

# American Express® Corporate Card Change Request For Upgrade or Downgrade

Combined Liability – Hong Kong

To change your existing Corporate Card type is simple. All you have to do is to complete the details below and send the completed form to your Program Administrator for approval. It should then be returned to the below address.

**Please ensure all the application details are completed in English. Please sign your account signature next to any corrections you make on this application.**

## DETAILS:

Cardmember Name (as it appears on the Card):

Mr    Ms   Surname:    Given name:

Company Name (as it appears on the Card):

Card number:

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## REQUESTED CARD TYPE:

(Please tick box below to indicate your new Corporate Card type)

- American Express Corporate Card (Annual Card fee up to **HK\$400**)  
 American Express® Gold Corporate Card (Annual Card fee up to **HK\$550**)  
 American Express® Classic Corporate Card (Annual Card fee **HK\$440**)  
 American Express® Elite Corporate Card (Annual Card fee **HK\$590**)

## OPT-OUT REQUEST: MARKETING PROMOTIONS

- (i) American Express International, Inc. ("Amex") wishes to use your name, telephone number, email address, mailing address, financial background, demographic data, products and services portfolio information and transaction pattern and behavior for direct marketing to you of:
- (a) credit/charge Card, insurance and travel related products and services;
  - (b) reward, referral, loyalty or privilege programs and related products and services; and
  - (c) Cardmember benefits, promotional offers\* and products and services offered by Amex, American Express Company and its subsidiaries and affiliates (collectively, "Amex Group"), and Amex's merchants, business partners (including third party insurance companies and reward, loyalty, privilege programmes providers), co-brand partners and affinity groups (such merchants, business partners, co-brand partners and affinity groups, collectively, "Amex Partners").
- (ii) Amex also wishes to provide your name, telephone number, email address, mailing address, products and services portfolio information and transaction pattern and behavior to Amex Group companies and Amex Partners, including for Amex's gain, for direct marketing by them to you of the products, services and subjects mentioned in (i)(a) to (i)(c) above.
- (iii) Amex, Amex Group companies and Amex Partners may also, from time to time, engage with third parties to provide marketing services on their behalf, and may share your name, telephone number, email address, mailing address, financial background, demographic data, products and services portfolio information and transaction pattern and behavior with them for such purposes.
- (iv) Amex may not use or provide your personal data as described above without your consent. Should you find any such use of your personal data not acceptable, please indicate your objection to the use of your personal data for direct marketing by either checking the box below or calling the telephone number or changing your marketing preferences online as provided for below.
- (v) If your application is declined or cancelled, Amex will not use or share your personal data for direct marketing purposes, unless you have previously provided instructions to Amex on marketing in respect of your existing card relationships with Amex (if any).

\* By "Cardmember benefits" and "promotional offers", we mean products, services, reward, referral, loyalty or privilege programs and other benefits that may be offered by Amex, Amex Group companies and Amex Partners for the purposes of marketing the Amex Card and the Amex Group companies and/or Amex Partners' businesses. It is not possible to be specific about what these products, services, reward, referral, loyalty or privilege programmes and other benefits may be because Amex Partners are involved in a very wide range of commercial enterprises. However, examples of typical Cardmember benefits and promotional offers include discount offers at hotels, airlines, restaurants, retail and online outlets.

**OPT-OUT REQUEST: MARKETING PROMOTIONS (CONTINUED)**

By checking this box, I am instructing Amex **not** to use my personal data for direct marketing purposes **in relation to the Amex product that I am applying for** ("my Opt-Out Instruction").

**If I have existing relationship(s) with Amex and/or other Amex Group companies, I understand that my Opt-Out Instruction does not override my previous instructions to Amex and/or Amex Group companies on marketing in respect of such existing relationships.** This means that Amex may continue to use my personal data for direct marketing purposes in relation to these existing relationships, and that I may continue to receive marketing materials from Amex, Amex Group companies and Amex Partners, which may include general brand and non product specific marketing material, in relation to these existing relationships after my Opt-Out Instruction. However, I understand that I will not receive any marketing materials listed in paragraphs (i), (ii) and (iii) above which are directed solely to holders of the Amex product that I am applying for.

If I **do not** check this box, I agree that Amex may (a) use my name, telephone number, email address, mailing address, financial background, demographic data, products and services portfolio information and transaction pattern and behavior to send me marketing communications by telephone or email or to my mailing address for all the marketing purposes listed in paragraph (i) above, (b) provide my name, telephone number, email address, mailing address, products and services portfolio information and transaction pattern and behavior to all Amex Group companies and Amex Partners for their marketing purposes as mentioned in paragraph (ii) above, and (c) provide my name, telephone number, email address, mailing address, financial background, demographic data, products and services portfolio information and transaction pattern and behavior to other third parties who provide marketing services on behalf of Amex, Amex Group companies and Amex Partners as mentioned in paragraph (iii) above. I also agree that Amex, Amex Group companies and Amex Partners may carry out "matching procedures" (as such expression is defined in the Personal Data (Privacy) Ordinance) in Hong Kong or overseas in respect of all or any of such purposes. I understand that I am applying for a Corporate Card product, and that my employer (or the program administrator appointed by my employer) may elect to 'opt-out' from the use of its employees' personal data for direct marketing purposes. In such a case, I agree that my employer's opt-out instruction will override my marketing preferences in respect of this product which I am applying for. I understand that my employer's opt-out instruction does not override my previous instructions to Amex and/or Amex Group companies in respect of any other existing relationship(s) I may have with Amex and/or Amex Group companies.

If I wish to opt-out of having my personal data used for direct marketing purposes for **ALL** my relationships with Amex and not just the product that I am applying for, I can contact Amex at 2277 1010 and give notice of my wish to opt-out. If I am an existing Amex Cardmember, I can also log on to American Express Manage-Your-Card-Account (MYCA) at [www.americanexpress.com.hk](http://www.americanexpress.com.hk) at any time to manage or change my marketing preferences for my Amex accounts including to give notice of my wish to opt-out.

***I understand that: (a) it is not obligatory for me to allow my information to be used for the above purposes or provided to any Amex Group companies or Amex Partners (or third parties providing marketing services); (b) I may opt-out from the use of my personal data for direct marketing purposes by Amex in relation to the Amex product that I am applying for by checking the box above; and (c) I can also opt-out of ALL Amex marketing by calling Amex at 2277 1010 and, if I am an existing Amex Cardmember, I can also log on to American Express Manage-Your-Card-Account (MYCA) at [www.americanexpress.com.hk](http://www.americanexpress.com.hk) at any time to manage or change my marketing preferences for my Amex accounts including to give notice of my wish to opt-out.***

**SIGNATURE:**

I hereby apply for a Corporate Card and I warrant that the information I have given in this application is true and correct. I agree that I will be bound by the enclosed American Express Corporate Cardmember Terms and Conditions, provided to me together with this application, upon approval for this application and receipt of the Corporate Card.

I understand and agree that I will be jointly and severally liable with the Company for all charges made with the Corporate Card issued to me; provided however that the Company shall not be liable for charges: (a) incurred by me that are personal in nature and which did not accrue a benefit to the Company for legitimate business purposes; or (b) for which the Company has already reimbursed me. I understand that an annual fee of up to **HK\$400** may apply for the American Express Corporate Card and an annual fee of up to **HK\$550** may apply for the American Express Gold Corporate Card.

By signing below, I acknowledge that I have read and agreed to the declaration stated above.

Signature of Cardmember:

Date:

Office Use Only:

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DD / MM / YYYY
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ST Code: \_\_\_\_\_

Signature of Authorised Officer:

Print Name of Authorised Officer:

Company Stamp/Seal:

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**Note:**

All features of the Corporate Card are subject to the terms and conditions of Membership. Exclusions and limitations apply.

The number of your Corporate Card Account will change. Therefore, you may wish to provide the new Card number to those vendors who keep a record of your Card details for Direct Debit, periodic payments or Traveller Profiles.

## Key Facts Statement And Personal Information Collection Statement

You are advised to refer to the below URL or QR code for a comprehensive Key Facts Statement associated with this application.



[www.americanexpress.com/hk/Prop\\_KFS](http://www.americanexpress.com/hk/Prop_KFS)

**Key Facts Statement for American Express Corporate Card and American Express Gold Corporate Card**



[www.americanexpress.com/hk/EC\\_KFS](http://www.americanexpress.com/hk/EC_KFS)

**Key Facts Statement for American Express Classic Corporate Card and American Express Elite Corporate Card**

As part of our mission to respect and safeguard the privacy of our customers' personal information, please refer to the below URL or QR Code with our "Notice to Customers relating to the Personal Data (Privacy) Ordinance".



[www.americanexpress.com/hk/Amex\\_GCS\\_PICS](http://www.americanexpress.com/hk/Amex_GCS_PICS)

**Notice to Customers relating to the Personal Data (Privacy) Ordinance**

**[business.americanexpress.com/hk](http://business.americanexpress.com/hk)**

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