

American Express[®] Corporate Cards Global Limits Request Form

Global Limits Request Form

This form is to be used for all American Express Global Limits update requests and should be completed in conjunction with your American Express Relationship Manager. All limits requested will be applicable to both domestic and overseas spend unless specified otherwise. Please use a separate form for each different request.

Please note that all limit requests are subject to approval by American Express.

Company Name: _____

Corporate ID(s): _____ (Please tick) **CPS** **Government** **Corporate**

Contact Name: _____ **Telephone Number:** _____

THIS REQUEST APPLIES TO: (Please tick only one box)

- All Cardmembers within the above Corporate ID**
- All Cardmembers within the above Corporate ID with the exception of those listed below**
(attach a separate sheet for additional Cardmembers)
- Only those Cardmembers listed below** (Please attach a separate sheet for additional Cardmembers)

1 **Cardmember Name:** _____ **Cardmember Number:** _____

2 **Cardmember Name:** _____ **Cardmember Number:** _____

3 **Cardmember Name:** _____ **Cardmember Number:** _____

4 **Cardmember Name:** _____ **Cardmember Number:** _____

5 **Cardmember Name:** _____ **Cardmember Number:** _____

6 **Cardmember Name:** _____ **Cardmember Number:** _____

7 **Cardmember Name:** _____ **Cardmember Number:** _____

8 **Cardmember Name:** _____ **Cardmember Number:** _____

9 **Cardmember Name:** _____ **Cardmember Number:** _____

10 **Cardmember Name:** _____ **Cardmember Number:** _____

11 **Cardmember Name:** _____ **Cardmember Number:** _____

12 **Cardmember Name:** _____ **Cardmember Number:** _____

13 **Cardmember Name:** _____ **Cardmember Number:** _____

14 **Cardmember Name:** _____ **Cardmember Number:** _____

15 **Cardmember Name:** _____ **Cardmember Number:** _____

16 **Cardmember Name:** _____ **Cardmember Number:** _____

17 **Cardmember Name:** _____ **Cardmember Number:** _____

18 **Cardmember Name:** _____ **Cardmember Number:** _____

19 **Cardmember Name:** _____ **Cardmember Number:** _____

20 **Cardmember Name:** _____ **Cardmember Number:** _____

GLOBAL LIMITS FORM INFORMATION

Limit Type	Amount	Guidelines
Monthly Spend Limit		A Monthly Limit will refresh the available funds at the beginning of each new Statement cycle. The Monthly Spend Limit may be applied with or without any other limits and determines the maximum amount that a Cardmember can charge against the Card.
Per Transaction Limit		A Transaction Limit is imposed on each actual charge against the Card. This is the maximum amount that can be spent on a purchase per transaction. If the Transaction Limit is set in conjunction with the Monthly Spend Limit, the limit must be less than the Monthly Limit. If the Transaction Limit is set with the Preferred Supplier Limit (PSL) Threshold, the Transaction Limit must be greater than the PSL Threshold amount. For PSL details, refer to the Preferred Supplier List Request Form.
Revolving Limit		A Revolving Limit is similar to the type of limit that you would expect on a credit card, the Revolving Limit would only refresh once payment is made or a merchant credit has been received, regardless of cycle cut. Once the limit is reached spending cannot continue until payment or a credit has been received.
Relationship Limit		The Relationship Limit exists between more than one Cardmember, that is, a group of Cardmembers. This limit is a combined expenditure limit, whereby a maximum limit is set amongst a group of Cardmembers. This limit cannot be exceeded individually or by the group collectively. A Monthly Limit must be set in conjunction with a Relationship Limit. The Relationship Limit must be greater than the Monthly Limit Amount.

INDUSTRY LIMITS

Category	Amount	Guidelines
Travel Group		The Travel Group Limit applies a limit to the total of the travel categories. If set in conjunction with a travel category limit, the Travel Group Limit must be greater than or equal to the sum of all travel category limits. If a Travel Group Limit is set with an Overall Limit, the Overall Limit must be greater than or equal to the Travel Group Limit. Travel Group Limits only refresh monthly.
Hotels		
Restaurants		
Air/Rail		
Gas/Oil		
Car Rental		
Retail Group		The Retail Group Limit applies a limit to the total of the retail categories. If set in conjunction with a Retail Category Limit, the Retail Group Limit must be greater than or equal to the sum of all Retail Category Limits. If a Retail Group Limit is set with an Overall Limit, the Overall Limit must be greater than or equal to the Retail Group Limit. Retail Group Limits only refresh monthly.
Shops		
Dept Stores		
Mail Order		

Authorised Signatory Name: _____

Authorised Signatory Signature: _____ **Date:** ____ / ____ / ____

OFFICE USE ONLY

Limits Reviewed by: _____ **Date:** ____ / ____ / ____

Limits Approved by: _____ **Date:** ____ / ____ / ____

Limits Updated by: _____ **Date:** ____ / ____ / ____

