



How to update your Company information

Why is this necessary?	<p>The Spanish Anti-Money Laundering (AML) and Counter-Terrorist Financing laws require American Express as a financial institution to periodically check your company information. This applies to all financial institutions. This prevents us from being obliged to suspend your Programme and contributes to creating a safer financial environment.</p>
Updating your company information – how it works	<p>In the next couple of weeks, Programme Administrators of a Corporate Account will receive an email asking them to update your company information. In this communication you will need your username and a link to our secure online portal. You can also type this link into your browser.</p> <p>Not received this email communication yet? Then please wait for it to arrive.</p>
Please see the kind of company information we may need from you or your company.	<ul style="list-style-type: none">• Company details: Such as company name, address and company registration number• Details about the Beneficial Owner(s) Such as Name, Date of Birth, Nationality and Address• Documents of Legal Entity Such as company deed or certificate of the Commercial Registry• Documents for Associates Such as copies of government issued documents e.g. Valid Passport or Valid National Identity Card.
Prevent your Programme from being suspended	<p>Failure to receive the required information may lead to suspension of your Programme – and all Accounts associated with it - eventually cancellation. This information is necessary to comply with our regulatory obligations (AML) as a financial institution.</p>



Please update your company information

As soon as you have received an email from us with your username, you can provide your company information. We ask you to complete this within the specified period. Please make sure you keep all (company) information and documents at hand.

Follow the 4 steps:

Step 1

You will receive a communication from us containing the link to the secure online login portal.

Step 2

Please login via this link. You can also type this link into your browser if you prefer. When you log in for the first time, you will receive a One-time Password before creating a new password.

Step 3

After you have logged in, follow the necessary steps to complete and confirm all the information.

You may need to provide us with the copy of Beneficial Owners and Authorized Signatory valid ID (front and back) and other Public Documents of the company such as:

- Company deed
- Last Updated version of Company By-Laws
- Certificate from the relevant Country Commercial Register
- Financial statements from previous fiscal year

We suggest you have them ready when you access the portal.

You can save the data at any time and continue later. Please note, already uploaded documents are stored for a maximum of 7 days.

Step 4

All complete? Please press Submit.

After your company information has been updated, we will check all your company information and the documents provided. In case any additional documentation is required we will contact you again.

Thank you for your cooperation and trust in American Express.

Please note: You may have to provide your information to American Express again, even if you have recently provided this or already provided this when you set up your Programme. American Express is required to regularly review all customer information to ensure that the information is complete and up-to-date.