



# Business Travel Account – Addendum for Virtual Payments Singapore

American Express International Inc. (UEN S68FC1878J) Incorporated with Limited Liability in the State of Delaware, U.S.A.® Registered Trademark of American Express Company  
1 Marina Boulevard, #22-00, One Marina Boulevard, Singapore 018989.

## IMPORTANT NOTES

This form is to be used for companies who wish to enable virtual payments for their business travel account. Please complete the following in consultation with your American Express representative, sign and return. All fields must be completed in **black pen and BLOCK LETTERS**. This form should only be used by companies who have already set up a business travel account.

### Information about your Company

**Registered Company Name:** \_\_\_\_\_

**Trading Name:** (if different from above) \_\_\_\_\_

**Company Registration Number:** \_\_\_\_\_

### Client Authorisation

**Name of Authorised Signatory:** (as per your NRIC/Passport) \_\_\_\_\_

**Alias:** (as per your NRIC/Passport) \_\_\_\_\_

**Date of Birth:** DD/MM/YY \_\_\_\_\_

**NRIC Number:** (For Singapore Citizen/Permanent Resident) \_\_\_\_\_

**Passport Number** (For Non-Singapore Citizen/Permanent Resident) \_\_\_\_\_

**Identification Document Expiry Date:** \_\_\_\_\_

**Residential Address:** \_\_\_\_\_

**Nationality:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Signature of Authorised Signatory:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Client Authorisation (continued)

**Secondary Authorised Signatory** (where applicable)

**Name of Authorised Signatory:** (as per your NRIC/Passport) \_\_\_\_\_

**Alias:** (as per your NRIC/Passport) \_\_\_\_\_

**Date of Birth:** DD/MM/YY \_\_\_\_\_

**NRIC Number:** (For Singapore Citizen/Permanent Resident) \_\_\_\_\_

**Passport Number** (For Non-Singapore Citizen/Permanent Resident) \_\_\_\_\_

**Identification Document Expiry Date:** \_\_\_\_\_

**Residential Address:** \_\_\_\_\_

**Nationality:** \_\_\_\_\_

**Position:** \_\_\_\_\_

The terms and conditions below form an Addendum to your American Express Corporate Account Agreement, including the terms and conditions therein (as varied from time to time).

By signing below, you request for American Express to enable Virtual Payments for your Business Travel Account. You also confirm your acknowledgement and acceptance of these terms and conditions, and consent to the collection, use, disclosure and processing of all personal information provided in accordance with the privacy terms therein.

**Signature of Authorised Signatory:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The Global Corporate Payment Agreement in Singapore – Business Travel Account between American Express and the Company (the “**Corporate Agreement**”) as amended by this addendum agreement (this “**Addendum**”) governs the Company’s use of the Accounts in Singapore. Capitalised terms not defined in this Addendum have the same meaning as in the Corporate Agreement unless otherwise indicated. In the event of any conflict between this Addendum and the Terms and Conditions of the Corporate Agreement, the Terms and Conditions of this Addendum will prevail.

This Addendum is effective from the date of this Addendum and will amend the Corporate Agreement as follows:

**1. Section 1 (Definitions) of Part A (General Provisions) of the Corporate Agreement is amended to include the following definitions:**

‘**American Express BTA with Virtual Payments Facilitator**’: means such third party chosen by American Express at its sole discretion and to act as the Company’s (or its relevant designated Travel Office’s) agent to facilitate a BTA with Virtual Payments transaction.

‘**Business Travel Account with Virtual Payments**’ or ‘**BTA with Virtual Payments**’: a Virtual Account Number enabled BTA facility that allows the Company to centralise Charges incurred through its Travel Office and for such Charges to be billed on a monthly basis by American Express.

‘**Virtual Account Number**’: a virtual account number that is issued by American Express to or on behalf of a Company or Travel Office for use as payment for goods and/or services at a Merchant.

**2. The following definitions under Section 1 (Definitions) of Part A (General Provisions) of the Corporate Agreement are amended as follows:**

‘**Card Member**’: an individual to whom a Corporate Card, Corporate Meeting Card or Corporate Purchasing Card is issued at your request. The Card Member is an individual authorised by you to incur Charges on an Account, whether by use of a Card or otherwise. This term includes, in the case of: (a) a BTA, an account user authorised by you to make travel reservations and thereby incur Charges on an Account; and (b) a BTA with Virtual Payments, an account user authorised by you to request and receive Virtual Account Numbers and thereby incur Charges on an Account.

‘**Card**’: any card, whether plastic, non plastic or a Virtual Account Number, issued under this Agreement or on any Account.

**3. The following sections and subsections of Section 3 (Liability) of Part A (General Provisions) of the Corporate Agreement are amended as follows:**

(a) Section 3(b) shall be amended and replaced in its entirety with “For any BTA (including BTA with Virtual Payments), CPC or Corporate Meeting Card product selected in the Account Application, you are liable for all Charges incurred.”

(b) The following shall be added as part of Section 23: “Without limitation to the terms of Section 23, you further agree that your Personal Information and any data derived from your Personal Information may be disclosed to the American Express BTA with Virtual Payments Facilitator in order to facilitate BTA with Virtual Payments transactions.”

(c) Section 30(a) is amended to include the following underlined words as follows: “These terms and conditions for American Express Commercial Card Services and any related Account Applications (including the Business Travel Account – Addendum for Virtual Payments) constitute the entire Agreement between us and you regarding Commercial Card Services and all prior representations, agreements and understandings are hereby excluded.”

**4. The entire Part B (Business Travel Account) of the Corporate Agreement shall be replaced in its entirety with the following:**

**B: Business Travel Account**

‘**Account User**’: In the case of a BTA, this term means an individual authorised by you to make travel reservations and thereby incur Charges on an Account.

Where you have selected a BTA in the Account Application, the following clauses also apply:

**(a) Account Users**

You must designate in writing Account Users. You are responsible for notifying the Travel Office of any changes to that list. We shall be entitled to rely upon the accuracy of this or any updated version of this list provided an update is received from you on your letterhead and signed by an authorised signatory. We shall also be entitled to hold you responsible for all Charges incurred on the BTA by such authorised individuals or individuals who reasonably appear to be such Account Users.

**(b) Changing Travel Offices**

If you cease engaging the services of the nominated Travel Office the BTA for the Travel Office will be closed. Any outstanding amounts on such BTA will require immediate payment. Subject to approval by American Express, you may then apply for a BTA for use at your new Travel Office.

**(c) Use of the BTA**

(i) Once your request for a BTA has been approved by American Express, we will provide you with a BTA number. We will not issue plastic cards to you or any Account Users for BTA.

(ii) The Travel Office will accept Charges from your Account Users and bill them to your BTA. The Travel Office will prepare appropriate Record of Charge forms (‘ROC’) showing the BTA number quoted by you.

(iii) You agree that the BTA will be used for travel purposes and in accordance with your policies and procedures.

(iv) Cash advances cannot be charged to the BTA.

(v) Upon receipt of a ROC, we shall debit or credit the amount of the Charge to your BTA, as appropriate.

(vi) You agree to be bound by the normal terms and conditions governing the booking of travel at any Travel Office. This shall include, but is not limited to the obligation to pay applicable cancellation fees. With respect to the handling of the BTA or of any Charge, the BTA terms and conditions take precedence.

(vii) Where you have chosen to enable Business Travel Account with Virtual Payments (i.e. BTA with Virtual Payments), the following clauses shall also apply:

(a) American Express will provide you with one or more BTAs that uses Virtual Account Numbers to pay for Charges arising from travel reservations; and

(b) American Express will enable your nominated Travel Office to request Virtual Account Numbers from American Express through integration with an American Express BTA with Virtual Payments Facilitator. The Travel Office will then provide the Virtual Account Numbers to Merchants for the purpose of payment of Charges.

(c) American Express will work with an American Express BTA with Virtual Payments Facilitator in order to facilitate the Company’s BTA with Virtual Payments transactions.

**5. The Fee Schedule in the Corporate Agreement shall be updated with the Fee Schedule set out in Page 4 of this Addendum.**

**Business Travel Account**

AMERICAN EXPRESS CORPORATE CARD CONDITIONS – Singapore

FEE SCHEDULE\* – SINGAPORE (SGD)

Corporate Products	Fees			
	Late Payment Charge	Foreign Currency Conversion Commission	Annual Card Fees	Dishonoured or Returned Payments
<b>Business Travel Account (BTA) or BTA with Virtual Payments</b>	2.5% or S\$40, whichever is greater, will be charged on any Overdue amount	2.95%	N/A	S\$50

\* Various service related fees may be charged if you elect additional services from us. Any such fees will be disclosed to you at the time of accepting the service.

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