



# American Express® Corporate Platinum Card Executive Assistant Add/Change Form

\*REQUIRED FIELDS MUST BE COMPLETED OR EXECUTIVE ASSISTANT CANNOT BE ADDED TO THE ACCOUNT.

The undersigned (Cardmember) hereby authorizes and consents to:

\_\_\_\_\_  
(Please insert full legal name) (the "Executive Assistant")

to have full power and authority to administer and manage, on my behalf, all matters related to my American Express Corporate Platinum Card, account ending in the last 5 digits of \_\_\_\_\_, including without limitation Card activation, emergency Card replacement, charge or billing disputes, account payments or status and customer service-related issues.

Please provide the below information for the Executive Assistant

\_\_\_\_\_  
\*Home Address (Street, City, Province, Postal Code)

\_\_\_\_\_  
\*Date of Birth  
(MM/DD/YYYY) (Must be 18 years or older)

\_\_\_\_\_  
\*Occupation  
(Please be specific e.g. Marketing Manager)

I acknowledge and agree that I am responsible for and bound by any and all actions taken by the Executive Assistant on my behalf and that you shall be entitled to act on the instructions of the Executive Assistant, as if you were taking instructions from me currently, without further enquiry or investigation.

This authorization supersedes and revokes any previous authorization signed relating to the Executive Assistant. This authority shall remain good and valid until such time as it is revoked, in writing, by me and such revocation has been processed by you. I acknowledge and agree that the authorization and/or revocation may take up to 10 business days to be processed and become effective.

I confirm that consent has been provided by the Executive Assistant named above to the collection, use, disclosure, and processing of information as provided for in the [Privacy Notice](#).

\_\_\_\_\_  
\*Cardmember Signature

\_\_\_\_\_  
\*Date

\_\_\_\_\_  
\*Cardmember Name (Please print clearly)

(Application should be signed, scanned and sent via email to [CSOsupport@aexp.com](mailto:CSOsupport@aexp.com))

Note: American Express Corporate Platinum Cardmembers cannot assign authorization to more than one Executive Assistant.

Information requested on this form is collected in keeping with Amex Bank of Canada's business requirements and regulatory obligations as set out in our Privacy Notice (which is located at [americanexpress.ca/privacy](http://americanexpress.ca/privacy))