Cognizant
Connected intelligence for enterprise businesses

American Express® Corporate Card
Cardmember Application Form

Please complete this Application Form in capital letters using black ink. All fields marked with an * are mandatory and formats cannot be processed without them.

1. Personal Details

Card Type: (Tick one) (Apply - one terms and conditions attached to this application.)

☐ Green Corporate Card
Liability Type:
☐ Joint and Several Liability ☐ Individual Liability

Title: Mr. Mrs. Ms. Miss. Other

First Name:*

Surname:*

Please PRINT your name as you wish it to appear on the Card in no more than 26 letters and spaces (include full first names as accepted)

Date of Birth:*
(DD/MM/YYYY)

Please provide your permanent home address:
If outside the UK please provide and tick boxes to confirm:

Home Address:*

Postcode:*

Home Tel Number:*
(inc. country & area code)

Office Tel Number:
(inc. country & area code)

Mobile Tel Number:

Please give your mother's maiden name. This will be used to confirm your identity for security purposes and to protect against fraud:*

E-mail address (This will only be used for servicing purposes) for American Express (unless you choose to receive marketing offers by ticking the box below):*

American Express would like to send you offers by email, including information on benefits, products and services. We will not pass on your email to anyone else. If you wish to receive these offers, please tick this box to opt-in to receive our offers. See our Privacy Statement for details on the American Express website.

Position in Company:
Employer Name:
Employer Address:
Employer Postcode:
Country:
Industry Sector:
Company Tel Number:
(DD/MM/YYYY)

Do you have any current/previous American Express Cards?

☐ Yes ☐ No If yes, please provide details if known:

Please indicate where you would like your Card to be sent (your Card will be delivered to this address unless have arranged for your Company to distribute it):

☐ Home ☐ Office

By signing below, I confirm that I have received a copy of the American Express Corporate Card Terms and Conditions and the Pricing Information for the Corporate Card. These Conditions and Pricing Information form the basis of my application. I confirm that I/ American Express and/or the representatives to contact credit reference agencies may make enquiries and exchange information about me/the applicant to establish the accuracy, validity, fraud and business. Information requested to establish my identity. I understand that American Express may decline this application without giving a reason and without entering into any correspondence.

Applicant's Signature:
X
(CODAMYYYY)

12/09

2. Request for Urgent Delivery

If the Card is required within 5 working days please tick this box:

☐

Advise date by which Card is required:

A fee of £20.00 will be incurred for any requests for urgent delivery. This sum will be billed to the first statement. Normal Card delivery is within 12 working days.Urgent delivery Cards will not be Chip & Pin.

3. Company Details

Company Name:*

Company Address:*

Company Tel No:*

Country:*

Nature of Business:*

4. To be Completed by your Company

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

Print Name:*
Position:*
Company:*
Please provide the Direct Debit Account number under which this Application Form should be processed. In case of query please contact Corporate Card Services on 01273 696895*

The Company has verified that the details supplied by the Applicant are correct and has confirmed that the Company Direct Debit mandate approves the Applicant's application.

Authorised Signatory's signature:
Date of application:
X
(CODAMYYYY)

Line manager/other authorisation **(if applicable)**:
Authorised Signatory's signature:
Date of application:
X
(CODAMYYYY)

5. Direct Debit Details

If you wish to pay your account by Direct Debit, please fill in the information below:

DIRECT Debit

Originator's Identification Number: 9 9 0 0 3 7
Name of Account Holder:
Account Number:
Branch Sort Code:
Bank Name:
Bank Address:

Instruction to your Bank or Building Society to pay by Direct Debit
Name of Service User: American Express Corporate Card Services
Reference: (Your account number will be generated from the above account number information provided in the Direct Debit Section of this application form)
Signature(s): X
(CODAMYYYY)
Date: X
(CODAMYYYY)

Banks and Building Societies may not accept Direct Debit Instructions from some types of account.

Authorised Signatory's signature:
X
(CODAMYYYY)

Please return your completed Application Form to: American Express Corporate Services Limited, FREEPOST, PO Box 69, Brighton BN98 1ZL (No stamp required)
In case of emergency, you may be your card application to us on 01273 696711.
Please retain the Direct Debit Guarantee slip before posting.

American Express Services Europe Limited. Registered Office: Belgrave House, 76 Buckingham Palace Road, London, SW1W 9AX, United Kingdom. Registered in England and Wales with Company Number 1833126.
Authorised by the Financial Services Authority under the Payment Services Regulations 2009.
American Express Services Europe Limited is authorised in the United Kingdom by the Financial Services Authority under the Payment Services Regulations 2009 (Ref. No. 415023) for the provision of payment services.

UKDM 071883

American Express Corporate Card Cardmember Terms and Conditions

Acceptance
Before you sign and submit an Application Form or sign or use the American Express Card, please read this Agreement very carefully. By submitting an Application Form, signing or using the Card, you agree to the terms of this Agreement. This Agreement replaces any previous agreement provided to you for the Corporate Card.

Your Company has entered into a separate agreement with American Express Services Europe Limited. This Agreement shall be open-ended. If you do not wish to be bound by this Agreement, please either destroy or return all Cards to us and inform us that you wish to cancel the Card. You can request a hard copy of this Agreement free of any charge during the term of the Agreement and we will make copies available through our Customer Service Department. This Agreement and all communications between us concerning this Agreement shall be in English.

Definitions
In this Agreement:
"Account" or "Corporate Card Account" means any account we maintain in relation to the Card.
"Affiliate" means any entity that controls, is controlled by, or is under common control with your Company organisation that your Company has entered into an American Express Agreement for" means our or our affiliate American Express Entity.
"Card" means the American Express Corporate Card issued to you at Corporate Card Account, for the purpose of purchasing goods and/or services for your Company's business purposes.
"Card Data" means any information relating to the Card, Cardmember, Cardmember Account and includes card services, production, transaction, authorisation, and clearing data and information which we are liable for under this Agreement.
"Chip & PIN" means the Chip and Personal Identification Number, your telephone code(s), your chip enabled Card and other security procedures we may adopt from time to time.
"Merchant(s)" means firms and organisations accepting American Express Cards for the payment of goods or services.
"Programme Administrator" means the person designated by your Company to act on behalf of Cardmembers in connection with the Card and this Agreement.
and in general, any reference to a statute includes a reference to that statute as it and your Company and Account, "we", "our" and "us" refer to American Express Services Europe Limited (Registered Address of Companies House Belgrave House, 76 Buckingham Palace Road, London SW1W 9AX, United Kingdom Company Number 1833126), its successors and assignees.
"you" means the Cardmember to whom the Card is issued.
"Your Company" means the company, partnership, trust or other organisation with for the provision of your Card and for whom you are authorised to incur approved business expenditure on the Card.

Use of the Card and Limits
By presenting your Card to a Merchant and either you entering your Code or signing for your purchase, you authorise the Merchant to request our authorisation for the purchase and you authorise us to pay the amount in the transaction to the Merchant. Your Company and Cardmember Card Account details where the Card Merchant's transactions for processing your account. You may also be deemed to consent to a transaction by Cardmember without your Code or signature for certain transactions such as mail order, telephone order or on the Internet. Authorisation may be given in writing, by telephone or by other means agreed by us. You may withdraw your authority consent or confirm your Agreement or all or part of a charge after a Charge has been authorised. You cannot cancel a Charge after it has been submitted to us.
You agree that we will consider your instruction for paying a Merchant to be made on the date which we receive your request to pay the Merchant in accordance with the Payment Services Regulations 2009. If we receive which is a Non-Business Day, we will consider the Payment Order to be received on the next day. If we make a transfer of money from our account to the Card transaction or the fact that you are obliged to pay us for transactions which we make on your behalf.
To prevent misuse of your Card, you must ensure in each case that you:
a) keep the Card safe and secure at all times;
b) keep the Card secure at all times;
c) regularly check that you still have the Card in your possession;
d) keep the Code secure at all times;
e) ensure that no unauthorised person has access to the Card or Code;
f) never give your Card details, except when using the Card in accordance with this Agreement;
You must not use the Card for any illegal purpose or in order to:
a) memorise the Code;
b) disclose your personal information (using yout the Code (if applicable);
c) do not write the Code on the Card;
d) do not keep a record of the Code with or near the Card or Account details;
e) do not tell the Code to anyone;
f) if revealed a Code, do not choose a code that can easily be associated with you such as your name, phone number or date of birth;
g) take care to prevent anyone from seeing the Code when entering it into an Automatic Teller Machine ("ATM") or other electronic device.

Permitted Use
You are the only person who may use the Card. The Card is issued to you solely for the purchase of goods and services for your Company's business purposes. You may not use the Card for personal purchases.
You may use your Card, or authorise your Card to be used for the purchase of goods, or for the provision of services from Merchants who accept the Card, except where your Company has restricted use of the Card in accordance with this Agreement.
If we agree, you may also use your Account to obtain cash advances at any ATM that accepts the Card.
Your Company's Programme Administrator may limit the Merchant groups or service offered using your Card and receive a credit to your Account.

Prohibited Uses
You must not:
a) give your Card to an Account number to others or allow them to use your Card or Account for Charges;
b) use your Card or Account for any illegal purpose or transaction or in any other manner or transaction in accordance with the Card and Cardmember Agreement and this Agreement;
c) attempt goods or services obtained using your Account for a cash refund;
d) use your Card to obtain cash from a Merchant for a Charge recorded as a purchase;
e) let anyone else use your Card or Account;
f) use your Card or Account for any illegal purpose or transaction or in any other manner or transaction in accordance with the Card and Cardmember Agreement and this Agreement;
g) attempt goods or services obtained using your Account for a cash refund;
h) use your Card to obtain cash from a Merchant for a Charge recorded as a purchase;
i) use your Card or Account for any requests for urgent delivery. This sum will be billed to the first statement. Normal Card delivery is within 12 working days.Urgent delivery Cards will not be Chip & Pin.

Company Details
Advise date by which Card is required:
A fee of £20.00 will be incurred for any requests for urgent delivery. This sum will be billed to the first statement. Normal Card delivery is within 12 working days.Urgent delivery Cards will not be Chip & Pin.

Company Details
Company Name:*
Company Address:*
Company Tel No:*
Country:*
Nature of Business:*

To be Completed by your Company
It is essential that the form is counter-signed by a Programme Administrator or other authorised signatory, signed for and on behalf of the Company.
Print Name:*
Position:*
Company:*
Please provide the Direct Control Account number under which this Application Form should be processed. In case of query please contact Corporate Card Services on 01273 696895*
The Company has verified that the details supplied by the Applicant are correct and has confirmed that the Company Direct Mandate approves the Applicant's application.
Authorised Signatory's signature:
Date of application:
X
(CODAMYYYY)
Line manager/other authorisation **(if applicable)**:
Authorised Signatory's signature:
Date of application:
X
(CODAMYYYY)

Direct Debit Details
If you wish to pay your account by Direct Debit, please fill in the information below:
Originator's Identification Number:
Name of Account Holder:
Account Number:
Branch Sort Code:
Bank Name:
Bank Address:

Instruction to your Bank or Building Society to pay by Direct Debit
Name of Service User: American Express Corporate Card Services
Reference: (Your account number will be generated from the above account information provided in the Direct Debit Section of this application form)
Signature(s): X
(CODAMYYYY)
Date: X
(CODAMYYYY)
Banks and Building Societies may not accept Direct Debit Instructions from some types of account.
Authorised Signatory's signature:
X
(CODAMYYYY)

Please return your completed Application Form to: American Express Corporate Services Limited, FREEPOST, PO Box 69, Brighton BN98 1ZL (No stamp required)
In case of emergency, you may be your card application to us on 01273 696711.
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BENEFIT EMPLOYEES | MANAGE GLOBALLY | MAXIMISE CONTROL | DRIVE SAVINGS | BENEFIT EMPLOYEES | MANAGE GLOBALLY | **REAL BUSINESS. REAL SOLUTIONS.®**
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3. Use
The first and continuation that apply to your Account are set out below.
A mandatory Card Membership Annual Fee will be for the Corporate Centre Card, Left for the Corporate Card Account. Your Company's Programme Administrator may request that a Card be issued to a Cardmember. The Card is issued at the Company's request and Cardmember agrees to be bound by the terms of this Agreement. Cardmember may cancel the Card at any time by notifying us in writing. Cardmember agrees to destroy the Card immediately on the anniversary of Card membership and ends on the date before the anniversary of Card membership. Cardmember agrees to destroy the Card.
Cardmember is responsible for all Charges made to Cardmember.
a. If an amount of more than £15 is outstanding on your Account at thirty (30) days from your Statement Date, we may charge a late payment fee of £25 and all outstanding sums which are then due to be calculated and applied on each subsequent Statement date.
b. Your Company's Programme Administrator may request a credit limit for your Account.
c. We may set a Charge to be equal to £1 (the «Cut off amount»). Charges which are less than the Cut off amount will be calculated and applied on each subsequent Statement date.
d. If your Account is not in Default, Cardmember may cancel or cancel your Card, we will charge a fee of £10 for termination of your Card and Account.
e. If your Account is in Default, we may, at our reasonable costs we incur in recovering overdue payments, Charge under a Default Notice and/or a Default Notice including in accordance with your Company's and third parties, such as fees of solicitors, and any costs they Charge/fees incur in trying to recover a debt on behalf of your Company.
f. If your Account is paid in full, we may, at our reasonable costs we incur in recovering overdue payments, Charge under a Default Notice and/or a Default Notice including in accordance with your Company's and third parties, such as fees of solicitors, and any costs they Charge/fees incur in trying to recover a debt on behalf of your Company.
g. A Statement Card Card Account Charge will be applied to your Statement coupons.
h. A Cash Advance fee of £2.00 (whichever is the greater) of the amount of any cash you request or provide. A fee may not be charged, if we do not provide the cash or provide less than the amount requested.

Right to Change Fees and Commissions
We may change the fees and commissions to which any of the fees or commissions on your Account are charged and the amounts of fees and commissions. We will give notice of any change in accordance with section of this Agreement.
You agree that we may deduct outstanding fees and commissions at any time by giving you notice as set out in the "Charges" section of this Agreement.

Charges and Cash Advances
If Cardmember Charges or Cash Advances in which any of the fees or commissions on your Account are charged and the amounts of fees and commissions. We will give notice of any change in accordance with section of this Agreement.
You agree that we may deduct outstanding fees and commissions at any time by giving you notice as set out in the "Charges" section of this Agreement.

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You agree that we may deduct outstanding fees and commissions at any time by giving you notice as set out in the "Charges" section of this Agreement.

Charges and Cash Advances
If Cardmember Charges or Cash Advances in