

## Corporate Card Reinstatement Request

The reinstatement process only applies to Cards which have been cancelled, and does not apply for Cards which are suspended. If a Card Account has been cancelled for 120 days or more, it cannot be reinstated and the Cardmember should instead apply for a new Card Account using the normal application procedure.

Before a Card can be reinstated, please ensure the Card Account balance is zero.

Reinstatement requests must be raised by the Cardmember through the Programme Administrator or the Company's authorised signatory, who must approve and sign the reinstatement request.

**A fee of £95 will be applied unless cancellation was an American Express error.**

All information must be completed otherwise the request will be declined.

### 1. Reinstatement Details

<p>Company Name:</p> <p>Cardmember Name:</p> <p>Card Number:</p> <p>Please give full and satisfactory explanation as to why the Card was cancelled / American Express didn't receive payment on time:</p> <p>Residential address for credit check to be carried out:</p> <p>Postcode:</p> <p>If the Cardmember is travelling within 2-5 working days of the request submission date, please use this section to advise the details:</p> <p>Master Account Number:</p>	<div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">37</div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="margin-right: 10px;">-9</div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="margin-right: 10px;">-</div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="margin-right: 10px;">####</div> <div style="margin-left: 10px;">For security reasons please only complete the blanks of the Card number</div> </div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <p>Unless your Account has Full Corporate Liability, we may carry out credit checks. Credit checks are not carried out on Full Corporate Liability Accounts.</p> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 150px; height: 20px; margin-right: 10px;"></div> <div>Country: <div style="border: 1px solid black; width: 150px; height: 20px;"></div></div> </div> <p>The reinstatement request will be reviewed on a case by case basis. American Express may decline this reinstatement request without giving reason and without entering into any correspondence. If the reinstatement request is successful, a fee of £95 will be applied to the Card Account for this service. Once reinstated, a new Card will be issued and you should allow up to 2-5 working days for it to be received. Confirmation will be sent to the Programme Administrator within 7 working days of the completed request.</p> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <p>If the reinstatement request is unsuccessful you may have the option to accept a limit on the Card Account. If this is not convenient then we will ask that the declined Cardmember is set up under a Full Corporate Liability Account. Please provide valid Full Corporate Liability Account Number below, or if you do not already have a Full Corporate Liability Account, please contact Customer Service if you would like one to be set up in advance.</p> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div>
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# Corporate Card Reinstatement Request

## 2. Company Authorisation

Name of Programme Administrator/  
Authorised Signatory:

Email Address:

Telephone Number:

This form must be signed by a Programme Administrator or an authorised signatory, signed for and on behalf of the Company.  
We confirm that if applicable we have notified the above named Cardmember that an updated credit check may be carried out.  
We warrant that the information herein is correct and we authorise that a reinstatement Card be issued to the above named Cardmember.

Authorised signature

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Once completed, signed and dated please return this form to  
Corporate.Reinstatement@aexp.com or fax it to 0044 1273 664241.  
If sending documents by email, please remember that the internet can be insecure.