

American Express® Corporate Card

Change of Information Form

Please complete the relevant section/s for the change required

Section 1: Change of Company Details

Section 2: Change in Future Application Authorisation

Section 3: Change in Programme Administrator

Upon completion, please email to CASTSingapore@aexp.com or fax to 800 186 0034.

SECTION 1: CHANGE OF COMPANY DETAILS

Company Name: _____

Company Corporate IDs applicable to this change:

This change affects the highest level ID (i.e. change will apply to all IDs)

This change affects only the following Company IDs (please list):

Cost Centre Name: _____

Company Name Change (if applicable): _____

(Please provide certificate of name change; new Company name will appear on new Cards)

Change of Company Address: _____

_____ Postal Code: _____ Country: _____

New Business Telephone No.*: () _____ New Business Fax No.*: () _____

The change of address applies to (please tick where applicable): Additional Contact Card Distribution Recipient

*Please do not provide any telephone numbers, fax numbers or email addresses that are reserved for non-business use.

SECTION 2: FUTURE APPLICATION AUTHORISATION

Last Name: _____ First Name: _____

Business Address: _____

_____ Postal Code: _____

Business Email Address*: _____

(Your email address is mandatory as a means to contact you should more information be required from you regarding the Corporate Card Account.)

Business Telephone No.*: _____ Nationality: _____

Date of Birth (DD/MM/YYYY): ____/____/____ ID No.: _____

Residential Address: _____

(If different from Company Address)

_____ Postal Code: _____

Signature of New Future Application Authorisation

Appendix A

Certified legible copy of:

Current Driver's License or Current Passport

Certification requirements:

- The certification of documentation must be performed by an acceptable certifier and not be related to the Authorised Signatory/Decision Maker.

Please refer to the list below of acceptable certifiers:

- Corporate Secretary
- Practicing Solicitors
- Registered Accountants
- Justice of Peace
- Notary Public
- An American Express Employee

The acceptable certifier must cite the original documentary identification and state their full name and date on the copy of your identification. In addition, they must note the category of Certification (e.g., Justice of the Peace) and attach their stamp, seal or identification/ membership number and make a statement as follows:

- "I certify that this document is a true copy of the original".