

# American Express® Corporate Card Change Request

**Combined Liability  
For Upgrade or Downgrade  
Australia**

Please forward completed form to:  
American Express Australia Limited  
Customer Service – Corporate Card  
Email: corporatenewaccountsanz@aexp.com  
Post: GPO Box 5087  
Sydney NSW 2001 Australia  
Fax: + 61 2 9271 1151

To change your existing Corporate Card type is simple. All you have to do is complete the details below and send the completed form to your Authorised Signatory for approval, it should then be returned to the above address.

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

## Card Member Details

**Card Member Name** (as it appears on the Card) \_\_\_\_\_

**Title** Mr  Mrs  Ms  Miss

**Surname** \_\_\_\_\_ **First Name** \_\_\_\_\_ **Middle Initial** \_\_\_\_\_

**Company Name** (as it appears on the Card) \_\_\_\_\_

**Card Number**

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## Product Selection

### Requested Card Type

(Please tick box below to indicate your new American Express Corporate Card type)



American Express® Corporate Green Card (Annual Card fee up to AUD\$70)



American Express® Corporate Gold Card (Annual Card fee up to AUD\$105)



American Express® Corporate Platinum Card (Annual Card fee AUD\$800)

OFFICE USE ONLY

CARD DESIGN TYPE: 000001

CARD DESIGN TYPE: 000002

CARD DESIGN TYPE: 000003

## Signature

I hereby apply for an American Express Corporate Card and I warrant that the information I have given in this application is true and correct. I agree that I will continue to be bound by the American Express Corporate Card Member Terms and Conditions, which applied to the American Express Corporate Card held at the time of this application, upon approval for this application and receipt of the American Express Corporate Card.

I understand and agree that I will be jointly and severally liable with the Company named in this application for all charges I make with the American Express Corporate Card, provided however that, the Company shall not be liable for charges incurred by me that are personal in nature and which did not accrue a benefit to the Company for legitimate business purposes or for which the Company has reimbursed me.

I understand that an annual Card fee up to AUD\$70 will apply for the American Express Corporate Green Card, an annual Card fee up to AUD\$105 will apply for the American Express Corporate Gold Card, and an annual Card fee of AUD\$800 for the American Express Corporate Platinum Card.

By signing below, I acknowledge that I have read and agree to the declaration stated above.

**Signature of Card Member** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of Authorised Signatory** \_\_\_\_\_

**Print Name of Authorised Signatory\*** \_\_\_\_\_

\* The Authorised Signatory is the individual within your organisation with the authority to approve American Express applications.

**Note All features of the American Express Corporate Card are subject to the Terms and Conditions of Membership (exclusions and limitations apply). The number of your American Express Corporate Card Account will change. American Express disclaims any liability regarding failure of any transactions or services as a result of the new Card number, if you fail to update your Direct Debits, periodic payments or Traveller Profiles with that new Card number. If your old Account number carries a balance, you must continue to make payments towards the outstanding balance on your old Card until the balance is cleared. Any balance or transactions currently listed on your old Account number will not be transferred to your new Card. You will receive a separate statement for your old Card until the balance is cleared.**