose their own limits and restrictions on Cash Advances such as limits on the number of Cash Advances, the amount of each Cash Advance and access to and available services at ATMs;
 - vi) we reserve the right, without cause and without providing any notice to the Cardmember, to terminate access to Cash Advances and ATMs, even if the Account is not in default;
 - vii) fees apply for Cash Advances and are set out in our Agreement with You. The ATM provider may also charge a fee; and
 - viii) You must ensure the Cardmember complies with any instructions You provide to the Cardmember in relation to Cash Advances.

6. Statements and Queries

You must instruct the Cardmember to always check each Statement for accuracy and to contact us as soon as possible if more information about a Charge on any Statement is needed. If the Cardmember has a question about or a concern with a Statement or any Charge on it, the Cardmember should inform us immediately. We will expect this to be within one (1) month of receipt of the Statement and if You or the Cardmember do not query a Charge that they believe is unauthorised or inaccurate within this period You will be liable for the unauthorised Charge. If the Company fails to contest the accuracy of the Statement or the debit entries within such period after the Statement has been made available, claims and objections to the debit entries (such as for example demands for reimbursement) shall be excluded. If we request, You must procure that the Cardmember promptly provides us with written confirmation of the question or concern and any information we may require that relates to the question or concern.

7. Online Statement Service Terms and Conditions

- a. If the Cardmember is enrolled in our Online Statement Service the Cardmember may access the service via our web site, using the Security Information. Once enrolled, the Cardmember will not receive paper Statements unless we have reason to send one such as if the Account is overdue.
- b. The Security Information is confidential and You must ensure it is kept strictly confidential and is not shared with any other person or recorded in

Corporate Meeting Card Service Terms of Use

an insecure location accessible to anyone else. We are not responsible for any misuse of the Online Statement Service or for any disclosure of confidential information by us where the Cardmember has failed to take reasonable precautions to maintain the Security Information.

- c. If we detect that the e-mail address the Cardmember has provided is invalid, that e-mails are returned, or are not received by the Cardmember, we may revert to sending the Cardmember printed Statements through the post or may attempt to contact the Cardmember or You.
- d. When a Statement is made available, we will send the Cardmember a notification to the e-mail address which has been provided to us by each Cardmember to advise him/her that the Statement is ready to view online.
- e. We will not be responsible in the case where any e-mail sent to the Cardmember under these Terms of Use is not received by the Cardmember due to the Cardmember's e-mail address having changed without notification to us or being invalid or due to systems failure, interruptions in the communications systems or other reasons outside our control.
- f. You will advise the Cardmember that if the Cardmember does not receive the notification e-mail, the Cardmember can obtain the Corporate Meeting Card Account balance either by logging on to our Online Statement Service via our web site, or calling the Customer Service telephone number printed on the reverse of the Card.
- g. You will instruct the Cardmember to access his/her online Statements regularly. Each online Statement is kept available online for six (6) months. The Cardmember can print out Statement data and/or keep a permanent copy on a data carrier.

8. Loss, Theft and Misuse

- a. You shall instruct the Cardmembers to immediately inform the Programme Administrator if the Cardmember has reason to assume that:
 - i) a Card is lost or stolen;
 - ii) a Replacement Card has not been received by the Cardmember;
 - iii) a Code becomes known by a third party;
 - iv) there is suspicion that a Card or Account is being misused or a transaction is unauthorised; or
 - v) there is suspicion that a transaction has been processed incorrectly.

- b. If a lost or stolen Card (if issued in physical form) is subsequently retrieved, or if we renew a Card with a new Card on the same Account, the Cardmember may not use the lost, stolen or expired Card. The Replacement Card must be used instead. You must ensure that the Cardmember reports the retrieval of the Card immediately to us, and must cut the Card in two or otherwise destroy it.
- c. You must ensure that the Cardmember gives us all the information in possession of the Cardmember as to the circumstances of any loss, theft or misuse of the Card. We may disclose to relevant third parties any information that we consider relevant to any investigation.

9. Communicating with the Cardmember

- a. We may communicate with Cardmembers by electronic means any Communications for our products and services, under the Corporate Meeting Card Programme, and all such Communications will be considered to have been provided in writing.
- b. We may send the Statement and any other Communication (including changes to these Terms of Use) by post, e-mail, SMS, insertion of the relevant note in the Statement (or Statement insert) or via the Online Statement Service or through links on webpages accessible via the Online Statement Service or any combination of these and You will instruct Cardmembers to access all such Statements and other Communications.
- c. All electronic Communications that we make available including a Statement will be deemed to be received on the day that we send the notification e-mail and/or post the electronic Communication online even if the Cardmember does not access the electronic Communication that day.
- d. You will instruct the Cardmember to keep us up to date with his/her name, email addresses, residential address, postal mailing address and phone numbers and other contact details for delivering Communications under this Agreement. We shall not be responsible for any fees or charges or any other damage suffered by the Cardmember and/or You, if You fail to instruct Cardmembers to keep us up to date or if Cardmembers fail to tell us about changed information.

10. No Enrolment in the Membership Rewards® Programme

Cardmembers are ineligible for enrolment in the Membership Rewards Programme.