



Business Travel Account

American Express® Business Travel Account Application Form

Important Note: This is an application to establish an American Express Business Travel Account/s (BTA) from BDO Unibank, Inc.

Please type or print throughout. Tick boxes as appropriate. It is essential that the form is completed in full. All information is required and will be subject to verification before an account can be established. Insufficient information may cause unnecessary delays in the processing of your application. Please allow 1 month for processing. All information received will be treated with strict confidentiality. Please inform BDO in writing for any change in the personnel nominated below.

Checklist of Application Requirements

- Business Travel Account Application
- Income/Financial Documentation
 - Mandatory
 - Latest 2 years Audited Financial Statements /BIR or Bank Stamp*
 - Optional
 - Last 3 months bank statements
 - Proof of Identification of authorised representative/s
 - SEC Registration
 - Articles of Incorporation and By-Laws*
 - Notarized Board Resolution/Secretary's Certificate containing authorised Signatory/s for the BTA account

*Certified True Copies

1. Details of the Applying Company

GENERAL INFORMATION

Registered Company Name (Full Business Name)

Business Address

Industry/Nature of Business

Telephone No. Fax No. Years in Business

Annual T&E Expenditure (PHP) (USD)

Monthly Exposure Limit Requested (PHP) (USD)

Name & Address of Parent/Subsidiary (as applicable)

BANK INFORMATION

BDO Account Holder Yes No

Branch Type of Account

Deposit Balance Date Opened

Other Banks Yes No

Branch Type of Account

Deposit Balance Date Opened

TRADE REFERENCES

Name of Supplier	Address/Telephone No.	Credit Line Terms



2. Information on Customer Administration of the Business Travel Account (BTA)

Name of BTA Administrator *(Last, First, Middle Name)*

Position Employment Status

Birth date Civil Status

Telephone No. Email Address

Mobile No.

Fax No.

Specimen Signature

3. Information on the Designated Travel Management Company (TMC)

Travel Management Company Name TMC Office Code

Billing Address

Contact Person 1 *(Last, First, Middle Name)*

Address

Position Telephone No. TMC Agent Code

Email Address

Contact Person 2 *(Last, First, Middle Name)*

Address

Position Telephone No. TMC Agent Code

Email Address

4. BTA Reports

BTA Reports are available monthly and yearly (as a default), if you would also like to request reports quarterly please tick below.

Tick to request quarterly:

Traveller Analysis Report

Top 10 Air Routings Report

Spend Comparison Report

Airline Usage Report

Customer Reference Analysis Report

Trip Requisition Analysis Report

BTA REPORT RECIPIENT

Reports recipient is the BTA administrator? Yes No

If "No" then please enter BTA Report recipient details here:

Contact Person *(Last, First, Middle Name)*

Address

Position Telephone No. Fax No.

Email Address Mobile No.

5. BTA Statement Set-up

The statement includes information on invoice number, name/surname of the traveller, flight price, destination or routing, ticket no. and departure date. In addition, you have the opportunity to define your Company specific reference fields:

Define your reference fields here. They will be made available on your statement and relevant reports:

1. Trip Requisition No.
(Provide example of Trip Requisition if applicable. Eg. Approval Number AJ769)
2. Customer Reference No.
(Provide example of Customer Reference if applicable. Eg: Cost Center: 1002)
3. Subtotals can be provided for one of the two references above. Provide your preferences below:
List Subtotal by (choose only one) By Trip Requisition By Customer Reference
4. Page Break by subtotal is required Yes No

OTHER REQUIRED SET-UP INFORMATION

5. Approximate date of month for billing period to end
6. First month of financial year
7. E-Data required Yes No

6. BTA Account Information

Billing Currency (Check one) Peso US Dollar Statement of Account Cycle Cut

STATEMENT DELIVERY

Is the authorised recipient same as the BTA Administrator? Yes No If no, then fill the below details:

Authorised Recipient's Name (Mr/Ms) Position
Telephone No. Fax No.
Billing Address
Email Address

PAYMENTS

Mode of payment Cash Check Electronic Fund Transfer Others, Please specify

Full name of Contact Person for Payments Position

Telephone No. Fax No.

Address

BTA Account Alternative Contact Person/s for Statement Delivery Payments

Contact Person (Last, First, Middle Name)

Address

Position Telephone No. Fax No.

Email Address Mobile No.

7. Authorisation

The applying Company hereby authorises:

- a) All employees, bodies and auxiliary personnel of the Travel Management Company (TMC) named under point 3 and associated with the Business Travel Account (BTA),
- b) The BTA Administrator, persons receiving the statements and the MIS report recipient named by it including persons subsequently designated by the Applying Company as such,
- c) Generally all person who identify themselves to the issuer using one of the security codes or one of the security codes later assigned by the Applying Company for TMC and/or persons named by it including persons subsequently designated by the Applying Company to submit data relative to the BTA and receive BTA Reports, statements and declarations whether in physical form or electronic form, on behalf of and in the interests of it.

The representation rights of the employees, bodies, auxiliary persons of the TMC communicated in writing by the applying Company (including users of the corresponding security codes) are restricted to those actions and tasks which are necessary in order to process the BTA flawlessly, in particular entering travel services which have already been used. The applying Company agrees that by doing so, the TMC may be informed of data which is subject to banking secrecy and releases the issuer from banking secrecy in this regard. The representation rights of the persons named in this Application Form i.e. person receiving the statements communicated by the applying Company are, in principle, comprehensive but explicitly exclude the transfer of credit balances from the BTA account to other cards or accounts, the application for new card products from the issuer and the receipt of hedges for the benefit of the issuer. The issuer reserves the right to a consultation with and/or a written instruction through a valid representative to the applying Company. Furthermore, it can demand certified specimen signatures from the applying Company. The applying Company is liable to the issuer for all actions or failure to act by the authorised representatives. It deals with and is responsible for the careful handling of the security codes, including by its TMC. It can notify the issuer of new security codes in writing at any time.

8. Statement by the Applying Company

By signing below, the applying Company through the undersigned certifies that the foregoing information is true and correct and that the applying Company agrees to be bound by the terms and conditions governing the American Express Business Travel Account and all future amendments thereto. In the event this application is disapproved, BDO is not obliged to provide the reason thereof or enter into any correspondence. We warrant that the information is correct and we authorize BDO and/or its representatives to contact our bank or any source to obtain any information required to establish the American Express Business Travel Account. The applying Company through the undersigned hereby authorises the transfer, disclosure and communication of any information relating to the applying Company's accounts with BDO to any of the offices, branches, subsidiaries, affiliates, agents and representatives of BDO and third parties selected by any of them for data processing/storage, customer satisfaction surveys, product and service offers made to me through mail/e-mail/fax/SMS or telephone, and for any other purpose as BDO may deem appropriate, and as may be required by law or regulation. The applying Company further authorises the regular submission and disclosure to any and all credit information service providers such as, but not limited to, Credit Card Association of the Philippines, Credit Information Corporation, of any information, whether positive or negative relating to the applying Company's basic credit data (as defined under R.A. No. 9510) with BDO as well as any updates or corrections thereof. The foregoing constitutes the applying Company's written consent for any such submission and disclosure of information relating to the applying Company's accounts for the purpose indicated above and under applicable laws, rules and regulations. The applying Company agrees to hold BDO free and harmless from any liabilities that may arise from any transfer, disclosure or storage of information relating to the accounts.

Signature of Company Authorised Representative

Signature of Company Authorised Representative

Signature of Company Authorised Representative

Date

Date

Date

