

GLOBAL MERCHANT
SERVICES

AMERICAN
EXPRESS

AMERICAN EXPRESS

DANIEL CHEN

DOING BUSINESS
HAS NEVER
BEEN SO EASY

DON'T *do business* WITHOUT IT™

AMERICAN
EXPRESS

Application Checklist

Before returning this application, please check that you have:

- 1) All fields mandatory unless otherwise stated.
- 2) Enclosed a copy of a voided cheque, a bank printed deposit slip or a bank statement as documentary support.
- 3) Attached a copy of your Business Profile from ACRA Biz file and NRIC, passport or FIN identification of all authorised signer and beneficial owners along with any other supporting documents (if required).
- 4) Attached a copy of your board resolution or power of attorney.
- 5) Signed and dated this form.

Upon approval of this application, please do look forward to the following:

- The delivery of American Express' Welcome Pack & Point of Purchase (POP) materials to your establishment.
- A terminal enablement visit from an appointed vendor.
- An email from American Express to your registered email address with your User ID & Password to access your Online Merchant Service (OMS) account any day and at any time.
- A welcome call from an American Express Merchant Services representative.

SERVICE NUMBERS

American Express is dedicated to servicing our merchant partners. If we can assist you in any way, please call one of the appropriate numbers listed below:

- 24-Hour Authorisation 1800-737 8188
- All Other Matters 1800-235 6755

Merchant Card Acceptance Form



GLOBAL MERCHANT SERVICES

Merchant Number | 9 8 0 | Merchant Fees | . | . | %

Merchant Business Information

Registered Name _____
(as in ACRA)

Trading Name _____
(If different from Registered Name)

URL
(If Online Merchant)

Entity Type: ☐ Public Company ☐ Government Body ☐ Private Limited Company ☐ Partnership ☐ Foreign Company
☐ Sole Proprietor ☐ Charity ☐ Trust ☐ Society
☐ Other please specify _____

Registered Address |

Postal Code Country

Principal place of Business (If different from Registered Address)

Postal Code		Country
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Correspondence Address (If different from Principal place of Business)

Postal Code Country

Business Telephone Contact Name Contact No. Fax

Business Email Address

Business Registration Number GST Number

Industry Type	
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Place of Incorporation _____ Date of Incorporation _____ / _____ / _____
DD MM YYYY

Old Merchant Number Date Changeover Effective / /
(Change of ownership only) DD MM YYYY

Payment

Payee Name

Payment Address (If different from principal place of business)	
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Postal Code Country

Direct Credit

(Please provide a copy of bank support – Cheque/ Bank Statement)

Bank Name _____

Bank ID/BSB Account Number

Statement

☐ By electronic (Online Merchant Services (OMS) Payment Reconciliation) ☐ By post (☐ monthly / ☐ weekly)

Resolve Disputes

Tick here if you would like to manage Card Member disputes online.

☐ By selecting this box, I understand I will be managing all disputes raised online through the Merchant Website and will no longer receive paper dispute notifications.

Email Addresses for receiving online dispute notifications (more than one recipient for dispute notifications is recommended):

Email 1: _____

Email 2: _____

Submission

☐ Terminal Enablement

☐ American Express Terminal ☐ Bank Terminal Bank Name Bank Merchant No.

☐ Installation ☐ (Re)Programming ☐ Retrieval Date / / Time: From : : hrs To : : hrs
DD MM YYYY

Existing Terminal Installed: ☐ Yes ☐ No Terminal Provider (Bank Terminal Only)

No. of Terminals Terminal IDs (Please attach any add. IDs separately)

Programming Options: ☐ Manual Allowed ☐ Refunds ☐ Tips ☐ Void ☐ Pre-Auth ☐ 4DBC Enablement ☐ Contactless

☐ No Signature ☐ Extended Payment Plan Remarks

Contact Person for Installation Contact No. Mobile

☐ Online Enablement (American Express representative will contact you separately for online enablement process)

☐ **Safekey**

Technical Contact Contact No. Mobile

Email Address

Payment Gateway

Remarks (If any)

Authorised Signatories

Please provide board resolution or power of attorney to confirm the following individual(s) are authorised to act on your behalf.
Please provide Identification proof. For non-Singaporean/PR please also provide address proof.

Primary Signatory

Title ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other (Please Specify)

Given Name/s (As per your ID) Surname (As per your ID)

Alias Name if any (As per your ID)

Business Title Contact No. (Optional)

Home Address

Postal Code Country

ID Document Type ☐ NRIC ☐ Passport Number ☐ FIN ☐ Other (Please Specify)

ID Document Number

Nationality D.O.B / /
DD MM YYYY

Secondary Signatory

Title ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other (Please Specify)

Given Name/s (As per your ID) Surname (As per your ID)

Alias Name if any (As per your ID)

Business Title Contact No. (Optional)

Home Address

Postal Code Country

ID Document Type ☐ NRIC ☐ Passport Number ☐ FIN ☐ Other (Please Specify)

ID Document Number

Nationality D.O.B / /
DD MM YYYY

Beneficial Owner (Individuals)

Beneficial Owner means an individual who has ultimate ownership or control over the entity as follows:

- a) Owns 25% or more of the entity's shares and/or voting rights, taking into account any aggregated ownerships for companies with cross-shareholdings; or
- b) Does not meet the above threshold, but controls the entity (e.g. CEO, MD, etc); or
- c) Obtaining a declaration on the identity of and the information relating to the beneficial owner if the beneficial owner is not based in Singapore.

☐ Listed Company Stock Exchange/Stock Code: _____

Beneficial Owner 1

Ownership (Percentage of Shares %) _____

Same as: ☐ Primary Signatory ☐ Secondary Signatory

Title ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other (Please Specify) _____

Given Name/s (As per your ID) _____ Surname (As per your ID) _____

Alias Name if any (As per your ID) _____

Home Address _____

Postal Code _____ Country _____

ID Document Type ☐ NRIC ☐ Passport Number ☐ FIN ☐ Other (Please Specify) _____

ID Document Number _____

Nationality _____ D.O.B _____ / _____ / _____
DD MM YYYY

Beneficial Owner 2

Ownership (Percentage of Shares %) _____

Same as: ☐ Primary Signatory ☐ Secondary Signatory

Title ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other (Please Specify) _____

Given Name/s (As per your ID) _____ Surname (As per your ID) _____

Alias Name if any (As per your ID) _____

Home Address _____

Postal Code _____ Country _____

ID Document Type ☐ NRIC ☐ Passport Number ☐ FIN ☐ Other (Please Specify) _____

ID Document Number _____

Nationality _____ D.O.B _____ / _____ / _____
DD MM YYYY

Beneficial Owner 3

Ownership (Percentage of Shares %) _____

Same as: ☐ Primary Signatory ☐ Secondary Signatory

Title ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other (Please Specify) _____

Given Name/s (As per your ID) _____ Surname (As per your ID) _____

Alias Name if any (As per your ID) _____

Home Address _____

Postal Code _____ Country _____

ID Document Type ☐ NRIC ☐ Passport Number ☐ FIN ☐ Other (Please Specify) _____

ID Document Number _____

Nationality _____ D.O.B _____ / _____ / _____
DD MM YYYY

Beneficial Owner 4

Ownership (Percentage of Shares %) _____

Same as: ☐ Primary Signatory ☐ Secondary Signatory

Title ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other (Please Specify) _____

Given Name/s (As per your ID) _____ Surname (As per your ID) _____

Alias Name if any (As per your ID) _____

Home Address _____

Postal Code _____ Country _____

ID Document Type ☐ NRIC ☐ Passport Number ☐ FIN ☐ Other (Please Specify) _____

ID Document Number _____

Nationality _____ D.O.B _____ / _____ / _____
DD MM YYYY

Connected Party

Individual that has executive authority such as a director, chairman, CEO, CFO or managing partner

Same as: ☐ Primary Signatory ☐ Secondary Signatory

Title ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other (Please Specify) _____

Given Name/s (As per your ID) _____ Surname (As per your ID) _____

Alias Name if any (As per your ID) _____

ID Document Type ☐ NRIC ☐ Passport Number ☐ FIN ☐ Other (Please Specify) _____

ID Document Number _____

Declaration

We acknowledge that we have received a copy of the American Express Terms and Conditions for Card Acceptance ("Terms") which are also available online at americanexpress.com.sg/merchant/termsandconditions and we have fully read and understood and we agree to be bound by all Terms. The individual/s signing on behalf of the organisation represents and warrants that he/she has authority to do so and agree and consent to the collection, use and disclosure of his/her, beneficial owner/s and connected party/ies personal information by American Express, its affiliates and third party business partners for the purposes of (i) assessing this Application and conducting checks on the Merchant; (ii) detecting and preventing fraud or criminal activity; (iii) managing risks relating to the business of American Express including credit risk, fraud risk and operational risk; (iv) use it in other way as permitted by or to comply with legal and regulatory requirements; and (v) any other purposes relating to the maintenance of the Merchant Account. The foregoing may be undertaken within and outside Singapore in respect of any of your locations. This includes processing the aforementioned personal information in the USA

• Signature _____ Signature _____ • Date ____/____/____
(Primary Authorised Signatory only) (Secondary Authorised Signatory only) DD MM YYYY

Relationship Manager _____ Contact No. _____ Signature _____

Official use only

Merchant Number 9 8 0

Agreement

Agreement Code Industry Code Country Code Role Type Desc. Bill Code
Desc. Bill Name
Exp. Business Volume Average ROC size

Hierarchy – Relationship

Hierarchy Level x Ref Code
Relationship Type x Ref Code
Mirror SE#

Central Pay Only

Settlement A/C Name Payee Merchant No.

Signing

Signing Sales Rep Signing Reason Set Up Type Servicing Rep -

Payment

Speed of Pay ☐ NBDP ☐ 2BDP ☐ 4BDP ☐ 7DP ☐ 30DP Pay Plan Code
Base Discount Rate . % Net Discount Rate . % American Express Bank Code

Settlement Medium

	S\$	US\$
CHEQEXP/CHEQUE	<input type="checkbox"/> 238	<input type="checkbox"/> 242
Direct Credit BSB 7375/2902	<input type="checkbox"/> 238	
Direct Credit BSB 7339/7171	<input type="checkbox"/> 1068	
Direct Credit BSB 7454	<input type="checkbox"/> 241	
Direct Credit BSB (none of the above)	<input type="checkbox"/> 241	

Addenda

Addendum

- ☐ SRDC 1 (RDR for SGD)
- ☐ SIT00 (online/e-commerce)
- ☐ SKFRA (Safekey - SGD)
- ☐ SFUSD (Safekey - USD)
- ☐ SSMP1 (SMP - Restaurant)
- ☐ SSMP2 (SMP - Retail)

Acknowledgement

I have conducted a site visit at the above-stated Principal place of Business on / / , and met Mr / Mrs / Miss / Other
DD MM YYYY

Name Business Title

I have complied with Appendix A of the Global Merchant Acquisition Policy and have sighted, obtained and attached the necessary supporting documents.

Signing Salesperson

Date / /
DD MM YYYY

Singapore-issued American Express Cards

CONSUMER CARDS

American Express Issued Cards

Premium Charge Cards



The Centurion® Card



The American Express® Platinum Card

Other Charge Cards



The American Express® Gold Charter Card



The American Express® Gold Charge Card



The American Express® Personal Charter Card



The American Express® Personal Card

Credit Cards



The American Express® Platinum Reserve Credit Card



The American Express® Platinum Credit Card



The American Express® True Cashback Card



American Express® CapitaCard



The American Express® Gold Credit Card



The American Express® Rewards Card



The American Express® Blue Credit Card

Co-brand Cards



The American Express® Singapore Airlines Solitaire PPS Credit Card



The American Express® Singapore Airlines PPS Club Platinum Credit Card



The American Express® Singapore Airlines KrisFlyer Ascend Credit Card



The American Express® Singapore Airlines KrisFlyer Gold Credit Card



The American Express® Singapore Airlines KrisFlyer Credit Card

Partner/Bank Issued American Express Cards

DBS



DBS Treasures Black Elite American Express® Card



DBS Altitude American Express® Card

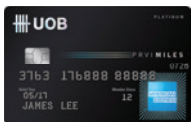


DBS Black American Express® Card



DBS Takashimaya Platinum American Express® Card

UOB



UOB PRVI Miles Platinum American Express® Card



UOB PRVI Miles Platinum American Express® Card

Citibank



Citi PremierMiles American Express® Card

BUSINESS SOLUTIONS



The American Express® Gold Corporate Charge Card



The American Express® Green Corporate Charge Card