

Hong Kong Corporate Card Application Guide



DON'T *do business* WITHOUT IT™

An easy way to apply for Corporate Cards

The Corporate Card application process is now faster, more secure and collaborative than ever.



Secure Digital Process

DocuSign allows individuals to securely sign and complete the application from any digital device, anytime and anywhere.



More Efficient

Initiate, approve and submit applications with just a few clicks. Forms are automatically circulated to all parties, making it more efficient than ever.



Environmentally Friendly

Application process is totally digital, no need to print or scan any paper form.



Accurate and Time-Saving

Application contains mandatory fields and does not require any wet signature, significantly reducing administration time.

Contents

This Document is fully interactive. Click on links within each page to navigate between sections.

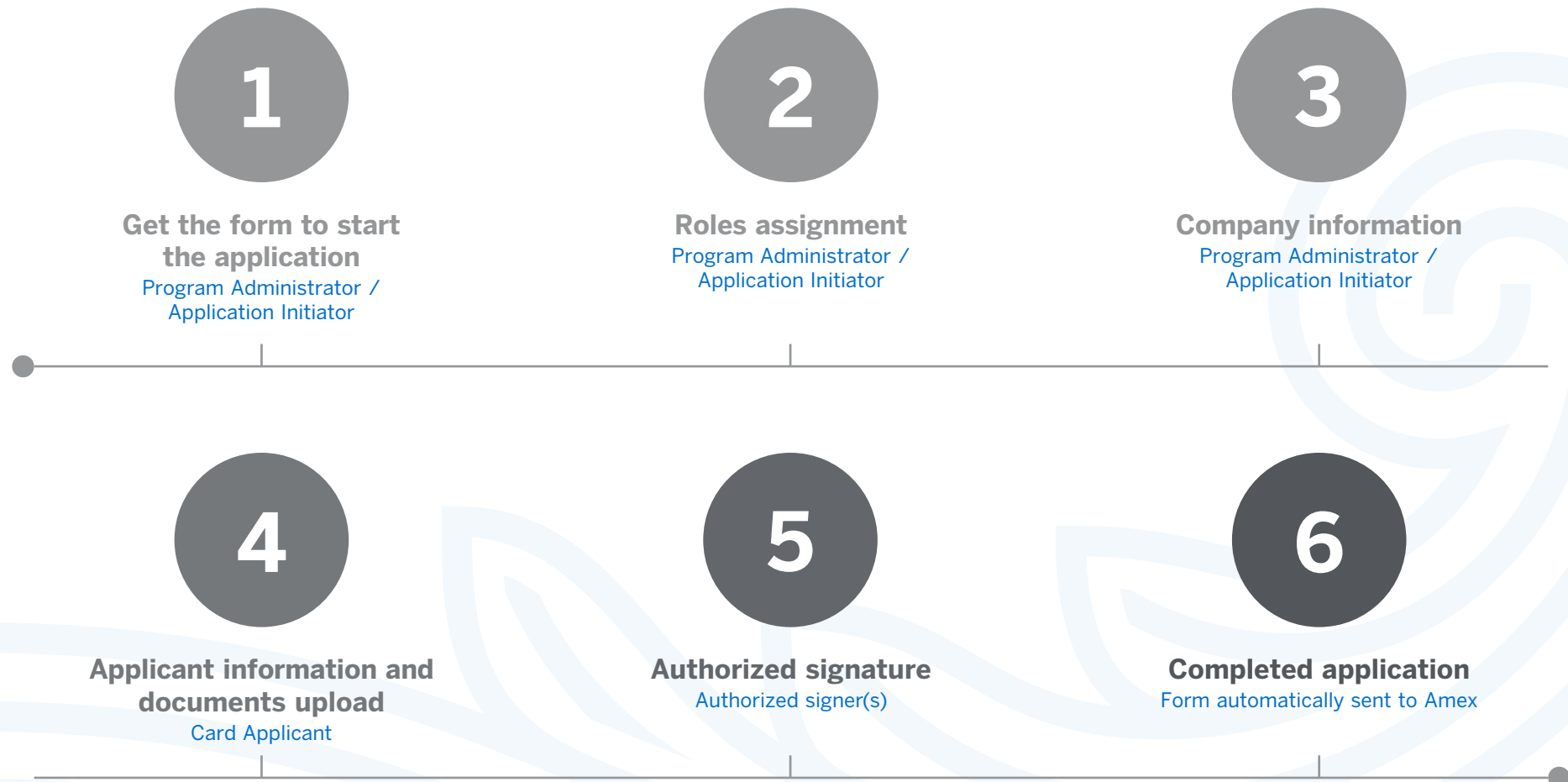
Application Steps Overview

Card Application Process

- 1) Get the form to start the application
- 2) Roles assignment
- 3) Company information
- 4) Applicant information and documents upload
- 5) Authorized signature
- 6) Completed application

Frequently Asked Questions

Application steps overview





Get the form to start the application

For Program Administrator/Application Initiator

You can get the application form from one of the following options.



Form Center

americanexpress.com/hk/en/business/support/customer-service/forms-and-agreements.html

Form Center > Corporate Card Programs > Cardmember Application Forms



@ Work®

atworkenrollment.americanexpress.com

Log in to @ Work > Initiate Card Applications



Direct web link from Account Managers

2

Roles assignment

For Program Administrator/Application Initiator

1

Program Administrator/Application Initiator to provide the information of individuals involved with the application.

American Express Corporate Card Applicant Information

American Express® Corporate Card Cardmember Application Form - Individual Liability
美國運通公司卡會員申請表格 - 個人責任

For Program Administrators: Please fill in the name and email for each role listed below. Click "Begin Signing". When you are finished, the Employee Applicant will receive an email inviting them to complete the application.

For Employees: Please fill in your name and email address as both the Application Initiator (Program Administrator / Application Initiator) and the Employee Applicant, and identify the Authorized Signer for your Corporate Card program. Click "Begin Signing" and complete the first section. You will then receive an email inviting you to complete the Applicant Information section.

For Both: The Authorized Signer will receive an email inviting them to review and sign the application. Once complete, your application will be automatically routed to American Express.

公司計劃聯絡人：請根據指示填寫以下資料，再按「開始申請」。完成您的部分後，公司卡申請人會收到電郵通知完成表格填寫。

公司卡申請人：請於表格指定欄位填上您的資料，最後填上公司授權人資料，再按「開始申請」。完成第一部份後，您會再次收到電郵通知完成第二部份。

完成表格後，公司授權人會收到電郵通知簽閱申請。最後，完成之表格會自動發送給美國運通電郵信箱。

Please enter your name and email to begin the signing process.

Program Administrator / Application Initiator 公司計劃聯絡人/申請人

Your Name: *
Full Name

Your Email: *
Email Address

Please provide information for any other signers needed for this document.

Employee Applicant 公司卡申請人

Name: *
Full Name

Email: *
Email Address

Authorized Signer 公司授權人

Name: *
Full Name

Email: *
Email Address

Authorized Signer #2 (Optional) 公司授權人

Name:
Full Name

Email:
Email Address

BEGIN SIGNING

Powered by DocuSign English (US) Contact Us Terms of Use Privacy Intellectual Property Trust Copyright © 2020 DocuSign, Inc. All rights reserved

完成表格後，公司授權人會收到電郵通知簽閱申請。最後，完成之表格會自動發送給美國運通電郵信箱。

Please enter your name and email to begin the signing process.

Program Administrator / Application Initiator 公司計劃聯絡人/申請人

Your Name: *
Full Name

Your Email: *
Email Address

Please provide information for any other signers needed for this document.

Employee Applicant 公司卡申請人

Name: *
Full Name

Email: *
Email Address

Authorized Signer 公司授權人

Name: *
Full Name

Email: *
Email Address

Authorized Signer #2 (Optional) 公司授權人

Name:
Full Name

Email:
Email Address

BEGIN SIGNING

Powered by DocuSign English (US) Contact Us Terms of Use Privacy Intellectual Property Trust Copyright © 2020 DocuSign, Inc. All rights reserved

Program Administrator or Application Initiator

Card Applicant

Authorized Signer(s)

Tip:
Fill in information of the second Authorized Signer if you have more than one Authorized Signer (optional)

3

Company information

For Program Administrator/Application Initiator

3

Form will be sent to Card Applicant after clicking 'FINISH'.

Tip:
PA can click here to request rush card application (optional)

2

Fill in the company information.

Please review the documents below.

FINISH FINISH LATER OTHER ACTIONS ▾

DocuSign Envelope ID: 880EFE5F-57BD-4DDC-85B8-43FF0DC9A1D6

START

American Express® Corporate Card Cardmember Application Form

Individual Liability

Please ensure all the application details are completed in English. Please sign your account signature next to any corrections you make on this application. Send form to American Express International, Inc., 18/F, 12 Taikoo Wan Road, Taikoo Shing, Hong Kong.
請以英文填寫本表格。如須作出任何刪改，請於刪改之位置旁簽署確認。填妥後交回香港太古城太古道12號18樓美國運通。
Tel 查詢熱線: (852) 2277 1088 Fax 傳真熱線: (852) 2811 7299 Email 電郵: americanexpresscorpcardapplication@aexp.com

Note: Membership Rewards™ enrolment is not automatic, there is a nominal fee and may be subject to your Company's approval. For details, please call (852) 2277 2150.
註: 公司卡會員並不會自動加入會員積分計劃。會員必須進行登記並支付有關年費方可參加(個別申請或須公司批准)。詳情請致電(852)2277 2150查詢。

☐ By ticking this box, I request that my application be given priority handling. I understand that upon supply of all necessary documents and approval of the Corporate Card, a fee of HK\$395 will be billed to my Corporate Card Account to cover the additional special handling costs. 在此方格畫上✓號，是表示本人要求優先處理是次申請。本人亦明白，若本人提供全部所需文件及是次公司卡申請獲得批准後，一筆為港幣395元之手續費將掛帳到本人之公司卡戶口。

△Optional 選擇填寫 Card Limit/卡限額 △ HK\$/港幣\$ [] HK_CMAApp_PGN_IL_07/20

Company Information 公司資料

Company Name (in English) [] Company Account Number []
公司名稱 (英文) [] 公司賬戶號碼 []
Company Name (in Chinese) []
公司名稱 (中文) []
Company Address []
公司地址 []
Name of Program Administrator [] Tel No. of Program Administrator []
公司聯絡人名稱 [] 公司聯絡人電話 []
Email Address of Program Administrator [] Fax No. of Program Administrator []
公司聯絡人電郵地址 [] 公司聯絡人傳真 []

Applicant Information 申請人資料

☐ Mr. 先生 ☐ Ms. 女士 Employee Number [] Cost Center Code []
僱員編號 [] 部門支出編號 []

Tip:
PA can click here to set up Card limit (optional)

Tip:
PA can fill in Employee Number and Cost Center Code for the Card Applicant (optional)

3

Company information

For Program Administrator/Application Initiator

Tip:
Click 'FINISH LATER'
if you want to complete
the form later

Tip:
Click 'START' to guide
you to the next field

Please review the documents below.

FINISH **FINISH LATER** **OTHER ACTIONS** ▼

DocuSign Envelope ID: 880EFE5F-57BD-4DDC-85B8-43FF0DC9A1D6

American Express® Corporate Card
Cardmember Application Form

Individual Liability

Please ensure all the application details are completed in English. Please sign your account signature next to any corrections you make on this application. Send form to American Express International, Inc., 18/F, 12 Taikoo Wan Road, Taikoo Shing, Hong Kong.
請以英文填寫本表格。如須作出任何刪改，請於刪改之位置旁簽署確認。填妥後交回香港太古城太古灣道12號18樓美國運通。
Tel 查詢熱線: (852) 2277 1088 Fax 傳真熱線: (852) 2811 7299 Email 電郵: americanexpresscorpcardapplication@aexp.com

Note: Membership Rewards™ enrolment is not automatic, there is a nominal fee and may be subject to your Company's approval. For details, please call (852) 2277 2150.
註：公司卡會員並不會自動加入會員積分計劃，會員必須進行登記並支付有關年費方可參加（個別申請或須公司批准）。詳情請致電(852)2277 2150查詢。

☐ By ticking this box, I request that my application be given priority handling. I understand that upon supply of all necessary documents and approval of the Corporate Card, a fee of HK\$395 will be billed to my Corporate Card Account to cover the additional special handling costs. 在此方格畫上✓號，是表示本人要求優先處理是次申請。本人亦明白，若本人提供全部所需文件及是次公司卡申請獲得批准後，一單為港幣395元之手續費將掛帳到本人之公司卡戶口。

△Optional 選擇填寫 Card Limit/卡限額 △ HK\$/港幣\$ HK_CMAApp_PGN_IL_07/20

Company Information 公司資料

Company Name (in English) Company Account Number
公司名稱 (英文) 公司賬戶號碼

Company Name (in Chinese)
公司名稱 (中文)

Company Address
公司地址

Name of Program Administrator Tel No. of Program Administrator
公司聯絡人名稱 公司聯絡人電話

Email Address of Program Administrator Fax No. of Program Administrator △
公司聯絡人電郵地址 公司聯絡人傳真△

Applicant Information 申請人資料

☐ Mr. 先生 ☐ Ms. 女士 Employee Number 僱員編號 Cost Center Code 部門支出編號

Tip:
The red highlighted fields
are mandatory; the rest
are optional

3

Company information

For Program Administrator/Application Initiator

4

The form will be sent to the next signer automatically after PA/Applicant Initiator completed the company information.
At the same time, Application Initiator will receive an email from DocuSign.

American Express Corporate Card Program via DocuSign

Inbox - Exchange 12:02 PM



American Express® Corporate Card Application 美國運通公司卡會員申請 - Ben Lee

To: Abby Kan,

Reply-To: American Express Corporate Card Program



American Express Corporate Card Program sent you a copy.

REVIEW DOCUMENT

Tip:
Click here to track the progress of application

Tip:
PA can search the form in mailbox using Card Applicant's name

4 Applicant information and documents upload

For Card Applicant

5 Card Applicant will receive an email after PA/ Applicant Initiator had completed the company information. Click 'REVIEW DOCUMENT'.

American Express Corporate Card Program sent you a document to review and sign.

REVIEW DOCUMENT

American Express Corporate Card Program
corporatecardprogram@aexp.com

American Express® Corporate Card Cardmember Application Form - Individual Liability
美國運通公司卡會員申請表格 - 個人責任

6 Fill in personal information on the form.

Applicant Information 申請人資料

☐ Mr. 先生 ☐ Ms. 女士 Employee Number 僱員編號 Cost Center Code 部門支出編號

Family Name 姓 Given Names 名 Name in Chinese 中文姓名

Date of Birth 出生日期 D M Y Nationality 國籍 HKID / Passport No. 香港身份證/護照號碼

Position 職位 Years there 任職年數 Gross Annual Salary 年俸總額 HK\$ / 港幣

Mobile Tel No. 手提電話 Home Tel No. 住宅電話 Office Tel No. 公司電話 Fax No. 傳真

Home Address (in English) 住址 (英文) Home Address (in Chinese) 住址 (中文)

Preferred Mailing Address 月結單地址選擇: ☐ Home Address 住宅地址 ☐ Company Address 公司地址

*Applicable to individual billing accounts and Hong Kong addresses only. 只適用於個別發票賬戶及只寄往香港地址。
Copy of permanent residential address proof shall not be dated more than 3 months ago (eg. utility bills, bank statements, or tax demand notice). Post Office address is not accepted. 請附最近三個月內之永久住址證明副本(如公共機構信件收據、銀行月結單、或稅務通知等。郵政地址恕不接受)。

Monthly Statement Language Preference 月結單語文選擇: ☐ English 英文 ☐ Chinese 中文

Please show in English how you want your name to appear on The Card (maximum 20 characters)
請以英文正楷填寫申請人擬在公司卡上使用之名字 (全名請勿超過20個英文字母)

Business Email Address (Mandatory) 商業電郵地址(必填)

Credit Reference 信用資料 (Optional 選擇填寫)

Bank Name and Branch 來往銀行及分行名稱 Account No. 賬號

Type of Account 戶口類別

List other credit/charge card account(s), if any. 如持有其他信用卡, 請填寫名稱及號碼:

Card Name (1) 信用卡名稱(1) Account No. 賬號

Card Name (2) 信用卡名稱(2) Account No. 賬號

American Express Cardmember Experience 持有美國運通卡紀錄

☐ None 從未持有 ☐ Present 現在持有 ☐ Former 從前持有 Card Account No. 賬號

HKC01 P1 of 6

Tip:

Check with your PA if you are unsure of the information

4

Applicant information and documents upload

For Card Applicant

9

Click 'FINISH' when completed.

7

Card Applicant can scroll down to add digital signature.

START

By signing below, I acknowledge that I have read and agreed to the important information about the American Express Corporate Card and Declaration stated above.

Sign 15/11/2020

Signature of Applicant Date DD MM YYYY
申請人簽署 日期 日日 月月 年年年年

Declaration by Company Signatory
On behalf of the Company named in this application ("Company"), I hereby request issuance of a Corporate Card to the individual named above of the PRC. I confirm that the information given in this application form is, to the best of the Company's knowledge, true and correct, and that the Company hereby agrees to be bound by the American Express Corporate Card Conditions, with respect to such Corporate Card.

簽約公司聲明
謹代表申請表格上的公司（本公司），本人要求簽發公司卡予上列姓名之人士，並證明該姓名之人士為本公司僱員，以及本公司將於中華人民共和國境外支付所有公司卡款項。本人保證在本申請表格上的公司資料均屬真實及正確，並同意接受美國運通公司卡的條款所約束。

Signature of Authorised Officer Date DD MM YYYY
授權人簽署 日期 日日 月月 年年年年

Name of Authorised Officer (please print) 授權人姓名 (請用正楷)

Position in Company 職銜

Please enclose the following mandatory document(s) with the application 遞交公司卡申請表格時請務必提供以下文件影印本

If you are Hong Kong Permanent Resident, please provide a copy of the Permanent HKID for this Card application. If you are NOT a Hong Kong Permanent Resident, please provide a copy of the page of an unexpired passport which contains your photograph and biographical details. 假如閣下為香港永久性居民，請提供香港永久性居民身份證副本以辦理公司卡申請。假如閣下並非香港永久性居民，請提供有效護照上包括您的相片和個人資料一頁的副本。

If 'Preferred Mailing Address' is your residential address, copy of permanent residential address proof will be required and shall not be dated more than 3 months ago (e.g. utility bills, bank statements or tax demand notice). 如以住宅為月結單郵寄地址，須提供最近三個月內之永久住址證明影印本（如公共機構服務收費單、銀行月結單、或稅務通知）。

Optional

Key Facts Statement and Personal Information Collection Statement 資料概要及個人資料聲明

You are advised to refer to the below URL or QR code with a comprehensive Key Facts Statement associated with this application. 請瀏覽下列網頁或掃描二維碼以查閱本申請之資料概要。

www.americanexpress.com/hk/Prop_KFS
Key Facts Statement for American Express Corporate Card and American Express Gold Corporate Card
美國運通公司卡及美國運通公司金卡資料概要

FINISH OTHER ACTIONS ▾

8

Click the paper clip icon to upload document(s).

* See detailed instructions on Signature and Document attachments in the next pages

4

Applicant information and documents upload

For Card Applicant

There are 3 ways to create your digital signature:

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name* Ben Lee

Initials* BL

SELECT STYLE DRAW UPLOAD

PREVIEW

Decided by: Ben Lee

4C21988A62B411...

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts. Just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

1) COMPUTER GENERATED SIGNATURE

- > Type in your signature name
- > Click "Change style" to select the font style
- > Click "ADOPT AND SIGN" to confirm your E-generate signature

以下的簽署，確認本人已閱讀及同意上述有關美國運通公司之條款及細則。

Sign

Signature of Applicant 申請人簽署

Date 日期 DD 日日

Declaration by Company Signatory

On behalf of the Company named in this application ("Company"), I hereby certify that the named individual is an employee of the Company and that the Company hereby agrees to be bound by the American Express Corp. Cardholder Agreement.

Click 'Sign'

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name* Ben Lee

Initials* BL

SELECT STYLE DRAW UPLOAD

DRAW YOUR SIGNATURE

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts. Just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

2) DRAW

- > Type in your signature name
- > Click "DRAW" and create your signature using mouse

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name* Ben Lee

Initials* BL

SELECT STYLE DRAW UPLOAD

PREVIEW

UPLOAD YOUR SIGNATURE

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts. Just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

3) UPLOAD

- > Type in your signature name
- > Click "UPLOAD" to upload your signature image

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

以下的簽署，確認本人已閱讀及同意上述有關美國運通公司之條款及細則。

Decided by: B Lee

15/11/2020

Signature of Applicant 申請人簽署

Date 日期 DD 日日 MM 月月 YYYY 年年

Declaration by Company Signatory

On behalf of the Company named in this application ("Company"), I hereby certify that the named individual is an employee of the Company and that the Company hereby agrees to be bound by the American Express Corp. Cardholder Agreement.

代表申請表格上的公司（本公司），本人要求簽發公司卡予上列姓名。

Signature successfully added

Tip:
Signature style can be saved and reused in other forms

4

Applicant information and documents upload

For Card Applicant

How to upload ID document(s):

Click on the paper clip icon to upload your ID documents or passport image according to instructions.

DocuSign Envelope ID: 0D3AAFD5-A754-4E13-8C17-83CB61FF07B7

DEMONSTRATION DOCUMENT ONLY
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE

Agreement and Signatures (Continued) 協議及簽署 (續)

By signing below, I acknowledge that I have read and agreed to the Important information about the American Express Corporate Card and Declaration stated above.
以下的簽署，確認本人已閱讀及同意上述有關美國運通公司卡的重要資料和條款及聲明。

Sign 15/11/2020

Signature of Applicant 申請人簽署 Date 日期 DD MM YYYY 日 月 年 年 年 年

Declaration by Company Signatory
On behalf of the Company named in this application ("Company"), I hereby request issuance of a Corporate Card to the individual named above and certify that the named individual is an employee of the Company and that all payments for the Corporate Card will be settled from outside of the PRC. I confirm that the information given in this application form is, to the best of the Company's knowledge, true and correct, and that the Company hereby agrees to be bound by the American Express Corporate Card Conditions, with respect to such Corporate Card.
謹代表申請表格上的公司 (本公司)，本人要求簽發公司卡予上列姓名之人士，並證明該姓名之人士為本公司僱員，以及本公司將於中華人民共和國境外支付所有卡款項。本人保證在本申請表格上的公司資料均屬真實及正確，並同意接受美國運通公司卡的條款所約束。

Name of Authorised Officer (please print) 授權人姓名 (請用正楷)
Position in Company 職銜

Signature of Authorised Officer 授權人簽署 Date 日期 DD MM YYYY 日 月 年 年 年 年

Please enclose the following mandatory document(s) with the application 遞交公司卡申請表格時請務必提供以下文件影印本
If you are Hong Kong Permanent Resident, please provide a copy of the Permanent HKID for this Card application. If you are NOT a Hong Kong Permanent Resident, please provide a copy of an unexpired passport which contains your photograph and biographical details. 假如閣下為香港永久性居民，請提供香港永久性居民身份證副本以辦理公司卡申請。假如閣下並非香港永久性居民，請提供有效護照上包含您的相片和個人資料一頁的副本。
If "Preferred Mailing Address" is your residential address, copy of permanent residential address proof will be required and shall not be dated more than 3 months ago (e.g. utility bills, bank statements or tax demand notice). 如以住宅為月結單郵寄地址，須提供最近三個月內之永久住址證明影印本 (如公共機構服務收費單、銀行月結單、或稅務通知)。

Optional 資料概要及個人資料聲明
Key Facts Statement and Personal Information Collection Statement 資料概要及個人資料聲明
You are advised to refer to the below URL or QR code with a comprehensive Key Facts Statement associated with this application.
請瀏覽下列網頁或掃描二維碼以查閱本申請之資料概要。

www.americanexpress.com/hk/Prop_KFS
Key Facts Statement for American Express Corporate Card and American Express Gold Corporate Card

Click 'UPLOAD A FILE' to choose a file from your local drive, then click 'DONE'.

Upload Attachment

UPLOAD A FILE

DONE



Authorized signature

For Authorized Signer

10

Authorized Signer will receive an email after Card Applicant had completed the form. Click 'REVIEW DOCUMENT' to sign the form.

American Express® Corporate Card Application 美國運通公司卡會員申請 - Ben Lee

To: Liz Yip,

Reply-To: American Express Corporate Card Program



American Express Corporate Card Program sent you a document to review and sign.

REVIEW DOCUMENTS

5

Authorized signature

For Authorized Signer

12

Click 'FINISH' when completed.

The screenshot shows the DocuSign interface for document signing. At the top, there are buttons for 'FINISH' and 'OTHER'. Below them is a toolbar with icons for zooming, downloading, printing, and other actions. The main document area displays the 'Agreement and Signatures (Continued)' section, which includes a declaration by the company signatory. A 'Sign' button is highlighted with a yellow box. To the right, a 'Save a Copy of Your Document' dialog box is open, showing a download icon and the text 'Your document has been signed'. Below the dialog box, there are buttons for 'DOWNLOAD', 'PRINT', and 'CLOSE'. A blue arrow points from the 'Tip' text to the 'DOWNLOAD' button.

Tip: Authorized Signer(s) can click here to download the completed form

11

Sign and fill in the information.

* See P.12 for signing instructions

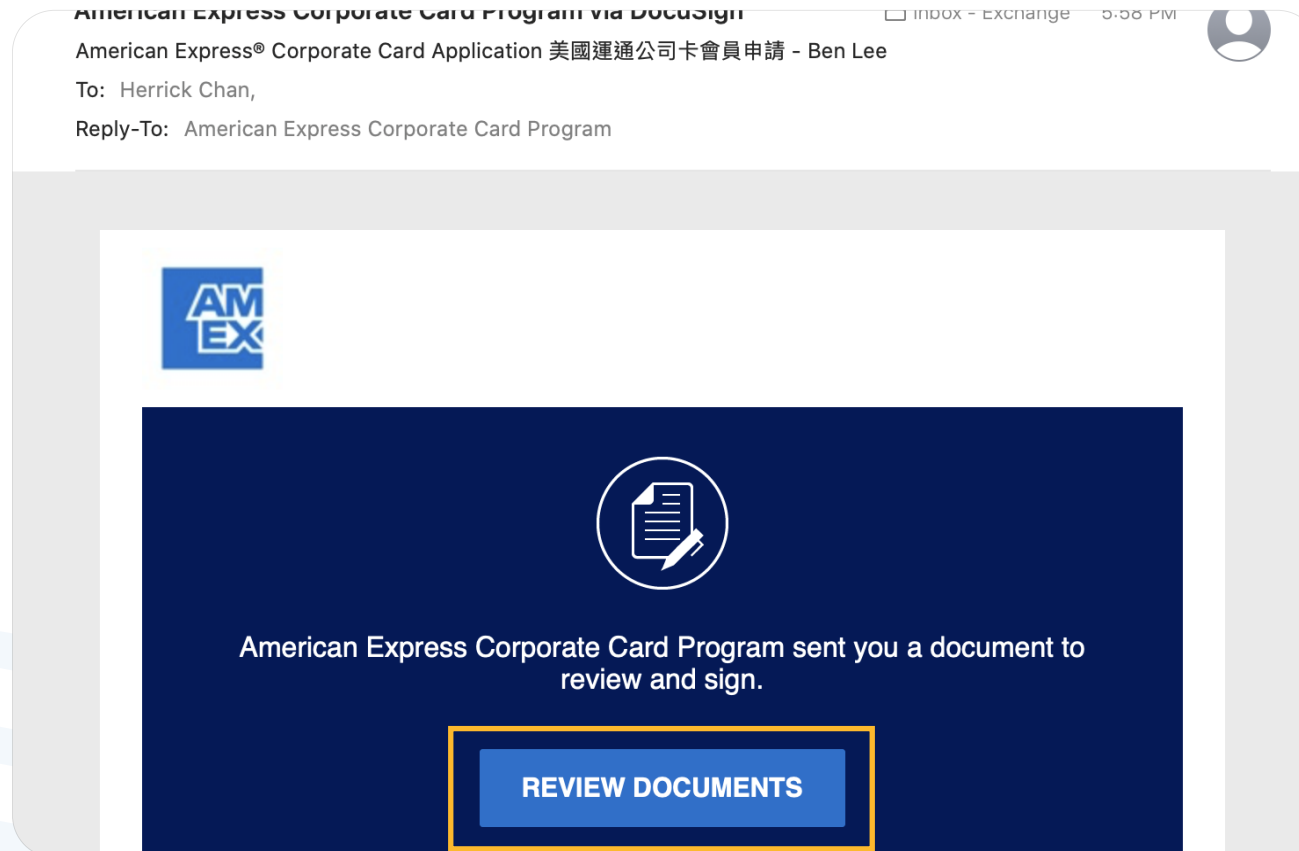
5

Authorized signature

For Second Authorized Signer (Optional)

13

Second Authorized Signer will receive an email after the first Authorized Signer had completed the form. Click 'REVIEW DOCUMENT' to sign the form.



5

Authorized signature

For Second Authorized Signer (Optional)

15

Click 'FINISH' when completed.

DocuSign Envelope ID: 0D3AAFD5-A754-4E13-8C17-83CB61FF07B7

DEMONSTRATION DOCUMENT ONLY
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE

Agreement and Signatures (Continued) 協議及簽署 (續)

By signing below, I acknowledge that I have read and agreed to the Important information about the American Express Corporate Card and Declaration stated above.
以下的簽署，確認本人已閱讀及同意上述有關美國運通公司卡的重要資料和條款及聲明。

DocuSigned by: 15/11/2020
B Lee
4C21968A62B411...

Signature of Applicant 申請人簽署 Date 日期 DD 日日 MM 月月 YYYY 年年年年

Declaration by Company Signatory
On behalf of the Company named in this application ("Company"), I hereby request issuance of a Corporate Card to the individual named above and certify that the named individual is an employee of the Company and that all payments for the Corporate Card will be settled from outside of the PRC. I confirm that the information given in this application form is, to the best of the Company's knowledge, true and correct, and that the Company hereby agrees to be bound by the American Express Corporate Card Conditions, with respect to such Corporate Card.
謹代表申請表格上的公司（本公司），本人要求簽發公司卡予上列姓名之人士，並證明該姓名之人士為本公司僱員，以及本公司將於中華人民共和國境外支付所有公司卡款項。本人保證在本申請表格上的公司資料均屬真實及正確，並同意接受美國運通公司卡上的條款及聲明。

DocuSigned by: 16/11/2020
Ling Yip
29688FA00741456...

Signature of Authorised Officer 授權人簽署 Date 日期 DD 日日 MM 月月 YYYY 年年年年

Name of Authorised Officer (please print) 授權人姓名 (請用正楷)
Test

Position in Company 職銜
Test

Please enclose the following mandatory document(s) with the application 遞交公司卡申請表格時請務必提供以下文件影印件：
If you are Hong Kong Permanent Resident, please provide a copy of the Permanent HKID for this Card application. If you are NOT a Hong Kong Permanent Resident, please provide a copy of an unexpired passport which contains your photograph and biographical details. 假如閣下為香港永久性居民，請提供香港永久性居民身份證副本以辦理公司卡申請。假如閣下並非香港永久性居民，請提供有效護照和個人資料一頁的副本。
Address is your residential address, copy of permanent residential address proof will be required and shall not be dated more than 3 months prior to the date of application (e.g. utility bills, bank statements or tax demand notice). 如以住宅為月結單郵寄地址，須提供最近三個月內之永久地址證明文件（如：水電費單、銀行月結單、或稅務通知）。

FINISH OTHER ACTIONS

Save a Copy of Your Document

Your document has been signed
If you would like a copy for your records, select Download or Print and save.

DOWNLOAD PRINT CLOSE

Tip:
Authorized Signer(s) can click here to download the completed form

14

Sign and fill in the information.

* See P.12 for signing instructions

6 Completed application

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The completed form will be automatically sent to our Amex mailbox after all parties had signed and submitted the application.



Your document has been completed

VIEW COMPLETED DOCUMENTS

Tip:

You can click here to view the completed form

Tip:

Once our team received and start viewing your completed form, a notification email will be sent to all parties (Program Administrator/ Application Initiator/ Card Applicant/ Authorized Signer(s))

American Express Corporate Card Program
corporatecardprogram@aexp.com

Frequently Asked Questions

1. **What is the new Card Application process and what are the benefits of using this process?**

The new digital experience allows for an **end-to-end digital Employee Card Application process**, which previously included print-outs, wet signature, and physically passing applications.

2. **Is American Express using a secured platform to process my personal information?**

Yes, American Express takes security very seriously. Each form, with all personal and company data, **is encrypted with the strongest data encryption technologies**. For more information see <https://www.docusign.co.uk/products/electronic-signature>

3. **Is the digital application mobile or tablet friendly?**

Yes, the application can be accessed on **desktop, mobile and tablet devices**.

4. **What Card products can we apply for using the digital Card application process?**

American Express® Corporate Card, American Express® Gold Corporate Card, American Express® Cathay Pacific Corporate Card, American Express® Cathay Pacific Elite Corporate Card, American Express® Corporate Meeting Card and American Express® Corporate Purchasing Card.

5. **Who do I contact if I need assistance?**

If the Program Administrator has questions, they can contact the **American Express PA Servicing Team**.

6. **Once the process is initiated, how long do I have to complete an application?**

You and your team will have **30 calendar days** to complete your application form, starting from the day you completed the first part and sent the form to Cardmember.

7. **If I save my application for later, how do I access my application again?**

After you click '**Finish Later**', the website will ask you to input your email address. A reminder email with a link to the form will be sent to you.

8. **What happens to my application if the Authorized Signatory originally nominated to approve my application is on unexpected leave and I've completed my Card Application?**

The application will be on hold until the Authorized Signer completes the application.

Frequently Asked Questions

9. How can a PA see where a Card Application is at in the process?

Once PA finished their part and send the form to Cardmember, there will be a link to the application sent to PA via email, so PA can check on the form's progress.

10. How will the PA know if an application has been rejected by American Express?

An email notification will be sent to the PA if the application has been voided for reasons including errors or misinformation.

11. Are there any notifications sent to remind me to complete my application online?

Yes, reminder emails will be sent to signers to remind them to complete the form.

12. Once my application has been submitted, can I still edit the application?

No, the process cannot be reverted once you have completed your part.

13. What are the required formats of the identity documents?

If you are Hong Kong permanent resident, please provide a copy of your permanent HKID Card in JPG/PNG/PDF format. If you are not a Hong Kong permanent resident, please provide your passport copy (the page with your photograph and personal information), also in JPG/PNG/PDF format.

