



American Express® BTA Change of Travel Provider

COMPANY DETAILS

Company Name: _____

TRAVEL PROVIDER DETAILS

Current Travel Provider name: _____

New Travel Provider trading name: _____

New Travel Provider ABN (or local market equivalent):

| | | | | | | | | | | | | | | | | | | | |
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Effective date of trading with new Travel Provider:

| | | | | | | | | | | | | | | | | | | | |
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ENHANCED DATA REQUIREMENTS

We request that the BTA numbers listed below (or attached) and the enhanced data capture requirements indicated be transferred over to the new nominated Travel Provider from the effective date above.

Same enhanced data configuration as the current Travel Provider set up **OR** The following enhanced data is needed

| BTA Number: | Trip Requisition | Customer Reference | Customer Reference Enhanced (Comments 3) | Job Number |
|---|------------------|--------------------|--|------------|
| If you require enhanced data to be populated into one of these fields, please specify what data element needs to be populated, eg cost centre, employee ID, etc | | | | |
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If you have additional BTA accounts that do not fit on this table, and require different enhanced data requirements for each BTA, please attach a separate spreadsheet with the completed details.

SIGNATURE

We acknowledge the following as a result of the change in Travel Provider and continued usage of the existing Business Travel Accounts (BTA):

- The existing BTA terms and conditions will continue to remain in effect without change except for the Changing Travel Provider clause which is deleted.
- Some transactions (such as airline refunds) booked with the current Travel Provider may take up to several months to be processed to the BTA(s) following transition to the new Travel Provider.
- During this transition period, American Express may ask whoever makes an account related enquiry to advise which Travel Provider made the booking, for the transaction in question. When it is difficult to identify which Travel Provider made the booking for the transaction, American Express may have to contact both the current and the new Travel Provider and provide the details of the transaction and request both Travel Providers to investigate. As such it may take longer to resolve some transaction enquiries.
- We will advise the current Travel Provider in writing of the change and instruct them to remove the BTA number(s) specified on this form as the form(s) of payment from their systems, in order to prevent any erroneous or fraudulent transactions occurring in the future.
- We will ask the current Travel Provider to cooperate with American Express during this transition period to investigate any enquiry concerning the BTA Accounts nominated on this form.
- The Authorised Signatory warrants to American Express that he/she has the authority to execute this form.

Name of Authorised Signatory: _____

Signature of Authorised Signatory: _____ Date: ____ / ____ / ____

Please return the completed form to your account manager or the BTA Client services team.

DETAILS OF NEW TRAVEL PROVIDER (OFFICE USE ONLY)

Travel Agent Code: _____ Travel Provider Code: _____

AU: American Express Limited (ABN 92 108 952 085)

NZ: American Express International (NZ) Inc. Incorporated with limited liability in Delaware, USA.

HK: American Express International Inc.

SG: American Express International Inc. Incorporated with Limited Liability in the State of Delaware, USA.

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