

# American Express® Foreign Exchange International Payments

## Change of Account Details – Users

**1. Please complete this form either:**

- **Online: Key in details using the tab key to move between fields. Print the form to have it signed. (This form can also be saved for later use).**
- **Offline: Print and complete in CAPITAL LETTERS.**

**2. Ensure the declaration section is physically signed by the relevant Director(s).**

**3. Fax completed forms to 1800 194 333 or email the signed form to your FX Relationship Manager.**

Business/Company Name

Client ID

**Add/Delete User/Authoriser** (Please use separate form for more users)

**Main User/Primary Contact**

Name Add  Delete  (Please tick)

Limit requested

Signature

Email<sup>^</sup>

Authorisation Level (Please tick):

- Single verification
- Dual verification
- View transaction history/generate reports
- Input payment details
- Input and approve payments
- Administer account changes and change user authorisation (Account Administrator)

**Additional Users**

Name Add  Delete  (Please tick)

Limit requested

Signature

Email<sup>^</sup>

Authorisation Level (Please tick):

- Single verification
- Dual verification
- View transaction history/generate reports
- Input payment details
- Input and approve payments
- Administer account changes and change user authorisation (Account Administrator)

Name Add  Delete  (Please tick)

Limit requested

Signature

Email<sup>^</sup>

Authorisation Level (Please tick):

- Single verification
- Dual verification
- View transaction history/generate reports
- Input payment details
- Input and approve payments
- Administer account changes and change user authorisation (Account Administrator)

**Declaration**

**To be signed by the Account Administrator, Sole Trader, Sole Director/Sole Company Secretary, Director(s), Company Secretary, or Partner(s).**

1. I/We represent and warrant that I am/we are duly appointed and authorised by the Company to act for and bind the Company and to execute this document on behalf of the Company.
2. By signing below, I/we request American Express International, Inc. to approve to change the account details for our Foreign Exchange IP Services.
3. I/We acknowledge and agree that by signing this form, the Company will be appointing the above-named users/authorisers to act and do all things that I am/we are authorised or empowered to do in relation to the transactions arising from or contemplated by this form.
4. I/We, understand that this consent form shall remain in full force and effect until American Express International, Inc. receives and processes a written notification from the Company that it has withdrawn it.

Signature

Date / /

Name

Position (select most relevant)  Account Administrator  Sole Trader  Sole Director/Director  Company Secretary  Partner

Signature

Date / /

Name

Position (select most relevant)  Director  Company Secretary  Partner

<sup>^</sup> By providing us with your email address, you consent to us sending you email messages with details about changes to your account Terms and Conditions, other important information about your account, commercial electronic messages and offers that may be suited to your needs. Please visit our website page <http://americanexpress.com.au/privacy> and select "How to Decline Email" to review or change your email choices.

