

American Express® Change of Company Details Form

Hong Kong

HK Corp Card Change of Company Details (07/20)

This form must be completed in English.

△Optional

CORPORATION DETAILS

Company Name:

Company Name Change:

(if applicable)

Should replacement cards be required with new Company Name?
(Please √ if yes)

Note: Please provide certificate of name change; new Company name will appear on new Cards.

Company Corporate IDs applicable to this change (mandatory):

(List all applicable IDs or the highest level ID)

Division Name (Control Account Name):

(if applicable)

New Cost Centre Name:

(if applicable)

New Company Address:

(if applicable)

Should all new Cards send to the above new Company address?
(Please √ if yes. Please indicate below if there is a different address
for delivery)

Company address required on Card number level, if yes:

Active Cancelled

Note: Individual account's mailing address can be updated in future upon Card Member request.

New Telephone Number:

(if applicable)

New Fax Number:

(if applicable)

Mailing Address Card Delivery Address
(Please √ if different from Company Address)

CARD PROGRAM CONTACT DETAILS

Name to be Added Name to be Deleted

Mr. Ms.

Position Title:

Email Address:

Telephone Number:

Please √ which is applicable (can be more than one):

- Main Program Administrator / Report Recipient
 Additional Contact
 Card Distribution Recipient (For delivery of new Cards)

Name to be Added Name to be Deleted

Mr. Ms.

Position Title:

Email Address:

Telephone Number:

Please √ if applicable:

- Additional Contact

Name to be Added Name to be Deleted

Mr. Ms.

Position Title:

Email Address:

Telephone Number:

Please √ if applicable:

- Additional Contact

Name to be Added Name to be Deleted

Mr. Ms.

Position Title:

Email Address:

Telephone Number:

Please √ if applicable:

- Additional Contact

Name to be Added Name to be Deleted

Mr. Ms.

Position Title:

Email Address:

Telephone Number:

Please √ if applicable:

- Additional Contact

Note: If your company is on central billing option, then the new main Program Administrator will be updated as the new central statement delivery contact.

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CHANGE OF SIGNATORY DETAILS

Name to be Added Name to be Deleted

Mr. Ms.

Full Residential Address: (Mandatory)

Position Title:

Business Email Address: (Mandatory)

Telephone Number:

Sample Signature of New Signatory:

Name to be Added Name to be Deleted

Mr. Ms.

Full Residential Address: (Mandatory)

Position Title:

Business Email Address: (Mandatory)

Telephone Number:

Sample Signature of New Signatory:

Please enclose the following mandatory document(s) with the application:

- Photocopy of passport or HKID for Authorising Officer (the person who signs the agreement on behalf of the company with American Express)
- * If Authorising Officer is a Hong Kong Permanent Resident, please provide a copy of the Permanent HKID. If Authorising Officer is NOT a Hong Kong Permanent Resident, please provide a copy of the page of an unexpired passport which contains the photograph and biographical details.
- * Authorising Officer must be a director or above. If another individual signs the agreement, written confirmation from a Director, on letter head, confirming that the individual has delegated authority to sign the agreement is required.

MANDATORY

The individual signing below (and which is reflected in our records) on behalf of the above-named Company warrants that he/she is authorized to do so. By submitting this Change of Company Details Form, the Company and the authorized signatory signing below understand and agree that the terms of the American Express Corporate Account Agreement and Set-up Form and any other terms or agreements as may be binding between American Express and the Company shall continue to apply. If existing signatory has left the Company, please provide information on Company letterhead.

Authorized Signature:

Date: DD / MM / YYYY

Name (please print):

Position held in Company:

Should you have any queries, please contact us at (852) 2277 1095 or email to us at casthongkong@aexp.com.

Privacy Policy Statement

The American Express Privacy Policy Statement sets out policies on management of personal information. In accordance with the Personal Privacy Data Ordinance, any person may access personal information about them held by American Express, and advice if they think it is inaccurate, incomplete or out of date. To arrange access to personal information, request a copy of the American Express Privacy Policy Statement or enquire generally about privacy matters, write to The Privacy Officer, American Express, 18/F, 12 Taikoo Wan Road, Taikoo Shing, Hong Kong.

Personal Information Collection Statement

I acknowledge that a copy of Amex's Notice to Customers relating to the Personal Data (Privacy) Ordinance (the "Notice") has been provided to me and is also available at www.americanexpress.com/hk/content/personal-information-collection-statement.html?inav=hkfooter_personinfo. I understand that the Notice explains how Amex will handle my personal information, sets out the purposes for which my personal information will be used, to whom my personal information may be disclosed, summarizes my rights under the Personal Data (Privacy) Ordinance (Cap. 486 of the Laws of Hong Kong) (including my right to opt-out from the use of my personal information for direct marketing purposes) and gives details of an Amex officer to contact about my personal information.