

American Express[®] Corporate Card Cancellation Form

Please forward to: American Express Australia Limited Corporate Services

PO Box 5087, Sydney NSW 2001, Australia. Fax: 61 2 9271 1999

To ensure cancellation of the Corporate Card please complete and sign the form below.

1. Corporations Details

Company Name: _____

Corporate ID: _____

Cost Centre Name: _____

2. Cardmember Details

Please arrange to cancel the following Corporate Cards:

Name: (as it appears on the card)

Name: (as it appears on the card)

Corporate Card Account Number:

Corporate Card Account Number:

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Contact Address for Departing Employee:

Contact Address for Departing Employee:

3. Cancellation Information

Please indicate the reason for cancellation:

- The employee has left the Company
- The Card has been withdrawn from the employee
- The employee has retired
- The Card is no longer utilised
- The Card Account has been reorganised
- The service has not been satisfactory
- An alternative method of expense funding is now used
- Other. Please specify _____

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4. Information Request

- I require additional Corporate Card application forms
- I would like a Sales Manager to call me to discuss my Account

5. Mandatory

The individual signing below on behalf of the above-named Company warrants that he/she is authorised to do so.

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

Name: (please print) _____

Position held in Company: _____