



Please retain a copy for your reference.

American Express® Corporate Card Conversion Form (for Card Members)

* Liability type remains unchanged when card type is changed via this form. Please submit a Card Member application form if you plan to change liability type as well as card type.
* When you receive your new card, please cut your old card in half and dispose of it.
* If the Card is used for any recurring billing, such as mobile phone or online payments, please be sure to notify the service company of the new card number.

Date (MM/DD/YYYY) / /

1. PERSONAL DETAILS

Name First Middle Last

Embossed Name (maximum 25 characters)

Date of Birth (MM/DD/YYYY) / / Home Phone 0 - -

Male Female Office Phone - -
(Please provide your telephone number. Mobile phone number is acceptable)

Home Address Please be sure to write the same address as on your attached ID.
〒 (-)

Occupation Company employee Government official Self-employed Temporary employee Part-time employee Pensioner

Current Corporate Card Number * *

* Please exclude the first 2 digits of your card number

2. CORPORATION DETAILS

Company Name

Company Address 〒 (-)

Title ※Employee ID Number

Department ※Cost Center Number

Purpose of Transaction: The Card is for ordinary use in the settlement of purchased goods and services for business purposes.
(When I register for the Corporate EXPRESS CASH® service, the purpose will also include business loans.)

Email address (PC) @

*By providing your email address, you agree to enrol on online statement. Your email address will be used for statement notification. Please note that online statements will be uploaded in the American Express website and paper copy of the statements will not be posted. Statement, however, may still be defaulted to Paper option depending on your company's preference.

3. CARD DELIVERY AND BILLING ADDRESS

Home Office* *Please be advised that delivering the card to an office address takes approximately 7-14 days more than delivering it to a home address.

4. CARD TYPE

Please confirm the type of card you would like to change to:
※Issuing a Gold or JR TOKAI Express Corporate Card is subject to your company's regulations. Please contact your Authorizing Officer for details.

- American Express Corporate Card American Express JR TOKAI Express Corporate Card *
- American Express Gold Corporate Card American Express JR TOKAI Express Gold Corporate Card *

Please tick the box if it applies to you.
The card type remains same as current (Card change due to Billing Cycle Cut change)

* The American Express® JR TOKAI Express Corporate Card will be sent from American Express, and the EX-IC card will be sent from JR Tokai.
* In case of converting your card between JR TOKAI Express Corporate Cards, you will still receive a new EX-IC card.
Once you receive the new Card, you are required to register for Express Reservation with the new Corporate Card number.

5. SIGNATURES

Agreement (Important: Please be sure to read.) Each of the Company, through its Authorizing Officer*, and the individual applicant (the "Applicant") warrants the truth and accuracy of the matters indicated herein, agrees to the terms of "Terms and Conditions for the American Express Corporate Card Members" and "Important Items Relating to Personal Information," and "Agreement to a Representation and Warranty of not Being an Anti Social Force," and requests that, following an examination, a Corporate Card account be converted based on such matters, and that a Corporate Card be issued based on the conversion and automatically renewed. The Applicant and the Company agree, upon issuance of the American Express Corporate Card, to be bound by the Terms and Conditions thereof with regard to the possession and use of the Card, and the Applicant agrees to be liable for the Card charges, unless otherwise agreed between the Company and American Express. Neither the Applicant nor the Company shall object to the result of the examination. Each of the Applicant and the Company agrees that neither this application nor other submitted documents will be returned.
*The Authorizing Officer must be the Representative of the Company or a person who is duly authorized by the Company to approve, cancel, or add a Card Member.

Signature of Applicant

Signature of Authorizing Officer

Name of Authorizing Officer:

Please be sure to read the Agreement and the Important Items on the second and third pages.
Please send the signed form (all 4 pages) with a photocopy of your ID attached to American Express International, Inc.

6. IMPORTANT ITEMS RELATING TO PERSONAL INFORMATION

Personal Information

(1) Collection, Retainment, Use, Supply of Personal Information

- American Express International, Inc., Japan Branch ("we" "our" "us"), may, in accordance with our established measures of protection, collect, retain, and use personal information set forth below of the Company, Account Users, Card Members, and applicants for use of any Account or Card ("Persons"), for the purposes of judging the credit risk of transactions with Persons, including transactions under the Terms and Conditions (including applications therefor, this "Contract"), managing credit which we have extended (including demanding a payment when it is overdue, transferring of receivables, etc.), and offering benefits and services accompanied with the Accounts and/or Cards:
 - Persons' name, age, birthday, gender, address, telephone number, Email address and any other contact information, place of employment, family, residence status, and other information which Persons filled in on relevant application forms, etc. (including the reported changes);
 - dates of application and contract, product name, contract amount, the number of installments, and information on use of Accounts/Cards at Merchants under this Contract;
 - outstanding amount of obligations and monthly status of repayment after the payment under this Contract has commenced;
 - Persons' property, debts, income, expenditure which Persons declared, and information on credit history and status of repayment which we collected, for the purpose of our investigating Persons' current or future credit risk under this Contract;
 - information set forth in documents which are required to verify identification under the Law Concerning Prevention of Transfer of Criminal Proceeds, and information set forth in an income certificate, etc. which Persons submitted to us;
 - contact information, including a forwarding address after move, place of employment, or telephone number, which is collected by us or a party who is contracted by us, and information available on Persons' residence certificate or a copy/extract of Persons' family register which is legally issued;
 - information available in official gazettes or telephone directories, or disclosed to the general public; or
 - information related to online applications such as IP addresses, Internet service providers, cookies, application IDs, and other information on the status and environment of use, etc. of equipment, software (OS and applications, etc.) and communications used for applications, etc., and information related to the application process such as time of application; and
 - other information directly disclosed by Persons or known to us in the course of inquiries from Persons (including phonetic information by means of recording conversation with Persons).
- We may use personal information for the purposes set forth below, in addition to those purposes set forth in Section (1)1., above. Details of our business shall be disclosed on our website.
 - provision of basic functions and ancillary services of a credit card;
 - communication with Merchants and its management, in connection with a credit card;
 - introduction of the businesses of American Express, its subsidiaries or Merchants, that is conducted by mail, telephone, e-mails, etc.;
 - sale and solicitation with regard to financial products or services of American Express, its subsidiaries, or its affiliates;
 - provision of accident insurance, life insurance, mutual aid insurance, and services related or accessory thereto, that is conducted by American Express as an agency under a contract with each insurance/mutual aid provider; provided that purposes of use by each such provider shall be set forth in its website;
 - market research, compiling of statistics, or development of new products, to the extent that is related to our business;
 - in connection with requested travel arrangement, arrangement of, and procedures to receive, services to be provided by a transportation or lodging service company, etc.;
 - response to inquiries or requests, improvement of the level of service, and communication to Persons (including communication related to Charges);
 - execution of rights and obligations of American Express under the laws;
 - measures against misuse; and
 - other purposes with regard to which we separately obtain Persons' consent.
- In addition to the terms set forth in this Section (1)1. and the preceding paragraph, Persons agree that if Persons are representatives of Merchants or Merchants, we will use (including linking and using) the personal information (representatives' name, address, date of birth, telephone number and other information notified by Merchants to us at the time of application and/or notification of change) stated in the Merchant application forms together with the personal information described in this Section (1) 1. (a) and (b) for the purpose of confirming the performance of the obligations of Persons set forth herein, taking necessary measures hereunder, confirming the performance of the obligations of Merchants set forth in the Merchant Agreement, and taking necessary measures under the Merchant Agreement.
- We may use personal information set forth in items (a) through (i) of Section (1)1., above, jointly with the following parties, for the purposes set forth in Sections (1)1. and (1)2., above. We have the responsibility to manage such information.
 - companies whose decisions relating to its financial or business matters are under a direct or indirect control of us, or companies who has a direct or indirect control over our decisions relating to the financial or business matters, and companies who are under a similar control of any of such companies; or
 - companies whose name or logo mark is indicated on the Cards.
- In the following cases, we may disclose to the recipient set forth below, and such recipient may use, personal information set forth in items (a), (b) and (i) of Section (1)1., above, to the least extent required for the achievement of purpose:
 - in the case of disclosure which is made by forwarding personal information by electronic means, etc. to a transportation or lodging service company or, only when necessary, a travel agent, for the purpose of travel arrangement, etc. upon Persons' request;
 - in the case of disclosure which is made to a service providing company for the purpose of provision of accessory services of a credit card (including reservations at

- restaurants or use of mileage program) upon Persons' request; or
 - in the case of disclosure which is made, upon the Company's request, to the Company the Affiliate of the Company (including the Affiliate of the Company which is located in foreign countries) or a third party designated by the Company, for the purpose of analysis of the management and optimization of business travels or other business expenses as well as account management (including various procedures related to a Card).
- Even in the case where we use or disclose personal information to the extent agreed by Persons in paragraphs (c) and (d) of Section (1)2., above, when Persons request the cessation of such use or disclosure, we will take necessary steps to cease the use or disclosure thereafter; provided, however, that introduction of business which is inserted in, or forwarded together with, the Card or Statements.
 - Persons agree that we may submit personal information set forth in paragraph 1. (a) and (h) of this Section to a recipient that operates a fraud detection system in the United States of America for the purposes of judging the credit risk and taking measures against misuse, and that we may obtain and use the results of detection by the fraud detection system of such recipient. Such recipient shall delete the personal information submitted by us after achieving the purposes set forth in this paragraph.

(2) Use of, or Registration with, Credit Information Organizations

- We may use and register certain information with credit information organizations, as follows:
 - In order to make judgment with regard to credit transactions with Persons, we may refer to credit information organizations to which we belong (namely, persons who conduct as their business collecting information related to individuals' payment/repayment ability and providing such information to their affiliated members) ("Member Credit Organizations") or other credit information organizations affiliated with such Member Credit Organizations ("Affiliate Credit Organizations"), and if personal information on Persons is registered, we may use such information. Provided, however, that any information relating to an individual's payment/repayment ability which is registered with Member Credit Organizations and Affiliate Credit Organizations shall not be used for any purpose other than check of payment/repayment ability, pursuant to applicable laws and regulations.
 - The Information to be Registered as set forth in the chart below (Persons' personal information to verify his or her identity and the objective facts of transactions under this Contract) shall be registered with Member Credit Organizations for periods specified in the chart below, and may be used by members of Member Credit Organizations or Affiliate Credit Organizations for the purpose of check of Persons' payment/repayment ability.
 - Personal information registered at Member Credit Organizations pursuant to the previous paragraph (b) may be mutually provided or used among Member Credit Organizations, Affiliate Credit Organizations, and members of those organizations, for the purposes of and within the scope required for the protection and fair use of such personal information such as maintaining the accuracy, updating, resolving complaints, monitoring the compliance of members of those organizations, etc.
- The names, contact numbers, etc. of the credit information organizations, as well as types of information to be registered and periods of registration, are set forth below. If we intend to belong to a new credit information organization to refer to and use registered information, we will notify Persons by a written notice, etc. and follow the designated process in accordance with applicable laws and regulations.

(3) Disclosure, Correction, or Deletion of Information

- Persons may demand, in accordance with the Personal Information Protection Law and by the method prescribed therein, that we or Member Credit Organizations disclose personal information on themselves.
 - For demands to American Express, please inquire at our Membership Service Center, American Express International, Inc., 4-1-1 Toranomon, Minato-ku, Tokyo 105-6920, Japan; Telephone No. 0120-974990; URL: <https://www.americanexpress.co.jp>
 - For demands to credit information organizations, please inquire at each organization set forth below.
- In the event that any of the personal information is found to be untrue, we will immediately correct or delete such information upon request.

(4) In Case of Disagreement:

In the event that Persons do not wish to fill in any item required for application for membership, or in the event that Persons do not approve all or a portion of the treatment of personal information, as set forth herein, we may decline membership or take procedures to cancel the membership; provided that this shall not apply to the cases where Persons do not approve paragraphs (c) and (d) of Section (1)2.

(5) Events of Contract Not Concluded or Membership Withdrawn or Revoked

- If this Contract has not been concluded, the fact of application shall, in accordance with Sections (1) and (2)1.(b), be used for a certain period but shall not otherwise be used, regardless of the reason for non-conclusion.
- After a Card Member's Card Membership terminates due to the expiration of an effective term printed on the face of the Card, withdrawal or revocation of the membership, etc., we will retain and use the Card Member's personal information for the purposes designated in Sections (1)1., (1)2.(i), and (2)1. for a certain period of time as stipulated by laws or regulations or designated by us.

● Names and contact numbers, etc. of Member Credit Organizations

Name: CIC (a Designated Credit Information Organization under the Moneylenders Law and the Installment Sales Law)
Address: Shinjuku First West, 1-23-7 Nishishinjuku, Shinjuku-ku, Tokyo 160-8375
Telephone No.: 0570-666-414
URL: <https://www.cic.co.jp>

Name: Japan Credit Information Reference Center Corp.
(a Designated Credit Information Organization under the Moneylenders Law)
Address: Sumitomo Fudosan Ueno Building 5 Gokan 1-10-14 Ueno, Taito-ku, Tokyo 110-0014
Telephone No.: 0570-055-955
URL: <https://www.jicc.co.jp>

● Name: Japan Credit Information Reference Center Corp.

Name: Japanese Bankers Association, Personal Credit Information Center
Address: 1-3-1 Marunouchi, Chiyoda-ku, Tokyo 100-8216
Telephone No.: 03-3214-5020
URL: <https://www.zenginkyo.or.jp/pcic/>

● The information to be registered and the period of registration Information to be registered

Information to be registered	Credit Information Organization to register with and period of registration	
	CIC	Japan Credit Information Reference Center Corp.
(1) Personal information such as name, birth date, gender, address, telephone number, place of employment, driver's license number, identity verification document number, etc.	During the period any of the information listed in (2), (3), or (4) is registered	
(2) Fact of having applied relating to this Contract	For 6 months from the date on which we made an inquiry to the organization	Within 6 months from the date on which we made an inquiry to the organization
(3) Objective facts of transactions relating to this Contract	During the period a contract is valid and within 5 years after termination (or if settlement is not complete, after full payment)	During the continuation of a contract and within 5 years after termination (provided, however, that in the case of information pertaining to the fact of transferring of receivables, within 1 year from the date of occurrence of such fact)
(4) Facts of delayed payment for obligation	During the period a contract is valid and for 5 years after termination (or if settlement is not complete, after full payment)	During the period a contract is valid and within 5 years after termination (or if settlement is not complete, after full payment)

The information we register include the name, birth date, gender, address, telephone number, place of employment, driver's license number, identity verification document number or other identifiable information, date and type of contract, payment dates, contract amount, line of credit amount, installment number for payment, unpaid balance, expected date of full payment, payment status (including facts of termination, full payment, etc.), and other information designated by each Member Credit Organization.

(Effective as of November 24, 2020)

7. AGREEMENT TO A REPRESENTATION AND WARRANTY OF NOT BEING AN ANTI SOCIAL FORCE

- An applicant ("Applicant") (in the case of a corporation, its beneficial owners, affiliates, and directors or employees, etc. of the corporation or such beneficial owners or affiliates are included) represents and warrants that Applicant does not and will not correspond to any of the following:
 - crime syndicate
 - person who lost his/her status as crime syndicate or member of a crime syndicate less than 5 years ago
 - quasi member of a crime syndicate
 - corporation which has a relationship with a crime syndicate
 - sokaiya (corporate extortionist), gangster calling for a social movement, etc., or violence group specializing in intellectual crimes, etc.
 - symbiont of any of the above
 - person who AEII recognizes to be similar to any of the above
- Applicant hereby warrants that he/she will not conduct any of the following acts by himself/herself or by using other person:
 - act of making a violent claim
 - act of making an unjustifiable claim beyond the legal responsibilities
 - act of threatening or using violence in connection with a transaction
 - act of degrading the credit of AEII or obstructing business activities of AEII by diffusing a rumor, using fraudulent means, or utilizing a power
 - act which is similar to any of the above
- In event that Applicant corresponds to any of the items set forth in Section 1, above or conducted an act corresponding to any of the acts set forth in Section 2, above, AEII may, without notice of demand, decline his/her application for a Card or suspend his/her use of Card. If AEII deems it improper to continue any contract with AEII for any such cause, AEII may cancel the contract immediately. In such case, Applicant shall automatically lose the benefit of delayed payment as well as the membership, and shall immediately make payments of all of the outstanding obligations to AEII. AEII will not be responsible for any damage or cost which may be incurred by Applicant as a result of AEII's taking of any of the measures set forth in this Section 3.

8. IMPORTANT ITEMS RELATING TO APPLYING FOR AMERICAN EXPRESS JR TOKAI EXPRESS CORPORATE CARD

Please ensure to read the below before signing the form if you are converting to an American Express JR Tokai Corporate Cards.

By agreeing with the below statements, I hereby request to convert the current American Express Corporate Card to the American Express JR TOKAI Express Corporate Card.

- In addition to the applicable American Express Corporate Card Annual fee, American Express will charge an annual service fee for the JR TOKAI Express Reservation service 1,375 yen (tax included).
- American Express will provide your personal information listed below to the Central Japan Railway Company ("JR TOKAI"), and may jointly use the information with JR TOKAI for the purpose of issuance of the EX-IC card as well as the provision of basic functions and ancillary services of JR TOKAI, including the Express Reservation Service.

Card number, Card Member name, Card Member embossed name, gender, date of birth, home phone number, employee number, American Express Corporate Card enrolment date, expiry date, company name, mailing address (incl. postal code), phone number on mailing address

- American Express will issue the new American Express JR TOKAI Express Corporate Card with the JR TOKAI logo.
- The Card Member will be bound by the Terms and Conditions for American Express JR TOKAI Express Corporate Card Members. (www.americanexpress.co.jp/TnC/en)

Request for Official Identification Documents

In accordance with the relevant laws, it is required that applicants for cards submit an A4-sized copy of official identification documents containing your name, date of birth, and current home address as provided in the application form.

Please note that if you do not submit this, we will not be able to issue your card.

<Submission of **two** official documents is required>

Please submit an A4-sized copy of two of the following official documents.

- Japanese Driver's License^{*1} ● Driving Career Certificate ● Health Insurance ID Documentation^{*2} ● Passport^{*2}
- Copy of My Number Card (Only front copy) ● Basic Resident Registration Card with Photo^{*1} ● Residence Card^{*1}
- Special Permanent Resident Certificate^{*1} ● Copy of Residence Certificate (within six months of the issue date and which does not contain "My Number")

<Submission of **one** official document for processing>

One **original copy** of your Residence Certificate can be processed as an official document.

- **Original copy** of Residence Certificate (within six months of the issue date and which does not contain "My Number")

***1 Please provide copies of both sides if you have changed address.**

***2 Please make sure that the attached document contains your name, date of birth, and address.**

- ※ We only accept official documents issued by the government that contain the same name, date of birth, and address as provided in the application form.
- ※ Documents with an expiration date, such as a driver's license, must be valid.
- ※ If the registered domicile is on the driver's license or passport, please mask the registered domicile when you send photocopies.
- ※ Please black out your My Number if it appears on any of the documents that you submit.
- ※ If you submit the copy of Health Insurance ID documentation, please mask the Insurer number and insured person number and QR code when you send the photocopies.
- ※ We regret we are unable to return any document copies. We may ask you to submit additional documents if required at the time of card issuance.