

Guide to completing an American Express® Cardmember Application form using a Certified Signatory

The American Express® Corporate Card Employee Application Full Corporate (Sole) Liability



s/c: PD10700201

Please allow up to 10 business days for processing.

All fields are MANDATORY and must be completed in black pen and BLOCK LETTERS.

By ticking this box I request that my application is given priority handling. I understand that a priority handling fee of \$100 will be billed to my Corporate Card Account.

Please note: Applications handled on a priority basis will be processed within 5 business days once the application meets all necessary American Express business requirements.

1. IMPORTANT INFORMATION

Before completing the application form below, please read this important information to ensure this application is completed correctly and to limit processing delays.

In order to comply with the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (the 'Act'), there are certain procedures that must be undertaken in order to verify your identity. You must undertake **ONE** of the following two options to validate verification of your identity, prior to submitting this application to American Express:

- 1. Verification of Identity by Verifying Officer (not applicable to overseas applicants)**
 - Under this option you must provide your details as per those on a primary photo identification document. Your full name and either your residential address or date of birth on the primary photo identification document must be the same as provided on this application form. A list of primary photo identification documents is in Section 12.
 - An approved Verifying Officer from your Company must sight the original primary photo identification document and sign this application confirming the details on the primary photo identification document match the details provided in this application. Please refer to Section 9.
 - A copy of your primary photo identification document must be provided to American Express with this application. **Please ensure the copy is enhanced/enlarged to ensure legibility once faxed to American Express. You may be asked to resupply the photograph if image is not easily identifiable.**
- 2. Verification of Identity by Certified Signatory**
 - Under this option you must have a copy of a primary photo identification document certified as a true copy of the original document by a Certified Signatory. A list of primary photo identification documents and Certified Signatories is listed in Section 12.
 - In order to certify the copy of the primary photo identification document, the Certified Signatory must put the following details on the copy:
 - Print full name of Certified Signatory
 - Signature
 - Date
 - Category of Certified Signatory (e.g. Justice of the Peace)
 - Stamp, seal, or identification number of Certified Signatory
 - Write the full name of the Certified Signatory on this application form in Section 7.
 - The certified copy of the primary photo identification document must be provided to American Express with this application. **Please ensure the copy is enhanced/enlarged to ensure legibility once faxed to American Express. You may be asked to resupply the photograph if image is not easily identifiable.**

Please ensure you have the correct and valid documentation available prior to completing this application. Refer to Section 12.

2. OFFICE USE ONLY

PROD	602	PROC	1	TEAM	6
FEE	2	DELIV		REV	7
BILL IND		SEX		ST	
PRES/PREV		XREF		DC	
SIGN	Y	PLAS. IND.	C	AML	

Comments

3. APPLICATION DETAILS

Is this application being applied for from outside Australia?

Yes No - Please proceed to section 4

Will you be residing in Australia?

Yes No - Please ensure you provide certified photo identification document with this application¹².

Do you have an Australian work visa?

Yes - Please provide copy of your Australian work visa in addition to certified identification document with this application¹².

No - Please ensure you provide certified identity documents with this application¹².

4. CORPORATION DETAILS

Corporation Name (Company)

Corporate ID (must begin with 0 or 1)

Cost Centre Number

Employee ID

Mail to: American Express, GPO Box 5087, Sydney NSW 2001 or Fax both application pages and ID documents to (02) 9271 1151. Please ensure you select the 'fine' setting on your fax, or enlarge the document image to avoid delay in processing.

5. EMPLOYEE DETAILS

Title Mr Mrs Ms Miss

Surname (in full)

First Name (in full)

Middle Names (in full, if applicable)

If you are known by another name, please provide here

Email address (to receive information about your account, offers and service updates):

Australian Business Street Address (PO Box not accepted)

Unit Street Number

Street Name

Suburb State Postcode

Business Telephone -

Statement Mailing Address (PO Box accepted)

Unit Street Number

Street Name

Suburb State Postcode

Years with company

6. PERSONAL DETAILS

Full Australian Residential Address (PO Box not accepted)

Unit Street Number

Street Name

Suburb State Postcode

Date of birth (mandatory) / /

Driver's Licence No

Home Telephone -

Mobile Number

Own Buying Rent Time there

Previous Address (PO Box not accepted)

Unit Street Number

Street Name

Suburb State Postcode

All Citizenship(s)

Your name as you would like it to appear on the Corporate Card (max 20 characters)

Have you ever held an American Express Card?

Present Member Former Member No

Account Number: - -

please turn over P1 of 2

Important Information

Familiarise yourself with the requirements of this form, read this important information.

Application Details

Did you tick yes? See Section 12 for a list of Certified Signatories applicable for overseas Applicants.

Corporation Details

Your Program Administrator should have this information if you need help in this section.

Personal Details

If you are currently or previously have been an American Express Cardmember please indicate here.

Agreement and Signatures

Select which method you will use to verify your identity (See section 1) and don't forget to sign the declaration.

Declaration by Authorised Signatory

Make sure this section is completed and signed by the registered Authorised Signatory for your Company.

Verification of identity by Verifying Officer

This section is not required if you are using the Certified Signatory option for establishing your identity.

7. AGREEMENT AND SIGNATURES

Declaration by Applicant

I, the Corporate Card applicant, hereby apply to you (American Express Australia Limited) for an American Express Corporate Card. If issued to me, I agree to use that Corporate Card for business purposes and to comply with the conditions that accompany the Corporate Card. I certify that the information given in support of my application is true and correct. I acknowledge that you will verify the information with my employer and other sources. I understand and agree that the Company will be solely liable for all charges I make with the Corporate Card.

By signing below I acknowledge that I have read and agree to the declaration stated above, and I have read and clearly understood the terms and conditions on this form.

I confirm that I have completed my identification verification requirements by way of (put X in box):

Certified Signatory¹² (If so, please print full name of Certified Signatory):

Name of Certified Signatory (if applicable) Mr John Peace

OR

Verifying Officer¹² (If so, please ensure Section 9 below has been completed)

Name of Applicant (please print) Adam Sample

Signature of Applicant

A. Sample Date 29 / 02 / 2008

8. DECLARATION BY AUTHORISED SIGNATORY

On behalf of the Company named in this application (the 'Company'), I hereby request issuance of a Corporate Card to the individual named above and certify that the named individual is an employee of the Company. I confirm that the information given in this application form is to the best of the Company's knowledge true and correct, and that the Company hereby agrees to be bound by the American Express Corporate Card Conditions, with respect to such Corporate Card.

Name of Authorised Signatory (please print) MR DOUGLAS BOSS

Signature of Authorised Signatory

D. Boss Date 29 / 02 / 2008

9. VERIFICATION OF IDENTITY BY VERIFYING OFFICER

To be completed by the Verification Officer in the presence of the applicant.

Document Sighted (e.g. Driver's Licence)

Document Number (e.g. 12345A)

Expiry date DD / MM / YYYY

Place of Issue (e.g. NSW)

Applicant's Full Name

Applicant's Job Title

Applicant's Signature (in the presence of the Verifying Officer)

Date DD / MM / YYYY

I hereby confirm that I am a duly authorised Verifying Officer for the Company named in this application. I confirm that I have sighted the original primary photo identification documents listed and that the applicant's name and either the applicant's residential address or date of birth shown on the document match those same details provided in this application.

Full name of Verifying Officer

Signature of Verifying Officer

Date DD / MM / YYYY

10. INVITATION

Unless otherwise requested by the Company, I invite you and your agents to use my personal information for marketing purposes. This includes contacting me by telephone, mail or email to discuss and agree any purchase of goods or services from an American Express Company or of any third party. I understand that I can call 1300 558 891 after my card account is opened to withdraw this invitation and remove my name from your marketing lists.

11. AUTHORITY UNDER THE PRIVACY ACT

To assess your application, and if it is approved, to establish and manage your Card Account, American Express Australia Limited needs to:

- Collect personal information about you in this application form and from other sources, and
- Obtain your agreement in relation to handling this personal information.

If you do not provide the information requested or give your agreement, American Express Australia Limited may decline your application.

The American Express Privacy Policy Statement sets out policies on management of personal information. In accordance with the Privacy Act, you can access personal information about you held by American Express Australia Limited, and advise if you think it is inaccurate, incomplete or out-of-date. To arrange access to personal information about you, request a copy of the American Express Privacy Policy Statement or enquire generally about privacy matters, write to: The Privacy Officer, American Express Australia Limited, PO Box 1582, Sydney NSW 2001. In this section 'personal information' means information about me, my use of the Card and conduct of my Account with you.

I agree that, subject to the Privacy Act, you and your agents may do the following (and if my application is successful, this agreement continues until such time as any credit provided to me is repaid):

- Exchange personal information about me with the Company (including any related entity of the Company), and its and their processors, in connection with the Corporate Card.
- Exchange personal information with any person whose name I give you from time to time.
- Provide personal information to any organisation whose name, logo or trademark appears on my application or on the Card issued to me for marketing, planning, product development and research purposes.
- Use personal information for marketing purposes. This includes putting my name and contact details on marketing lists for the purposes of customer research and offering me goods or services of an American Express company or of any third party, by mail or email or having your related companies do so directly. After approval of this application, I understand that I can call 1300 362 639 to remove my name from your marketing lists.
- Transfer personal information confidentially to your related companies and other organisations which issue or service American Express Cards or provide services to you, subject to appropriate conditions of confidentiality. This includes transferring personal information to the United States or other countries for data processing and servicing.
- Monitor and record my telephone conversations with you from time to time for training, quality control or verification purposes.

I also agree that where I have provided you with information about another individual in this application form, I will make sure that the individual is aware of:

- My supplying their information to you and the purposes why you have collected the information; and
- Their ability to access that information in accordance with the Privacy Act (and to advise you if they think the information is inaccurate, incomplete or out-of-date); and the contact details of your Privacy Officer.

12. DEFINITIONS

Verifying Officer

This is an individual within your company who has been given the authority by your company and American Express to certify that they have sighted your original primary photo identification document and the details on the document correspond to the information provided on this application form. You should contact your company's Corporate Card Program Administrator to determine who the Verifying Officers are in your company.

Certified Signatory

This is an individual who has been defined under the 'Act' as having authority to sight and certify a copy of an identification document as being an original copy of that identification document. The following persons are Certified Signatories:

- A registered legal practitioner (solicitor)
- A judge (applicable for overseas applicants)
- A magistrate (applicable for overseas applicants)
- A CEO of a Commonwealth court
- A registrar or deputy registrar of a court
- A Justice of the Peace
- A notary public (applicable for overseas applicants)
- A Police Officer
- An Australia Post agent manager/owner
- An Australia Post employee with 2+ years of continuous employment
- An Australian Consular Officer or an Australian Diplomatic Officer (applicable for overseas applicants)
- An American Express Employee (applicable for overseas applicants)
- A member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with 2 or more years of continuous membership
- A registered officer of a financial institution or financial company with 2+ years of continuous employment

Primary photo identification document

This is a Government-issued identification document containing a current photograph, signature and name of the individual applying for the card. If this document is not in English, it must be accompanied by an English translation prepared by an accredited translator. For verification purposes, only the following are accepted:

Overseas Applicants

- Current passport

Australian Applicants

- A current Australian Driver's Licence or current Australian passport
- An Australian national identity card (police or armed forces)

Certified copy

Certified copy means a primary photo identification document that has been certified as a true copy of an original document by a Certified Signatory.

Your photo must be legible via fax to facilitate identity. Low quality photographs will be rejected and you will be asked to provide a higher quality image.

