

# AMERICAN EXPRESS® Corporate Purchasing Card Employee Application

Sole Liability  
Thailand





## DECLARATION BY APPLICANT

### Terminology

**Company Purchasing Card Account** – account of the Company maintained by American Express.

**Individual Corporate Purchasing Card Account** – account of the Individual Corporate Purchasing Cardmember issued under the Company Purchasing Card Account maintained by American Express.

I, the Individual Corporate Purchasing Card applicant, hereby apply to you, American Express (Thai) Co., Ltd., for an American Express Corporate Purchasing Card ("Corporate Purchasing Card"). By signing below, I am asking you to open an Individual Corporate Purchasing Card Account in my name under the Company Purchasing Card Account and to issue a Corporate Purchasing Card in my name.

I agree to use the Corporate Purchasing Card only for business purposes of the Company.

**I understand and agree that the Company will be liable for all charges made with the Corporate Purchasing Card.**

If either you or the Company cancels the Company Purchasing Card Account or either you or I cancel my Individual Purchasing Card Account, the Corporate Purchasing Card issued in my name shall be cancelled automatically.

I authorise you and your affiliates to contact any sources for information (including, without limitation, the National Credit Bureau Co., Ltd.) at any time, to use any information about me, including information from this application and from consumer credit reports for credit decisioning and administrative purposes and to share such information with each other.

I, the Individual Corporate Purchasing Card applicant, whose signature appears below, authorise my employer's nominated individuals to manage my (a) active Corporate Purchasing Card Account(s); or (b) where any payment remains outstanding, my closed Corporate Purchasing Card Account(s) (collectively, the "Subject Account(s)"), and to receive enquiries from American Express (Thai) Co., Ltd. or such other party as it may engage ("Collection Parties"), regarding the collection of outstanding payments owing by myself (if any) in relation to the Subject Account(s).

As a result, I further request and authorise American Express (Thai) Co., Ltd., from time to time, in relation to the Subject Account(s), to (a) disclose to my employer's nominated individuals any and all details in relation to the Subject Account, and (b) comply with any and all of my employer's nominated individuals' maintenance and financial instructions including but not limited to, where applicable, change of address & telephone number, Card activation and account cancellation instructions.

I, the Individual Corporate Purchasing Cardmember, agree that any action performed by my employer's nominated individuals on my behalf within the scope of this Consent Form shall have full force and effect as if performed by me in all respect and I shall accept full responsibilities of such action.

The consent given pursuant to this Consent Form shall remain in full force and effect until American Express (Thai) Co., Ltd. receives and processes written notification from me that I have withdrawn it.

### Warning!!

A late payment fee is applied for the American Express Corporate Purchasing Card. Should the payment not be made in full or be delayed, you and/or the Company, depending on the type of liability, will be subject to a late payment fee. Please ensure you completely understand the product and the Terms and Conditions before signing the application.

To read full terms and condition, please refer to <http://gcpcms.americanexpress.com/th/forms>

Signature of Applicant

Date DD / MM / YYYY

## PLEASE ENCLOSE THESE DOCUMENTS

1. Certified copy of ID card (both front and back for Thai) or Passport (non - Thai)
  2. Certified copy of Work Permit (non-Thai)
  3. Certified copy of the current address proof document issued within 3 months (Thai and non-Thai) e.g. Utility Bills, Lease Agreement, Driving License, ID card, House Registration
  4. A full-face view photograph of yourself directly facing the camera with your ID document (the page that contains the ID photo)
- Please complete personal information in the boxes provided.
  - Please do not use liquid paper or other erasable methods to erase any incorrect information on the application. Please cancel the portion of the information that is incorrect and sign against the cancellation. The correct information should then be provided next to the cancelled portion of the information.
  - Do not make any correction to the printed statement or correct any contents under any circumstances.
  - The signature on every document must be the same as signed on the application form.
  - Your photograph with your ID document: Please face forward with a neutral facial expression and both eyes open in the photograph. Please hold your ID document (showing the ID photo) in one hand next to and without covering your face. Please ensure that the photograph captures the entire ID Card/ Passport
  - Please blind or cross out the information about religion and/or blood type data, before surrendering/providing a copy of the Thai ID card to us and affix your signature at the place where the information is blinded and crossed out.

**DECLARATION BY COMPANY**

The company named in this application ("Company"), through the execution of this declaration by the duly authorised signatory(ies) whose name is set out below, hereby request the issuance of an American Express Corporate Purchasing Card to an individual named in this application who is the employee of the Company. The Company hereby confirms 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 confirms to be bound by the American Express Corporate Purchasing Card Account agreement conditions, with respect to such Corporate Purchasing Card Account.

Signature of Authorised Signatory with Company Stamp (if any)

Name in Full

Position

Date

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Signature of Authorised Signatory with Company Stamp (if any)

Name in Full

Position

Date

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**AMERICAN EXPRESS (THAI) CO., LTD.  
DETAILS OF INTEREST RATE, PENALTY CHARGE, FEES AND OTHER SERVICE CHARGES**

**American Express® Corporate Purchasing Card**

**1. Interest Rate, Penalty Charge, Fees and Other Service Charges**

Interest Rate	N/A
Credit Usage Fee	N/A
Late Payment Fee	16% per annum of Outstanding Balance
Fees or Other Service Charges (Extended Payment Plan)	N/A
Start Date of Interest and Credit Usage Fee or Late Payment Fee	Statement Date

**2. Minimum Repayment**

N/A

**3. Grace Payment Period**

N/A (No Interest on Charge Card)

**4. Card Fees by Type<sup>(1)</sup>**

Joining Fee (one time)	N/A
Urgent New Fee	N/A
Annual Fee (per annum): Card Membership	449.53 - 1649.53

**5. Payment Fee (VAT Inclusive)**

Direct Debit	Free of Charge
Over the Counter at American Express	Free of Charge
Payment by Cheque or Money Order	Free of Charge

**Over the Counter and Electronic Payment Channels (ATM, Internet, Phone Banking) at the Participating Commercial Banks**

**Bangkok and Greater Bangkok area<sup>(2)</sup>/Upcountry area (Baht per transaction)**

	Counter	ATM	Internet	Phone
Bangkok Bank	15/30	15/30	Free of Charge	15/30
Kasikorn Bank	15/50	15/20	Free of Charge	15/25
Siam Commercial Bank	Service not available	15/35	Free of Charge	Service not available
Bank of Ayudhya	15/30	10/20	Free of Charge	10/20
United Overseas Bank	10/20	10/20	Free of Charge	Service not available

**6. Card Replacement Fee<sup>(1)</sup>**

Free of charge

**7. Request Fee for Statement<sup>(1)</sup>**

23.37 Baht/Page

**8. Disputed Charge**

Free of charge

**9. Returned Cheque Fee<sup>(1)</sup>**

200 Baht/Each returned cheque

**10. Credit/Collection Administration Fee**

Free of charge

**11. Fees related to payment to governmental agency**

N/A

**12. Currency Conversion Risk Factor<sup>(3)</sup>**

2.5%

Remarks - N/A is "Not Applicable"

(1) All Fee are excluding VAT

(2) Greater Bangkok areas = Samutprakarn, Nonthaburi and Patumthani

(3) Spending in foreign currency: If you make a Charge in a currency other than Thai Baht, that Charge will be converted into Thai Baht by the American Express currency conversion affiliate, AE Exposure Management Limited ("AEEML"). The conversion will take place on the date the Charge is processed by American Express, which may not be the same date on which you made your Charge as it depends on when the Charge was submitted to American Express. If the Charge is not in US Dollars, AEEML will convert it through US Dollars, by converting the Charge amount into US Dollars and then by converting the US Dollars amount into Thai Baht. If the Charge is in US Dollars, AEEML will convert it directly into Thai Baht.

You understand and agree that the conversion rate AEEML uses, which is called the "American Express Exchange Rate", will be: (i) the rate required by law or customarily used in the territory where the Charge is made or where this does not apply; (ii) based on interbank rates that AEEML selects from customary industry sources on the business day prior to the processing date.

American Express will then add a Currency Conversion Risk Factor of 2.5% assessment on such Charges. The American Express Exchange Rate is set each day from Monday to Friday including bank holidays, except for 1 January and 25 December. When you make a Charge in a currency other than Thai Baht, you may be given the option of allowing a third party (for example, the retailer) to convert your Charge into Thai Baht before submitting it to American Express. If you decide to do this, the exchange rate and any commission or charge will be set by the third party.

As American Express will receive a Charge converted by a third party in Thai Baht, American Express will not apply a Currency Conversion Risk Factor of 2.5%.

To check the preliminary exchange rates for reference, please visit [www.americanexpress.co.th](http://www.americanexpress.co.th) or contact Customer Service Department.

**Complaint/Feedback Channel**

If you are not satisfied with any aspect of our services, you can tell us about your concerns or make a complaint by contacting our Customer Service at 0 2091 2772 or contact Financial Consumer Protection Center (FCC), a unit of Bank of Thailand, Tel: 1213, Fax: 0 2283 6151, Email: [fcc@bot.or.th](mailto:fcc@bot.or.th)

[americanexpress.co.th](http://americanexpress.co.th)

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