

# The American Express® Business Employee Card Application Form

To apply for an Employee Card, please complete and return the application form via email: [new.accounts.sbs@aexp.com](mailto:new.accounts.sbs@aexp.com) OR Post to American Express International (NZ), Inc. Freepost 1588 (no postage required), PO Box 4005, Shortland Street, Auckland 1140.

Please allow up to 10 business days for processing. All fields are MANDATORY and must be completed in black pen and BLOCK LETTERS.

SECTION 1 – PRIMARY CARD MEMBER DETAILS

First Name

Middle Name

Last Name

Date of Birth

DD / MM / YYYY

American Express Business Card Number

3774- - - - -

By signing below, I acknowledge that I have read and agreed to the Declaration overleaf with respect to the Employee Card Applicant

Signature of Primary Card Member

X

Date

DD / MM / YYYY

PLEASE RETURN YOUR SIGNED FORM EITHER BY:

• post to American Express International (NZ), Inc. Freepost 1588 (no postage required), PO Box 4005, Shortland Street, Auckland 1140 or

• email to [new.accounts.sbs@aexp.com](mailto:new.accounts.sbs@aexp.com)

For Employee Card enquiries, please call us on 0800 656 660 Monday to Friday 8am – 6pm.

Office use only

S/C: 1L7040EA01

CIDS1:      PROD: 730      CNTY: 554      PROC: 4      FEE: 2

ATI: NZC21    PCT: 820VU8    DEL: NOR      SPID: 3SS

SECTION 2 – EMPLOYEE CARD APPLICANT DETAILS

Please provide the Employee Card Applicant's name as you would like it to appear on their new Card. You can use a maximum of 20 characters, including spaces (please spell last name in full)

Title

☐ Mr☐ Mrs☐ Miss☐ Ms☐ Dr

First Name

Middle Name

Last Name

Date of Birth (Employee Card Applicant must be over 18)

DD / MM / YYYY

Current residential address (Please do not provide a PO Box No.)

Unit NoHouse No.

Street Name

Suburb

City

Postcode

Mobile Contact Number

NZ Driver's Licence No.

(Field 5a on your Licence)      (Field 5b)

Note: The NZ Driver's Licence No. will be verified with the NZTA for confirmation of identity.

If the Employee Card Applicant is an existing American Express Card Member, please provide the Employee Card Applicant's Card Number (optional).

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Please note, American Express may need to contact you to gather additional information to verify the Employee Card Applicant's identity.

americanexpress.co.nz

American Express International (NZ), Inc. Incorporated in Delaware, USA.  
Principal Place of Business in New Zealand, Jarden House, Level 5, 21 Queen Street, Auckland 1010  
\*Registered trademark of American Express Company.

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**IMPORTANT: BY SIGNING AND SUBMITTING THIS APPLICATION FORM YOU AGREE TO THIS DECLARATION****TO AMERICAN EXPRESS INTERNATIONAL (NZ), INC ("AMERICAN EXPRESS"):**

By submitting this application, the Business and the Primary Business Card Member (together "you") request that American Express issue the Business Cards specified in the application, and you declare that:

- The information given on the application is true and complete and you authorise American Express to check that information and authorise your accountants to provide and verify any further details requested concerning the information. You acknowledge that American Express relies on this information to consider the application;
- You are financially solvent and able to pay your respective debts when due;
- If the application is approved, you will comply with the Business Card Conditions that American Express will send to the Card Applicant with their Card (receipt of which will be taken to constitute receipt also by the Business) and to the Employee Card Applicant and you and the Business will be jointly and severally be liable to pay all fees, charges and other amounts, under the Business Card Conditions and this Declaration;
- If the application is approved, the Primary Card Member who has selected Membership Rewards will comply with the Membership Rewards Terms and Conditions that American Express will send to them;
- If the Business is a partnership or trust, the Primary Card Member who signed this application form is duly authorised to complete this application and has done so with the knowledge and consent of the Business partners/trust beneficiaries;
- You understand that payment of charges made using an Employee Card will be the responsibility of the Business and the Primary Card Member;
- You understand that the Business and the Primary Card Member will be jointly and severally liable for all Employee Card charges. This includes charges incurred at any time until the Card is cut in half and returned to American Express and no longer used;
- The Business and the Primary Card Member agree to pay to American Express annual fees as follows: \$55 for each Primary Business Card (unless that fee is waived by American Express) and \$40 for each Employee Card (unless that fee is waived by American Express);
- American Express may produce this application or a copy or other reproduction of it as evidence of your application for the Card and your agreement to this Declaration.

**DIRECT MARKETING**

From time to time, American Express, its agents and business partners (including insurance companies) will send you and any additional Card Members information about products, services, offers and other promotions on offer from American Express or jointly with its business partner. These communications may be sent electronically (for example by email, mobile message or push notification), by phone or by post. You can opt-out from receiving direct marketing at any time by calling 0800 656 660. You can also adjust your communication preferences using our Online Preferences or opt-out of email marketing by clicking "unsubscribe" in the footer of our emails. This will continue until you opt-out or until twelve months after you cease being an American Express Card Member.

**AUTHORITY TO AMERICAN EXPRESS UNDER THE *PRIVACY ACT 2020* (NZ):**

In this section "personal information" means information about The Business, the Primary Card Applicant and any Employee Card Applicant(s), including financial circumstances, credit worthiness, credit history, credit standing, credit capacity, use of the Card and conduct of the Account and "organisation" means the organisation, if any, whose name, logo or trademark appears on this application or on the Card issued.

For the avoidance of doubt, no credit checks will be performed on Employee Card Applicant(s) in relation to this application.

To confirm your identity and the identity of any Employee Card Applicants, and to assess your application, and, if it is approved, to establish and manage your Card Account, American Express International (NZ), Inc. needs to:

- Collect personal information about The Business, the Primary Card Member and any Employee Card Applicants in this application form and from other sources, and
- Obtain agreement from the Business and the Primary Card Member in relation to using this personal information.

If you do not provide the information requested or give your agreement American Express may decline your application.

You agree that, subject to the *Privacy Act 2020* (NZ), American Express and its agents may do the following (and provided the application is approved, this agreement continues until such time as the Account is closed and any credit provided is repaid): and

- Obtain credit reports and any other reports about you (relating to this application or otherwise) before, during or after American Express provide services to you, from credit reporting agencies and other businesses that provide commercial credit worthiness information, for the purposes of identity verification and to assess this application.
- Verify with the NZTA, driver's licence information provided to American Express.
- Disclose personal information to credit reporting agencies before, during or after providing credit to you. This includes, but is not limited to:
  - that you have applied for a Card and the credit limit, and that American Express is a credit provider to you;

- advice about Card payments at least 60 days overdue and which are in collection (and advice that payments are no longer overdue);
  - advice that cheque(s) drawn by you, or Direct Debit requests to your financial institution account which you have authorised American Express to make, which are more than \$100 have been dishonoured more than once;
  - American Express' opinion that you do not intend to meet your credit obligations or that you have committed a serious credit infringement; and
  - that credit provided to you has been paid or otherwise discharged.
  - Exchange personal information with credit providers named in this application or in a credit report issued by a credit reporting agency. This is for purposes including but not limited to:
    - assessing your creditworthiness, this application and any subsequent application by you for credit;
    - notifying other credit providers of a default by you;
    - exchanging information about your Card account where you are in default with other credit providers;
    - American Express' approval process as to any transactions you wish to make with the Card; and
    - American Express' administration of your account.
  - Exchange personal information with any person whose name you give American Express from time to time. This includes, for example, for the purpose of confirming employment and income details with any employer, landlord/mortgagee, accountant, financial adviser or tax agent named in this application.
  - If you are in default under your Card Account, notify and exchange personal information with an American Express collection agent.
  - Transfer personal information confidentially to American Express related companies and other organisations which issue or service American Express Cards or provide services to you, subject to appropriate conditions of confidentiality. This includes transferring personal information to the USA or other countries for data processing and servicing.
  - Monitor and record your telephone conversations with American Express from time for training, quality control or verification purposes.
  - Exchange personal information with the organisation named on the application form for marketing, planning, product development and informational purposes including for the administration of a rewards programme, if any.
- You also agree that where you have provided American Express with information about another individual in this application form, you will make sure that the individual is aware of:
- you supplying their information to American Express and the purposes for which American Express have collected the information;
  - their ability to access that information in accordance with the *Privacy Act 2020* (NZ) (and advise American Express if they think the information is inaccurate, incomplete or out of date); and
  - the contact details of American Express' Privacy Officer.

**CONTACTING THE AMERICAN EXPRESS PRIVACY OFFICER**

In accordance with the *Privacy Act 2020* (NZ), any person may access personal information about them held by American Express, and advise if they think it is inaccurate, incomplete or out of date. To arrange access to personal information held by American Express about you, or to enquire generally about privacy matters, write to: The Privacy Officer, American Express International (NZ), Inc., PO Box 4005, Shortland Street, Auckland 1140.

**BUSINESS PURPOSE DECLARATION:**

You declare that the credit to be provided to you by American Express is to be applied wholly or predominantly for business or investment purposes (or for both purposes).

**Please allow up to 10 business days for application processing.  
Contact American Express for Card enquiries on 0800 656 660  
8am–6pm Auckland time, Monday to Friday.**

**Please return your signed form either by:  
Email: [new.accounts.sbs@aexp.com](mailto:new.accounts.sbs@aexp.com) or  
Post: American Express International (NZ), Inc. Freepost 1588,  
PO Box 4005, Shortland Street, Auckland 1140.**

**[americanexpress.co.nz](http://americanexpress.co.nz)**