

American Express® Employee Business Card Application Form



BASIC BUSINESS CARD MEMBER DETAILS

Name of Basic Card Member

Date of Birth DDMMYY
(You must be over 18)

American Express Business Card Number 3 7 6 0 - -

Signature of Basic Business Card Applicant



Date of Signature

DDMMYY

By signing below, I acknowledge that I have read and agreed to the Declaration overleaf with respect to the Employee Card Applicant.

EMPLOYEE BUSINESS CARD APPLICANT DETAILS 1

Please send an Employee Business Card to the following person.
Please provide the Employee Card Applicant's name as you would like it to appear on their new Card.
You can use a maximum of 20 characters, including spaces (Please spell last name in full)

Title Mr Mrs Miss Ms Dr

First Name

Middle Name

Surname

Their current residential address (Please do not provide a PO Box No.)

Unit No. House No.

Street Name

Suburb

State Postcode

If the Employee Card Applicant is an existing American Express Card Member, please provide their Card number.

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Mobile Telephone No. Date of Birth (They must be over 18 years to apply)

DDMMYY

By signing below, I do certify that I have read and agreed to the Declaration on the back of this application and accept liability for all Card charges.

Employee Business Card Applicant 1 Signature

Date



DDMMYY

CNTY:872

EMPLOYEE BUSINESS CARD APPLICANT DETAILS 2

Please send an Employee Business Card to the following person.
Please provide the Employee Card Applicant's name as you would like it to appear on their new Card.
You can use a maximum of 20 characters, including spaces (Please spell last name in full)

Title Mr Mrs Miss Ms Dr

First Name

Middle Name

Surname

Their current residential address (Please do not provide a PO Box No.)

Unit No. House No.

Street Name

Suburb

State Postcode

If the Employee Card Applicant is an existing American Express Card Member, please provide their Card number.

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Mobile Telephone No. Date of Birth (They must be over 18 years to apply)

DDMMYY

By signing below, I do certify that I have read and agreed to the Declaration on the back of this application and accept liability for all Card charges.

Employee Business Card Applicant 2 Signature

Date



DDMMYY

CNTY:872

Office use only

SUPP INDICATOR: 2

S/C: A0000EWNWF

SPID: 3SS

BASIC AML:

ATI: AUS25

DECLARATION

Important: The Business, the Basic Business Card Applicant and the Employee Business Card Applicant must read the information and sign overleaf.

To American Express Australia Limited ("you" or "American Express"):

By signing on the previous page, the Business, the Basic Business Card Applicant and the Employee Business Card Applicant (together we, us or our) request you to issue Business Cards to each Basic Business Card Applicant and Employee Business Card Applicant specified in the application, and we each declare and undertake to you that:

- The information given on the application is true and complete. We authorise you to check that information and authorise our accountants to provide and verify to you any further details requested concerning the information. We acknowledge that you rely on all such information and further details to consider the application;
- Each of us is financially solvent and able to pay our respective debts when due;
- If the application is approved, we will comply with the Business Card Conditions that you will send to the Basic Business Card Applicant with their Card (receipt of which will be taken to constitute receipt also by the Business) and to the Employee Business Card Applicant and we will jointly and severally be liable to pay all fees, charges and other amounts under the Business Card Conditions and this Declaration;
- If the application is approved, the Basic Business Card Applicant who has selected Membership Rewards will comply with the Membership Rewards Terms and Conditions that you will send to them;
- If the Business is a partnership or trust, the Authorised Signatory who signed this application form is duly authorised to complete this application and has done so with the knowledge and consent of the Business partners/trust beneficiaries;
- We understand that the Business and the Basic Business Card Applicant will be jointly and severally liable for all charges incurred with each Basic Business Card;
- We understand that charges made using a Employee Business Card will be the responsibility of the Business, the Basic Business Card Applicant and the Employee Business Card Applicant(s) even though the charges will be billed to the account of the Business and the Business Card Applicant;
- We understand that the Business, the Basic Business Card Applicant and each Employee Business Card Applicant will be jointly and severally liable for all Employee Business Card charges;
- The Business and the Basic Business Card Applicant agree to pay to you annual fees as follows: \$109 for each Basic Business Card (unless that fee is waived by you) and \$79 for each Employee Business Card (unless that fee is waived by you);
- You may produce this application or a copy or other reproduction of it as evidence of our application for the Card and our agreement to this Declaration; and
- If I/we reside in the ACT, I/we will provide further financial information, if required, prior to my/our application being assessed.

Note: The Business, the Basic and the Employee Business Card Applicant will be jointly and severally liable to American Express for all obligations incurred on each Business Card issued.

Invitation by each Basic and Employee Business Card Applicant to you:

We invite you and your agents and your preferred alliance organisations (including insurance companies) to use our personal information for marketing purposes. This includes contacting us by telephone, mail or email to discuss and agree to any purchase of goods or services from an American Express company or your products and of any third party providing products jointly marketed with American Express. We understand that we can call 1300 366 220 if we want to withdraw this invitation and remove our names from your marketing lists or to cease receiving telemarketing calls. This invitation will remain in place until I withdraw it or until I cease being an American Express Card Member.

Authority to American Express under the *Privacy Act 1988* (Cth):

To assess this application, and if it is approved, to establish and manage the Card account, I/we understand American Express needs to:

- Collect personal information about me/us in this application form and from other sources; and
 - Obtain my/our agreement in relation to the handling of my/our personal information.
- If I/we do not provide the information requested or give my/our agreement overleaf, I/we understand American Express may decline my/our application.

The American Express Privacy Policy Statement sets out policies on management of personal information. In accordance with the *Privacy Act 1988* (Cth), any person may access personal information about them held by American Express, and advise if they think it is inaccurate, incomplete or out of date.

To arrange access to personal information, request a copy of the American Express Privacy Policy Statement or enquire generally about privacy matters, write to The Privacy Officer, American Express House, GPO Box 1582, Sydney NSW 2001.

In this section, 'personal information' means information about me/us, including about my/our financial circumstances, my/our creditworthiness, credit history, credit standing, credit capacity, my/our use of the Card and conduct of my/our account with you.

I/We agree that, subject to the *Privacy Act 1988* (Cth), you and your agents may do the following (and if this application is successful, this agreement continues until such time as any credit provided to me/us is repaid):

- Obtain credit reports about me/us from credit reporting agencies to assess this application or to collect overdue payments from me/us, and obtain personal information from a business that provides commercial creditworthiness information.

- Disclose personal information to credit reporting agencies before, during or after providing credit to me/us. This includes, but is not limited to:
 - the fact that I/we have applied for a Card and the credit limit, and that you are a credit provider to me/us;
 - advice about Card payments at least 60 days overdue and which are in collection (and advice that payments are no longer overdue);
 - advice that cheque(s) drawn by me/us, or Direct Debit requests to my/our financial institution account which I/we have authorised you to make, which are more than \$100 have been dishonoured more than once;
 - your opinion that I/we do not intend to meet my/our credit obligations or that I/we have committed some other serious credit infringement; and
 - that credit provided to me/us has been paid or otherwise discharged.
 - Exchange personal information with credit providers named in this application or in a credit report issued by a credit reporting agency. This is for purposes including but not limited to:
 - assessing my/our credit worthiness, this application and any subsequent application by me/us for credit;
 - notifying other credit providers of a default by me/us;
 - exchanging information about my/our Card account where I/we am/are in default with other credit providers;
 - your approval process as to any transactions I/we wish to make with the Card; and
 - your administration of my/our account.
 - Exchange personal information with any person whose name I/we give you from time to time. This includes, for example, for the purpose of confirming my/our employment and income details with any employer, landlord/mortgagee, accountant, financial adviser or tax agent named in this application.
 - If I/we am in default under my/our Card account, notify and exchange personal information with your collection agent.
 - Transfer personal information confidentially to your related companies and other organisations which issue or service American Express Cards or provide services to you, subject to appropriate conditions of confidentiality. This includes transferring personal information to the USA or other countries for data processing and servicing.
 - Monitor and record my/our telephone conversations with you from time to time in order to train your staff and control your service quality.
 - Provide personal information to any organisation whose name, logo or trademark appears on this application or on the Card issued to me/us for marketing, planning, product development and research purposes, and seek from and exchange with such organisations personal information about me/us.
- I/We also agree that where I/we have provided you with information about another individual in this application form, I/we will make sure that the individual is aware of:
- my/our supplying their information to you and the purposes for which you have collected the information;
 - their ability to access that information in accordance with the *Privacy Act 1988* (Cth) (and advise you if they think the information is inaccurate, incomplete or out of date); and
 - the contact details of your Privacy Officer.

Business Purpose Declaration:

I/we declare that the credit to be provided to me/us by the credit provider is to be applied wholly or predominantly for business or investment purposes (or for both purposes).

Please allow up to 10 working days for application processing.

Contact American Express for Card enquiries on 1300 366 220
8am–7pm Sydney time, 7 days.

Once you and the Employee Card applicant(s) have completed and signed the application, please return via:

Email: new.accounts.sbs@aexp.com

Fax: +612 9266 3528

Post: American Express Australia Ltd
GPO Box 1582, Sydney NSW 2001

americanexpress.com.au

