

American Express® Corporate Card Change Request

Corporate 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 for 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 the Company will be solely liable for all charges I make with the American Express Corporate Card. 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.