

## Travel Provider Portal Enrolment Form

By completing and submitting this form, we confirm that: (i) we have informed the persons named in this form of the purposes of the processing carried out by American Express Services Europe S.A ("American Express"); (ii) we are authorised to provide the personal data included in this form to American Express; (iii) we acknowledge that personal data provided in this form may be processed in accordance with applicable data protection law for the purposes of administrating your participation in the Travel Provider Portal.

For further information on how American Express collects and processes data, please refer to the American Express Online Privacy Policy available at [www.americanexpress.nl/privacy-statement](http://www.americanexpress.nl/privacy-statement)

### 1. User Details

Please detail in the fields below the person who should have access to Travel Provider Portal for managing BTA queries.

First Name(s)

Surname\*

Travel Provider/File Submitter Name\* (Delete as applicable)

Travel Provider/File Submitter Address\* (Delete as applicable)

Town/City  Postcode

Users Email\*

Alert Email\*

*User Email is the Company email address of the nominated user of the portal – Alert Email is the email address to be used for alerts from the portal. Note: This can be a group email address or can be the same as User Email address.*

Office Tel. Number\*(inc. Country & Area Code)

Query Manager  File Manager

Please specify the Countries that you require access for:

Austria  Denmark  Finland  France

Germany  IEC  Italy  Netherlands

Norway  Spain  Sweden  United Kingdom

### 2. Access Details

#### For Query Management

Set-up all Travel Offices\* Yes  No

If you want access for individual travel offices please name them here:

#### For File management

Set up all Submitters ID's\* Yes  No

If you want to add individual submitter ID's please name them here:

### 3. Existing @Work/BTACConnect User Only

@Work/BTACConnect User ID\*

### 4. Authentication Information

This needs to be completed for new users only and will be used to verify your identity if you call us.

Memorable Date\* (DD/MM)

Clue to Memorable Date\*

Verification PIN\* (Last 4 digits of Office Tel. Number)

### 5. Authorisation and declaration

We request that you provide us with access to the Travel Provider Portal. We acknowledge that we are now enrolling in a new service and that the Payments Online Service Terms, set out on page 3 of this form, apply to the new service.

We assume responsibility for the use of the Travel Provider Portal in accordance with the Online Service Terms. We understand that American Express may decline this enrolment.

Signature on behalf of the Travel Provider/Submitter\*\*

Travel Provider / Submitter Company Name\*

Position

Print Name\*

Date\* (DD/MM/YYYY)

#### \* Mandatory Fields

American Express Europe S.A. has its registered office at Avenida Partenón 12-14, 28042, Madrid, Spain. It is registered in Spain with fiscal identification number A-82628041 and is authorised and regulated by the Banco de España with its office at C/ Alcalá 48, 28014 Madrid

Spain. For American Express Europe S.A.'s branch activities in the Netherlands with its branch office at gebouw Amerika, Hoogoorddreef 15, 1101 BA Amsterdam, registered in the register of the Dutch Central Bank ([www.dnb.nl](http://www.dnb.nl)) and registered in the Dutch Chamber of Commerce with the number 71660275 Dutch legislation applies, which can be enforced by the Dutch Central Bank (DNB), Westeinde 1, 1017 ZN Amsterdam.



## Online Service Terms

- a. You must ensure that access to the Travel Provider Portal (the “**Online Service**”) is restricted to individuals that have had their enrolment application for the Online Service approved by American Express (each an “**Online Service User**” and collectively, “**Online Service Users**”).
- b. You must ensure that the Online Service Users only access the Online Service via our secure website <https://tpp.americanexpress.com/tpp/home> (or such other website as designated by us from time to time), using the user identification assigned to each Online User by us or selected by the Online User in the enrolment process for the Online Service, the password associated therewith for use of the Online Service and any other authentication method specified by us from time to time (“**Security Information**”).
- c. Any substitution or replacement of an Online Service User, or addition of any Online Service Users, requires notice to and the assistance of us. You shall be responsible for the Online Service Users and ensure that all Online Service Users comply with the following terms of use of the Online Service:
  - i) Security Information must be protected and treated as confidential at all times and may not be shared with anyone else.
  - ii) You, your representatives and the Online Service Users are not permitted to:
    - download the Online Service;
    - remove any copyright or other proprietary legends or marks from the Online Service;
    - allow any third party access to the Online Service;
    - alter, modify, copy, enhance or adapt the Online Service;
    - attempt to reverse engineer, convert, translate, decompile, disassemble or merge the Online Service with any other software or materials; or
    - otherwise create or attempt to create any derivative works from the Online Service.
  - iii) Upon a suspicion that any other individual or entity has gained access to the Security Information of an Online Service User, You shall ensure that the Online Service User informs us without any undue delay.
- d. All intellectual property rights to and in the Online Service, including, but not limited to, patents, copyrights, trade secrets, and other proprietary rights are owned or licensed by us and we retain all rights to the Online Service as well as to the format and arrangement of any and all reports generated through the Online Service.
- e. Notwithstanding the foregoing, You, acting through your Online Service Users, may download JAVA Applets as applicable based on the Online Service(s) selected and download, keep or merge reports generated through the Online Service.
- f. You will comply, and will ensure compliance with, all applicable laws with respect to the Online Service, including, but not limited to, laws related to the export and protection of technical or personal data. You will only use the Online Service with content and data for which You have all necessary rights.
- g. We reserve the right to conduct scheduled and unscheduled maintenance. We will provide notice of maintenance when reasonably possible under the circumstances. The Online Service may experience unanticipated downtime or interruptions.
- h. Any breach of these terms by you or any Online Service User may result in the termination of access to the Online Service. In any event, the right to use the Online Service will terminate if You cease to act as a travel management company participating in the American Express® Business Travel Account Programme.
  - i. We may change these terms including any fees and charges applicable to the Online Service and introduce new fees and charges from time to time. We will give You at least thirty (30) days’ prior notice of any change. You will be deemed to have accepted any changes notified to You if You or any Online Service User continue to use the Online Service.
  - j. You are responsible for obtaining and maintaining your own compatible computer system, software, and communications lines required to properly access the Online Service. We have no responsibility or liability in respect of your software or equipment.
  - k. You are responsible for all telecommunications and similar charges incurred by You in accessing and using the Online Service.
  - l. We will not be responsible for any misuse of the Online Service by You or the Online Service Users or anyone else, nor for disclosure of confidential information by us through the Online Service where You or any Online Service User has disclosed the Security Information for any reason.
  - m. We may terminate or suspend the use of an Online Service at any time. We will give You prior notice of any withdrawal or suspension of the Online Service except: (i) in circumstances beyond our control; (ii) in the event of suspicion of unauthorised use or breach of the terms of use for the Online Service; or (iii) for security reasons.
  - n. We will not be responsible if any information to be made available via the Online Service is not available or is inaccurately displayed due to systems failure, interruptions in the communications systems or other reasons outside of our control.

For the purposes of these terms:

“**We**” and “**us**” means American Express Services Europe Limited, a company registered in England and Wales under registration number 1833139, including its successors and assignees.

“**You**” and “**your**” means the company or firm whose name and address appear in, and who has executed a Travel Provider Portal Enrolment Form, its successors or assignees.

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