

# American Express® @Work Company Registration Form

## American Express @Work Company Registration Form

Please complete this form to register your Company for American Express @Work, and return it to your Relationship Manager, or fax to +61 2 9263 6025.

### 1. First Approver/Contact Information (required for processing user enrolment requests)

**Approver's Name:** \_\_\_\_\_

**Approver's Telephone Number:** (incl. area code) (       ) \_\_\_\_\_

**Approver's Email Address:** \_\_\_\_\_

### 2. Second Approver/Contact Information (required for processing user enrolment requests including that of the first approver/contact)

**Approver's Name:** \_\_\_\_\_

**Approver's Telephone Number:** (incl. area code) (       ) \_\_\_\_\_

**Approver's Email Address:** \_\_\_\_\_

### 3. Authorised Signatory (this is the company's authorised signatory)

**Company Name:** \_\_\_\_\_

**Company Authorised Signatory's Name:** \_\_\_\_\_

**Company Authorised Signatory's Signature:** \_\_\_\_\_

**Please Note:**

- The information collected in this form is expressly used for registering your company in American Express @Work, not for setting up User IDs/passwords.
- Enrolment instructions for users will be sent via email once the processing of this form is complete.
- When the Company's users enrol for American Express @Work, they are prompted for an 'approver email address' to validate their request. The email address of either the First Contact or Second Contact should be provided in the 'approver email address' field.
- We have a security restriction within @Work, which prohibits a Company Contact from providing his or her own email address as an 'approver email address' during enrolment.
- If the First Contact is enrolling for @Work as a user, he/she will provide the Second Contact's email address as the 'approver email address', and vice-versa.

### American Express Office Use Only

**BDM Code:** \_\_\_\_\_ **Corporate ID:** \_\_\_\_\_

**BDM Name:** \_\_\_\_\_

**BDM Telephone Number:** (incl. area code) (       ) \_\_\_\_\_

**BDM Email Address:** \_\_\_\_\_