

e-Application Belgium and Luxembourg

User Guide for Program Administrators

American Express® Corporate Card

Jan 2021 | BeLux



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INTRODUCTION

The e-Application for American Express Corporate Cards makes the application process easy, fast and very secure for both the Applicants and Program Administrators. It is easy to complete, approve and submit, which speeds up the process of receiving a Corporate Card.

- Optimal accuracy and good support for Card Applicants.
- Faster processing and more transparency for Program Administrator
- Options like invoicing type, PA name, ... are setup in advance

MORE ADVANTAGES FOR ALL USERS

Transparency

The Program Administrator is able to get a fast overview of all open applications and receives reports to all actions in regards to the applications.

Optimal accuracy

Applications can only be sent if all mandatory fields are completed.

Secure transmitting

Applications are transmitted securely to American Express. Personal & Company information are not transferred via unsecure email or post.

Fast handling

Directly submit and approve an application online.

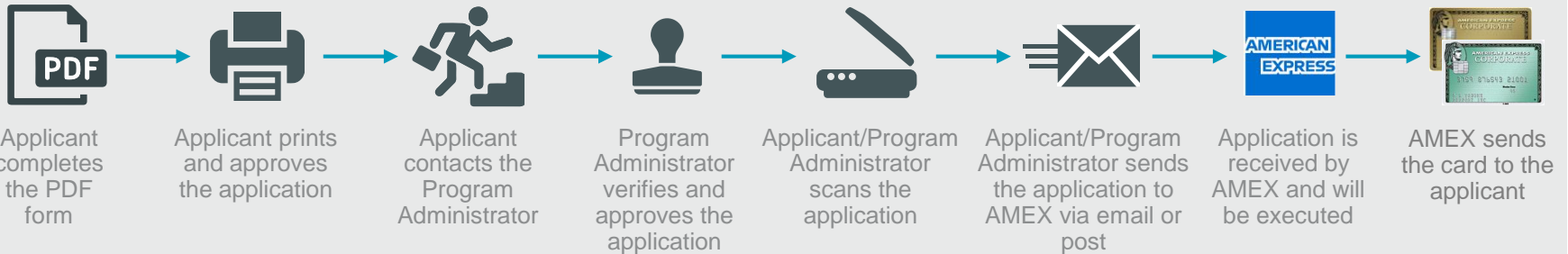
Flexibility

Employees can apply for a Corporate Card every time – and everywhere they have a network connection.

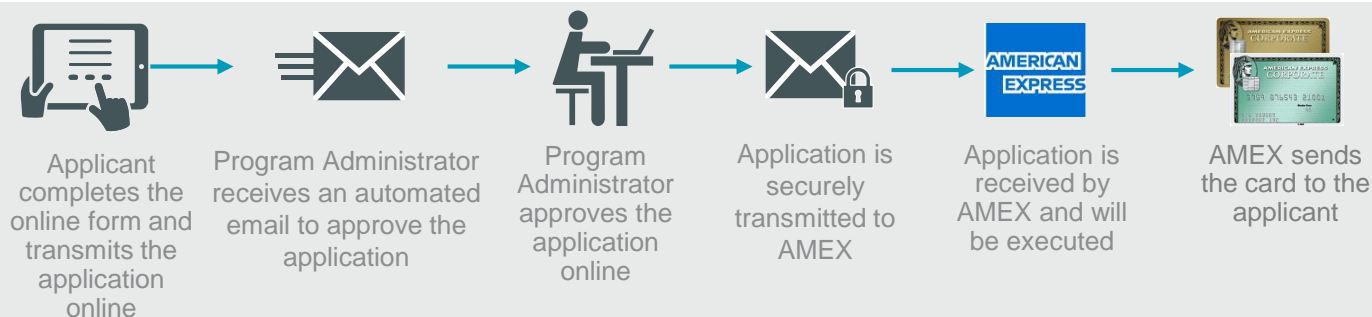
EFFICIENT AND FAST APPLICATION

Comparison: PDF Application Form vs. new e-Application

PDF Application Form (Paper)



VS.



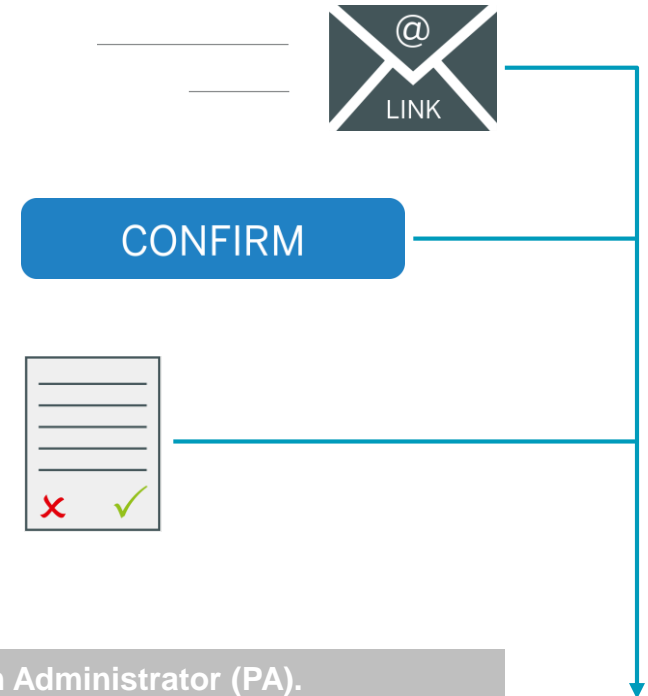
e-Application

PROGRAM ADMINISTRATOR

FIRST STEPS TO SETUP

What do I need to do to start working with the e-Application?

- A** The Program Administrator visits the '[Corporate Card e-Application Set up Page](#)' and receives an email with a URL leading to the e-Application and a URL leading to the PA tool.
- B** After clicking on the URL leading to the PA tool, the PA needs to log-in in his/her PA area
- C** The Program Administrator can see an overview and is able to approve, decline or send back the received applications.



Approvals of submitted e-Applications are executed by the Program Administrator (PA).

Note: this person is already registered as approver. There can be also more than one person, who are allowed to process the application (approve/decline/address queries). The PA needs to take action within 30 days. After the expiry, the application will be deleted.

STEP **A**

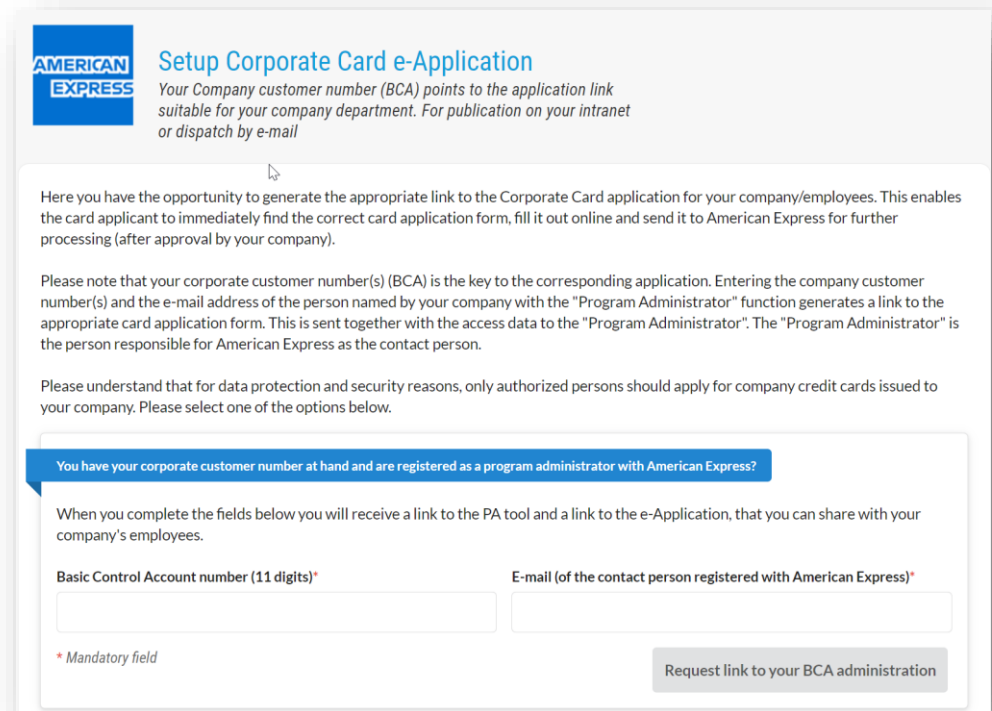
Corporate Card e-Application Set up page

The Program Administrator visits the page and introduces his **BCA number and email address**.

The Program Administrator receive an **email with a URL** leading to the e-application and a URL leading to the PA tool.

The **link to the e-Application** can be shared with the employees who will apply for an American Express Card.

The **PA tool URL** links to the area where the PA can approve, decline or send back the applications.



AMERICAN EXPRESS

Setup Corporate Card e-Application

Your Company customer number (BCA) points to the application link suitable for your company department. For publication on your intranet or dispatch by e-mail

Here you have the opportunity to generate the appropriate link to the Corporate Card application for your company/employees. This enables the card applicant to immediately find the correct card application form, fill it out online and send it to American Express for further processing (after approval by your company).

Please note that your corporate customer number(s) (BCA) is the key to the corresponding application. Entering the company customer number(s) and the e-mail address of the person named by your company with the "Program Administrator" function generates a link to the appropriate card application form. This is sent together with the access data to the "Program Administrator". The "Program Administrator" is the person responsible for American Express as the contact person.

Please understand that for data protection and security reasons, only authorized persons should apply for company credit cards issued to your company. Please select one of the options below.

You have your corporate customer number at hand and are registered as a program administrator with American Express?

When you complete the fields below you will receive a link to the PA tool and a link to the e-Application, that you can share with your company's employees.

Basic Control Account number (11 digits)*

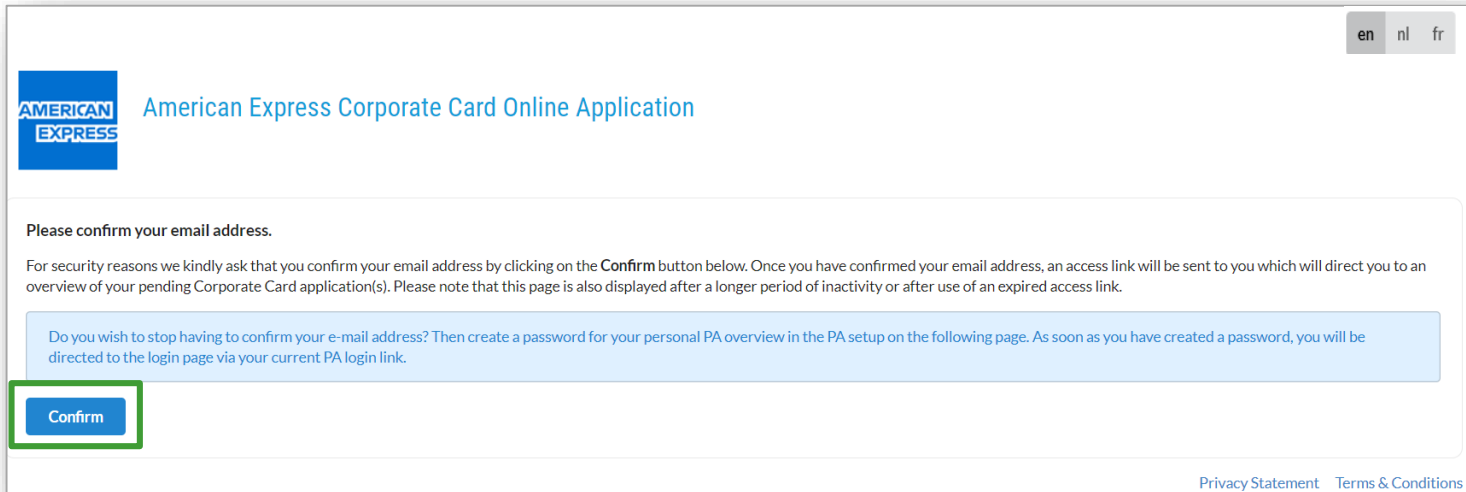
E-mail (of the contact person registered with American Express)*

* Mandatory field

[Request link to your BCA administration](#)

STEP **B**

Access the PA tool: Confirmation of the email address – one-time



The screenshot shows the 'American Express Corporate Card Online Application' page. In the top right corner, there are language selection buttons for 'en', 'nl', and 'fr'. The American Express logo is in the top left. The main heading is 'American Express Corporate Card Online Application'. Below this, the text reads: 'Please confirm your email address.' followed by a paragraph explaining the security requirement to confirm the email address. A light blue box contains a link to create a password for the personal PA overview. At the bottom left, a blue 'Confirm' button is highlighted with a green rectangular border. At the bottom right, there are links for 'Privacy Statement' and 'Terms & Conditions'.

After the Program Administrator is directed to the URL, he/she will be asked to **confirm email address** due to security reasons. This needs to be done just one time. **After the confirmation he/she is able to create a personal password, which will be used for accesses in the future.**

STEP C

Overview of the open applications

Information for approving, declining or returning the application (for the full text see the appendix).

AMERICAN EXPRESS American Express Corporate Card Online Application

Pending Card Applications Program Administrator Company Account Invite Employee Submitted Logout

Please review the pending Corporate Card Application(s) that have been submitted to be signed off by you.

You have been listed as the Programme Administrator by the below Card Applicant(s). If this is incorrect please click on Send back.

You can **Approve** or **Decline** multiple Card applications in one go.

Please click on **Details** if you wish to review an application in detail.

Please note that all approved applications require an American Express Basic Control Account (BCA) of 11 digits. If you do not know your BCA number, please call our Corporate Customer Service on +32 2 676 29 26.

<input type="checkbox"/>	Company Account (BCA)	Reference number ⓘ	Urgent ▾	Date submitted	Company Name	Official First Name ⓘ	Last Name	Card Type	Liability	Print	Details
<input type="checkbox"/>	029433242423200	201901310002NL		31.01.2019	American Express	Test	Test	green-cc	Full Corporate liability		

Company Affirmation

PA Name

By clicking on **Approve**, the undersigned declares that the information provided is accurate and complete. American Express reserves the right to refuse applications in accordance with the guidelines that American Express applies for assessment of applications. The undersigned asks American Express to issue the American Express Corporate Gold Card to the above employee. The undersigned certifies that the identity details of the employee have been checked by means of an official identity document.

Decline **Approve**

[Privacy Statement](#) [Terms & Conditions](#)

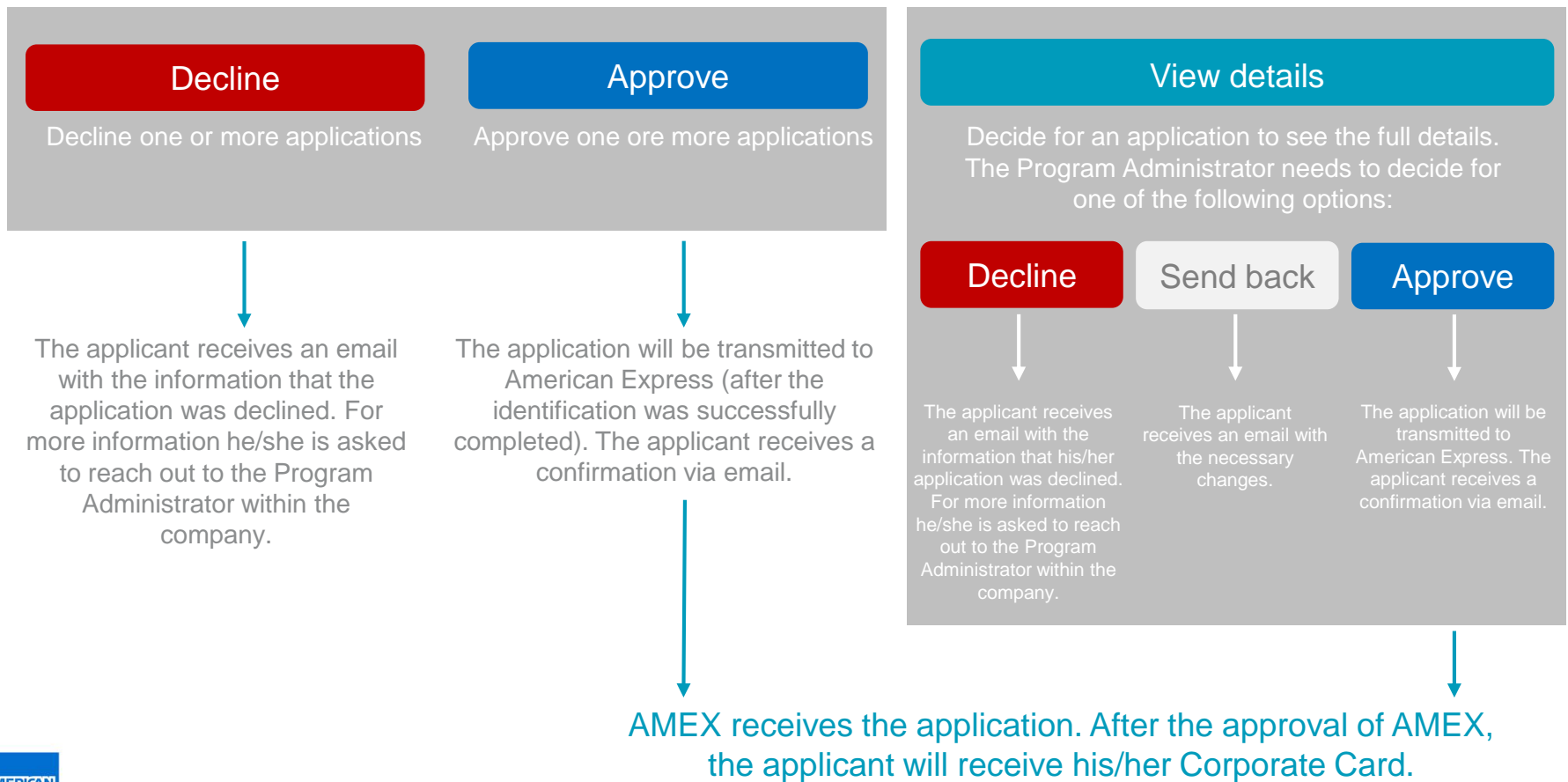
Selection of the application(s).

Company Account (BCA) number

Detailed view of the application and send back option.

FUNCTIONALITIES AT A GLANCE

On the Overview page the Program Administrator can choose one of the following options:



DETAILS

Details – Send back an application

By clicking on **Send back** a new window appears. The Program Administrator is asked to indicate the reason(s) for that action.

The reason(s) for sending back the application will be transferred to the applicant via email. He/she will be advised to change the application and submit it for approval again.

Send back
Here you have the possibility to send the application back to the Card Applicant to revise and resubmit it.

Please choose the alternative that best describes the reason why you want the application to be revised by the Card Applicant*

☐ I am not the correct Program Administrator

☐ The application has missing information

☐ The application has incorrect information

☐ Other

* Mandatory field

Back

Send back

Customise your applications: Company Account settings (1)

AMERICAN EXPRESS American Express Corporate Card Online Application

en nl fr

Pending Card Applications Program Administrator **Company Account** Invite Employee Submitted

Logout

Here you can create and configure your Basic Control Account number (BCA) for the online applications.

Please click on **Edit** if you want to change settings for an existing BCA.

To provide your employees with a link to the card application page, please copy the link in the yellow line below the respective company number. Any number of employees can submit an application via this link.

Please click on the **Invite employee** tab if you only want to invite certain employees for selected BCAs.

Please click on **Delete BCA** if you want to delete a BCA. If you delete a BCA which you manage together with another program administrator, it is only deleted from your overview.

<input type="checkbox"/>	Company Account (BCA)	Company Name	Card Type	Liability Type	Invoicing	Edit	Delete BCA
<input type="checkbox"/>	029433242423200	American Express	Corporate Card	Full Corporate liability	CBCS	Edit	Delete

<https://aanvraag.amex-business.nl/cc/029433242423200/>

Delete selected BCAs

[Privacy Statement](#) [Terms & Conditions](#)

Selection of the Company Account(s)

Delete a Company Account if you no longer manage this BCA anymore

Customise your applications: Company Account settings (2)

The screenshot displays the 'Company Account' settings page for the American Express Corporate Card Online Application. The interface includes a top navigation bar with language options (en, nl, fr) and a 'Logout' button. Below the navigation bar, there are tabs for 'Pending Card Applications', 'Program Administrator', 'Company Account', 'Invite Employee', and 'Submitted'. The 'Company Account' tab is active.

The main content area is divided into two sections. The top section, highlighted with a yellow box, contains the 'Basic Control Account (BCA)' field with the value '12345678992'. Below this are three dropdown menus: 'Product Selection' (set to 'Corporate Card'), 'Invoicing' (set to 'Centrally billed, individually settled'), and 'Liability' (set to 'Full Corporate liability'). A yellow callout box with an arrow points to these dropdowns, stating 'Product, Liability and Invoicing is pre-set'.

The bottom section, highlighted with a purple box, contains the 'Company Name' field with the value 'TOYOTA MOTOR EUROPE'. Below this are two toggle switches: 'Cost center' (checked) and 'Employee number' (checked). Further down are 'Country fields' with a dropdown menu set to 'Belgium', and two more toggle switches: 'Restrict card delivery options' (unchecked) and 'Membership Rewards' (unchecked). A purple callout box with an arrow points to this section, stating 'Set Cost Centre, Employee number, Country and Delivery options – with the toggle you can switch the fields ON or OFF so the applicant either sees it or not. Company Name and Membership Rewards are pre-set'.

At the bottom of the form, there is a 'Back' button on the left and a 'Save' button on the right. A 'Mandatory field' indicator is visible next to the 'Company Name' field.

Customise your applications: invite employees (1)

AMERICAN EXPRESS American Express Corporate Card Online Application

en nl fr

Pending Card Applications Program Administrator **Company Account** **Invite Employee** Submitted

Logout

Here you can add employees and send them a personal invitation link. Each sent link can be opened several times, but can only be used once to submit an application.

Please click on **Add employee** to add an employee. If you want to change the data for an already added employee, click on **Edit**.

Please click on **Send selected invitations** to send an invitation email to the desired employee(s).

Employees who have been added are deleted from your overview if:

- they have successfully completed an application; or
- they have not taken any action in the last 30 days; or
- they are deleted manually by you.

If the employee successfully completes an application, it will appear in the tab **Pending Corporate Card applications**.

Pending invitations

<input type="checkbox"/>	Company Account (BCA)	Salutation	First Name	Last Name	Email Address	Invitation sent	Edit	Send link	Delete
--------------------------	-----------------------	------------	------------	-----------	---------------	-----------------	------	-----------	--------

Sent invitations

<input type="checkbox"/>	Company Account (BCA)	Salutation	First Name	Last Name	Email Address	Invitation sent	Edit	Send link	Delete
--------------------------	-----------------------	------------	------------	-----------	---------------	-----------------	------	-----------	--------

Bulk Download Import invitations

Delete selected invitations Send selected invitations **Add employee**

[Privacy Statement](#) [Terms & Conditions](#)

Information to send personalised applications

Overview on pending and sent invitations

Customise your applications: invite employees (2)

AMERICAN EXPRESS American Express Corporate Card Online Application

en nl fr

Pending Card Applications Program Administrator Company Account **Invite Employee** Submitted

Logout

Please select the BCA. If you want to change the settings stored for the BCA or your PA details, please make the desired changes in the **Basic Control Account** or **Program Administrator** tab.

Company Account (BCA)*
- Please select -

Product Selection
- Please select -

Liability
- Please select -

Invoicing
- Please select -

Company Name

Full name program administrator
Fleur van Paridon

Email Address
Fleur.vanParidon@aexp.com

Please enter the data of the employee to whom you wish to send a personal invitation.
The data you enter will be pre-filled on the personalised application.

Salutation* First Name* Last Name* Email Address (work)* Language*

Residential address Postcode City Country Telephone Number

Position Cost Centre Employee number

* Mandatory

Back Add employee


Privacy Statement Terms & Conditions

Select the relevant BCA

Pre-fill fields for the applicant here

Submitted applications

en nl fr

 American Express Corporate Card Online Application

Pending Card Applications

Program Administrator ⓘ





Company Account ⓘ

Invite Employee

Submitted ⓘ

Logout


Here you can see all decisions made for applications on the BCAs that you have added in the **Company Account** tab. The decisions made by other Program administrators for jointly managed BCAs are also displayed here.

Basic Control Account (BCA)	Reference number ⓘ	Date submitted	Company Name	First Name	Last Name	Response date ▾	Status	Print
029348262000100	201903110001NL	11.03.2019	Unternehmen	Name	Last Name	11.03.2019	Approved	
	201811090001NL	09.11.2018	Arkwright	Name	Test	13.02.2019	Rejected	
	201811050006NL	05.11.2018	Test	Name	Nguyen	11.02.2019	Sent back	
	201811020002NL	02.11.2018	Test	Tz	T	11.02.2019	Sent back	

[Privacy Statement](#) [Terms & Conditions](#)

List of submitted applications – if there are multiple PAs responsible for the BCA, all applications will show here

Decision taken approved/rejected/sent back

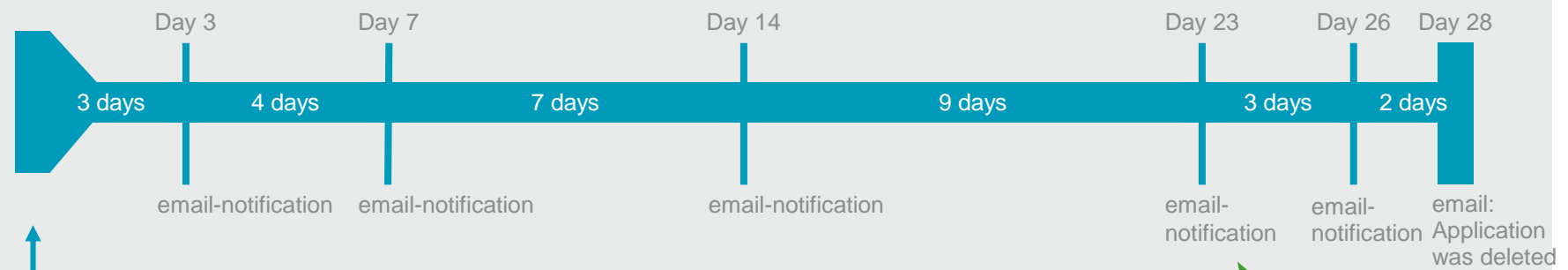


17

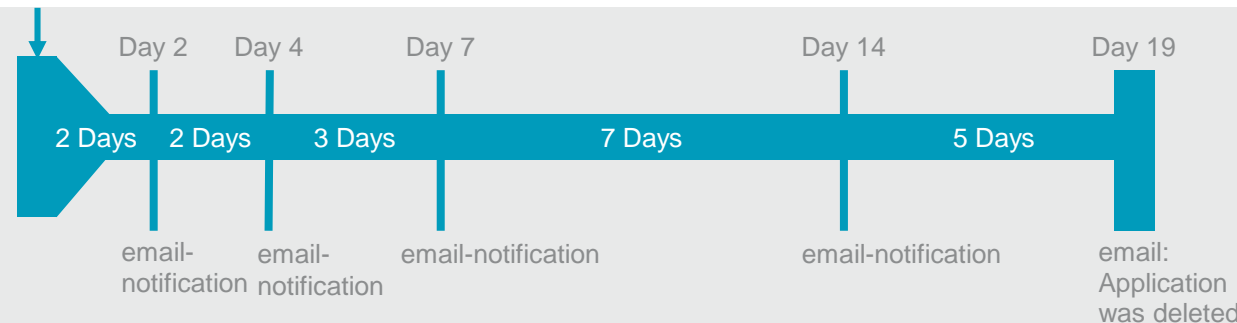
IF THE PA IS ABSENT / NOT AVAILABLE

Below the email notifications, that will be received by the applicant if the Program Administrator has not taken action on the application:

STANDARD DELIVERY OF THE CARD



email: Application was transmitted



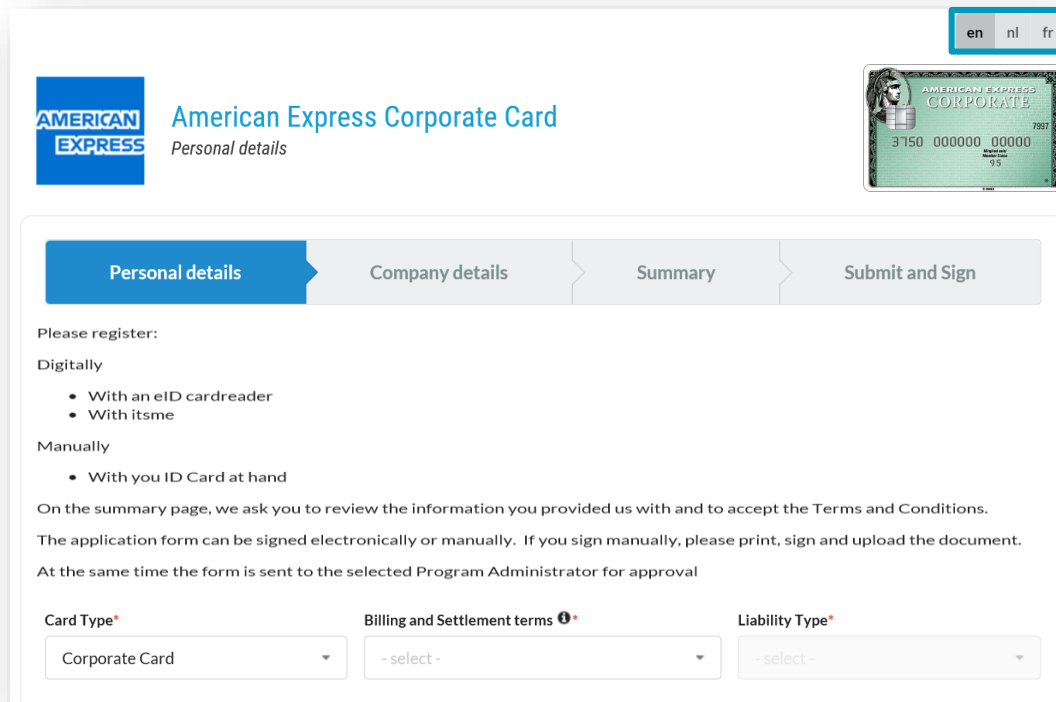
URGENT DELIVERY

Email Notifications inform that the application was not executed yet. The Card applicant has the possibility to choose an other Program Administrator (if available!).

CARD APPLICANTS

ACCESS FOR APPLICANTS

Applicants can access the customized e-Application through a link generated via the PA tool (see page 24).



The screenshot shows the American Express Corporate Card application interface. At the top left is the American Express logo. To its right, the text "American Express Corporate Card" is displayed in blue, with "Personal details" in a smaller font below it. In the top right corner, there is a language selection dropdown menu with options "en", "nl", and "fr". Below the language menu is a small image of an American Express Corporate Card. The main content area features a horizontal progress bar with four steps: "Personal details" (highlighted in blue), "Company details", "Summary", and "Submit and Sign". Below the progress bar, the text "Please register:" is followed by two sections: "Digitally" and "Manually". Under "Digitally", there are two bullet points: "With an eID cardreader" and "With itsme". Under "Manually", there is one bullet point: "With you ID Card at hand". Below these sections, there is a paragraph of text: "On the summary page, we ask you to review the information you provided us with and to accept the Terms and Conditions. The application form can be signed electronically or manually. If you sign manually, please print, sign and upload the document. At the same time the form is sent to the selected Program Administrator for approval". At the bottom of the form, there are three dropdown menus: "Card Type*" (set to "Corporate Card"), "Billing and Settlement terms ⓘ*" (set to "- select -"), and "Liability Type*" (set to "- select -").

English, French or Dutch? Please choose your preferred language.

ENTRY AREA FOR CARD APPLICANT

The screenshot shows the 'American Express Corporate Card' application interface. At the top left is the American Express logo. To its right, the text 'American Express Corporate Card' is displayed, with 'Personal details' in italics below it. In the top right corner, there is a language selection dropdown menu with options 'en', 'nl', and 'fr'. Below the language menu is a small image of an American Express Corporate Card. A horizontal progress bar is located below the language menu, with four steps: 'Personal details' (highlighted in blue), 'Company details', 'Summary', and 'Submit and Sign'. Below the progress bar, the text 'Please register:' is followed by two sections: 'Digitally' and 'Manually'. The 'Digitally' section lists two options: 'With an eID cardreader' and 'With itsme'. The 'Manually' section lists one option: 'With you ID Card at hand'. Below these sections, there is a paragraph of text: 'On the summary page, we ask you to review the information you provided us with and to accept the Terms and Conditions. The application form can be signed electronically or manually. If you sign manually, please print, sign and upload the document. At the same time the form is sent to the selected Program Administrator for approval'. At the bottom of the form, there are three dropdown menus: 'Card Type*' (set to 'Corporate Card'), 'Billing and Settlement terms ⓘ*' (set to '- select -'), and 'Liability Type*' (set to '- select -').

English, French or Dutch?
Please choose your preferred language.

The applicant completes the form:
I. Personal & Company information
II. Summary
III. Submit
In the end he/she sends the application to the Program Administrator (PA)

The Program Administrator approves the application and releases the transmission to American Express.

NOTE: please advise the Applicant to have a copy of his/her valid ID ready

TO BE COMPLETED BY THE APPLICANT

Personal information

Depending on the way the applicant identifies himself he needs to complete some personal information, like:

- ID expiry date, ID number.
- Date of birth, Country of birth, Place of birth, Nationality.
- Title, Official First Name(s), Last Name, private address.
- Telephone Number (private and work), email address (work), IBAN (only for Individually billed, individually settled companies) including tick box for Direct Debit.
- Address for the delivery of the card (if not set by the company beforehand)

Mothers first name, correspondence language

The screenshot shows a web form for applying for an Alpha Card in Belgium. The form is divided into several sections with various input fields and checkboxes.

- Top Section:** Includes fields for 'Allowed format: PDF, JPG', 'Upload copy ID', 'ID expiry date' (dd.mm.yyyy), and 'ID number'.
- Birth Information:** Fields for 'Date of birth' (Day, Month, Year), 'Country of birth' (dropdown menu showing Belgium), and 'Place of birth'.
- Nationality:** A dropdown menu showing Belgium.
- Personal Details:** Fields for 'Title' (dropdown), 'Official first and middle names', and 'Last Name'.
- Address:** Fields for 'Street (legal residential address)', 'Number', 'Box', and 'Postal Code'.
- City and Country:** Fields for 'City' and 'Country' (dropdown menu showing Belgium).
- Phone and Email:** Fields for 'Private phone' (dropdown showing BE +32), 'Company telephone number' (dropdown showing BE +32), and 'Email Address'.
- Correspondence Address:** Radio buttons for 'Residential address' and 'Office'.
- Bank Account:** A field for 'Bank account number (IBAN)'.
- Payment Method:** Radio buttons for 'Direct Debit' (selected) and 'Bank transfer'.
- SEPA-Direct Debit Mandate:** A checkbox for 'SEPA-Direct Debit Mandate' with a detailed explanation of its purpose.
- Is the card applicant the account holder?:** Radio buttons for 'Yes' (selected) and 'No'.
- Mother's maiden name:** A field for 'Mother's maiden name'.
- Correspondence language:** A dropdown menu showing 'French'.
- Footer:** A disclaimer about contact details and a 'Next' button.



TO BE COMPLETED BY THE APPLICANT

Personal information

The applicant is obliged to attach a copy of a valid ID to the application if he doesn't identify himself with .beID or itsme:

BeID

itsme



Select

Select

☒ I cannot be identified by these services

ID

Please provide


- For residents in Belgium, copy/picture (both sides) of valid Belgian ID.
- For all others, copy/picture (both sides) of valid EU Identity card or valid international passport.

Allowed format: PDF, JPG*

Upload copy ID

ID number

Nationality*

 Belgium

TO BE COMPLETED BY THE APPLICANT

Company information – (possible) mandatory fields

The screenshot shows a web form for a Card Applicant. At the top, there are three input fields: 'Company Name*' (with a red asterisk), 'Cost center', and 'Employee number'. Below these is a horizontal line. The next section is titled 'Programme Administrator (PA) ⓘ' and contains a paragraph: 'Please provide details of the Programme Administrator (PA) that has the right to sign Card application forms on behalf of the company. The person you name here will be asked to sign your application form.' Below this paragraph are three input fields: 'Name*' (with a red asterisk), 'Job title', and 'Individual work e-mail address*'. At the bottom left, there is a red asterisk followed by the text '* Mandatory field'. At the bottom right, there are two buttons: 'Back' (grey) and 'Next' (blue).

Company information*:

- Cost Centre
- Employee number

SUMMARY

- Review the completed information
- Option **Urgent Delivery** of the card (optional)
- Option **Membership Rewards** program enrolment (only when allowed by Company)
- Confirmation: Accept the **Terms and Conditions** and confirm the **correctness** of the information (mandatory field)
- By clicking on **Submit** the application will be forwarded automatically to the Program Administrator

AMERICAN EXPRESS American Express Corporate Card Summary

Personal details Company details Summary Submit and Sign

Personal details

Card Type* Corporate Card Billing and Settlement terms* Individually billed, Individually settled Liability Type* Combined Liability

ID

Please provide

- For residents in Belgium, copy (picture) of valid Belgian ID.
- For all others, copy (picture) of valid EU identity card or valid international passport.

Allowed format: PDF, JPG* ID expiry date dd.mm.yyyy ID number

Upload copy ID

Date of birth* Day Month Year Country of birth* Belgium Place of birth*

Nationality* Belgium

Title* Official first and middle names* Last Name*

Street (legal residential address)* Number* Box* Postal Code*

City* Country* Belgium

Private phone* Belgium +32 Company telephone number Belgium +32 Email Address*

Correspondence Address* Residential address Office

Bank account number (IBAN)*

Payment method* Direct Debit Bank transfer

☒ SEPA-Direct Debit Mandate

By signing this mandate form, you authorise A) Alpha Card srl (identification number: BE922220463926551) to send instructions to your bank to debit your account and B) your bank to debit your account in accordance with the instructions from Alpha Card srl for the recurring payment of your spend related to your American Express Account.

Is the card applicant the account holder? Yes No

Mother's maiden name* Correspondence language* French

Company details

Company Name* Test without MR

Programme Administrator (PA)*

Please provide details of the Programme Administrator (PA) that has the right to sign Card application forms on behalf of the company. The person you name here will be asked to sign your application form.

Name* Job title* Individual work e-mail address*

Griet Beckers

Urgent Delivery

Normal Card delivery can take up to 15 working days (on receipt of a fully completed application form). Urgent Card delivery takes up to 5 working days (on receipt of a fully completed application form). If you require urgent Card delivery, please tick the following box.

☐ For the urgent Card delivery I accept a fee of EURO 50,00 that will be charged on my Card and which will appear on my first statement.

Offers

☐ Yes, I would like to receive direct marketing communications via my contact details, (including but not limited to e-mails, phone calls, SMS, MMS, voicemail) and so wish to be informed about special offers or those of partners that are reserved for me, such as new products, special discounts, etc... I will always have the possibility to unsubscribe at any time. Alpha Card will process my details in accordance with its Privacy Policy / Privacy Statement online. The Dutch version of the Privacy Policy / Privacy Statement online you find [here](#). The French version of the Privacy Policy / Privacy Statement you find [here](#).

Terms and Conditions

☐ I have read and understood the Cardmember Terms and Conditions provided. The Dutch Terms and Conditions you find [here](#). The French Terms and Conditions you find [here](#). I confirm that I agree to these Cardmember Terms and Conditions.

Affirmation

By clicking Submit,

- The Card applicant warrants that he/she has read, understood and accepted the Card's General Terms and Conditions (NL - FR) and the Insurances General Terms and Conditions (NL - FR) which have been communicated to him by the Programme Administrator within his Company. A copy of the Card's General Terms and Conditions and the Insurances General Terms and Conditions are also available via [www.americanexpress.be/lu/documents](#).
- The Card applicant acknowledges that this agreement shall be effective upon approval by Alpha Card of this application, or once the Card is activated, or after first use of the Card(s), whichever occurs first, all of which, including signing of the Application Form, constitute acceptance of the General Terms and Conditions.
- The Card applicant hereby attests to the truth and accuracy of the information provided in this Application Form and hereby gives its consent to Alpha Card to process its Personal Data. Alpha Card processes Personal Data in its capacity as Data Controller in accordance with the provisions of the Privacy Statement that can be found notably in the Card's General Terms and Conditions. These data are used by the Data Controller notably to manage customer relations, to comply with legal requirements, for its own commercial purposes and to prevent and combat abuse or fraud. The Card applicant may object any time to the use of these data for direct marketing purposes. Since the employer has selected a Corporate Card, the Company's contact person may access the personal data relating to transactions by the Cardholder. To inspect and correct data processed, please contact the Alpha Card Customer Service, Vorstlaan 100, 1170 Brussels.
- The Card Applicant understands that Alpha Card may request additional information prior to the issuance of this card and may reject this Application at its discretion.

* Mandatory field

Back Submit & Sign

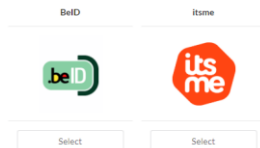
SIGNATURE

Manual Signature

- Download and print the application form
- Sign the application form
- Upload the signed application form
- **Confirmation:** the applicant received an email confirming his submission
- After approval of the Program Administrator the Card application is send to Amex

Digital Signature

- Sign the application form with .beID or itsme
- **Confirmation:** the applicant received an email confirming his submission
- After approval of the Program Administrator the Card application is send to Amex



AMERICAN EXPRESS American Express Corporate Card Summary

Personal details Company details Summary Submit and Sign

Personal details

Card Type* Corporate Card Billing and Settlement terms* Individually billed, Individually settled

ID

Please provide

- For residents in Belgium, copy (picture (both sides) of valid Belgian ID.
- For all others, copy (picture (both sides) of valid EU identity card or valid international passport.

Allowed format: PDF, JPG ID expiry date dd.mm.yyyy ID number

Upload copy ID

Date of birth* Day Month Year Country of birth* Belgium

Nationality* Belgium

Title* Official first and middle names* Last Name*

Street (legal residential address)* Number* Box

City* Country* Belgium

Private phone* Company telephone number

Correspondence Address* Residential address Office

Bank account number (IBAN)*

Payment method* Direct Debit Bank transfer

☒ SEPA-Direct Debit Mandate

By signing this mandate form, you authorize Al Alpha Card s.r.l (identification number BE922 instructions to your bank to debit your account and to your bank to debit your account in accordance with the SEPA-Direct Debit Mandate for the recurring payment of your spend related to your American Express Account.

Is the card applicant the account holder? Yes No

Mother's maiden name* Correspondence language* French

Company details

Company Name* Test without MR

Programme Administrator (PA)*

Please provide details of the Programme Administrator (PA) that has the right to sign Card application forms on behalf of the company. The person your name here will be asked to sign your application form.

Name* Job title Individual work e-mail address*

Griet Beckers

griet.beckers@aesg.com

Urgent Delivery

Normal Card delivery can take up to 15 working days (on receipt of a fully completed application form). Urgent Card delivery takes up to 5 working days (on receipt of a fully completed application form). If you require urgent Card delivery, please tick the following box.

☐ For the urgent Card delivery I accept a fee of EURO 50,00 that will be charged on my Card and which will appear on my first statement.

Offers

☐ Yes, I would like to receive direct marketing communications via my contact details. (including but not limited to e-mails, phone calls, SMS, MMS, voicemail) and so wish to be informed about special offers or those of partners that are reserved for me, such as new products, special discounts, etc... I will always have the possibility to unsubscribe at any time. Alpha Card will process my details in accordance with its Privacy Policy / Privacy Statement online. The Dutch version of the Privacy Policy / Privacy Statement online you find [here](#). The French version of the Privacy Policy / Privacy Statement you find [here](#).

Terms and Conditions

☐ I have read and understood the Cardmember Terms and Conditions provided. The Dutch Terms and Conditions you find [here](#). The French Terms and Conditions you find [here](#). I confirm that I agree to these Cardmember Terms and Conditions.

Affirmation

By clicking Submit,

- The Card applicant warrants that he/she has read, understood and accepted the Card's General Terms and Conditions (NL - FR) and the Insurance General Terms and Conditions (NL - FR) which have been communicated to him by the Programme Administrator within his Company. A copy of the Card's General Terms and Conditions and the Insurance General Terms and Conditions are also available via [www.americanexpress.be/lul/documents](#).
- The Card applicant acknowledges that this agreement shall be effective upon approval by Alpha Card of this application, or once the Card is activated, or after first use of the Card(s), whichever occurs first, all of which, including signing of the Application Form, constitute acceptance of the General Terms and Conditions.
- The Card applicant hereby attests to the truth and accuracy of the information provided in this Application Form and hereby gives its consent to Alpha Card to process its Personal Data. Alpha Card processes Personal Data in its capacity as Data Controller in accordance with the provisions of the Privacy Statement that can be found notably in the Card's General Terms and Conditions. These data are used by the Data Controller notably to manage customer relations, to comply with legal requirements, for its own commercial purposes and to prevent and combat abuse or fraud. The Card applicant may object any time to the use of these data for direct marketing purposes. Since the employer has selected a Corporate Card, the Company's contact person may access the personal data relating to transactions by the Cardholder. To inspect and correct data processed, please contact the Alpha Card Customer Service, Vorstlaan 100, 1170 Brussels.
- The Card Applicant understands that Alpha Card may request additional information prior to the issuance of this card and may reject this Application at its discretion.

* Mandatory field


Back Submit and Sign

APPENDIX

PA-OVERVIEW 1/2

Log-in as PA: Introducing information

en nl fr



American Express Corporate Card Online Application

Pending Corporate Card Applications for Griet

[Pending Corporate Card Applications](#) [Program Administrator](#) [Basic Control Account](#) [Invite Employee](#) [History](#) [Logout](#)

Please review the pending Corporate Card Application(s) that have been submitted to be signed off by you.

You have been listed as the Programme Administrator by the below Card Applicant(s). If this is incorrect please click on Send back.

You can **Approve** or **Decline** multiple Card applications in one go.

Please click on **Details** if you wish to review an application in detail.

Please note that all approved applications require an American Express Basic Control Account (BCA) of 11 digits. If you do not know your BCA number, please call our Corporate Customer Service on +32 2 676 29 26.

PA-OVERVIEW 2/2

Log-in as PA: Introducing information

Approve - You approve the application on behalf of your company. The application is sent to American Express for processing.

Decline - You decline the application on behalf of your company, because the Card Applicant is not permitted to have a Corporate Card.

Send back - You want the application to be sent back to the Card Applicant because:

- you are not the correct signatory; or
- there is missing or incorrect information on the application that you would like the Card Applicant to revise and resubmit for approval.

Applications have been sorted according to urgency, with the most urgent application on top of the list, followed by applications submitted in a chronological order.

We will notify the Card Applicant of the decision that you have made for the application by email.

Application(s) will be deleted from your list of pending applications, if you have taken action.

In case you have not taken any action on the application in 14 days, we will ask the Card Applicant to confirm or change the details of the Program Administrator. If the Applicant replaces your details with someone else's, the application will be deleted from your list.

If you have not taken any action on the application and the Card Applicant has not named any other Program Administrator within 28 days, the application will be deleted from your list.

<input type="checkbox"/>	Company Account (BCA)	Reference number ⓘ	Urgent ▼	Date submitted	Company Name	Official First Name ⓘ	Last Name	Card Type	Liability	Print	Details
<input type="checkbox"/>	029433242423200	201901310002NL		31.01.2019	American Express	Test	Test	green-cc	Full Corporate liability		

Company Affirmation

PA Name

By clicking on **Approve**, the undersigned declares that the information provided is accurate and complete. American Express reserves the right to refuse applications in accordance with the guidelines that American Express applies for assessment of applications. The undersigned asks American Express to issue the American Express Corporate Gold Card to the above employee. The undersigned certifies that the identity details of the employee have been checked by means of an official identity document.

Decline

Approve



PA SET UP

You are not Set up as a PA yet or your would like access to the PA tool please visit:

www.americanexpress.be/pa-corp-card-setup

www.americanexpress.lu/pa-corp-card-setup

Please have your relevant Company Account number (BCA) ready

en nl fr

AMERICAN EXPRESS

Setup Corporate Card e-Application

Your Company customer number (BCA) points to the application link suitable for your company department. For publication on your intranet or dispatch by e-mail

Here you have the opportunity to generate the appropriate link to the Corporate Card application for your company/employees. This enables the card applicant to immediately find the correct card application form, fill it out online and send it to American Express for further processing (after approval by your company).

Please note that your corporate customer number(s) (BCA) is the key to the corresponding application. Entering the company customer number(s) and the e-mail address of the person named by your company with the "Program Administrator" function generates a link to the appropriate card application form. This is sent together with the access data to the "Program Administrator". The "Program Administrator" is the person responsible for American Express as the contact person.

Please understand that for data protection and security reasons, only authorized persons should apply for company credit cards issued to your company. Please select one of the options below.

You have your corporate customer number at hand and are registered as a program administrator with American Express?

You have your corporate customer number at hand and are registered as a Program administrator with American Express

Corporate customer number (BCA number, 15 digits)*

E-mail (of the contact person registered with American Express)*

* Mandatory field

Request link to application

You do not have your corporate customer number at hand?

English, French or Dutch? Please choose your preferred language.

QUESTIONS?

A Program Administrator who has questions regarding a specific Card application can call our Corporate Customer Service on phone number +32 (0)2 676 29 26.

If a Card applicant has a question, he/she can refer to the Program Administrator of his/her company.

If you do not receive emails from our e-Application, please refer to the IT department of your company. They can check, if the mails are blocked by the spam filter. The IT department should be able to resend the blocked emails and can adjust the spam filter so you can receive our mails with the sender @eapp.americanexpress.com and @email2.americanexpress.com