

## AMERICAN EXPRESS® CORPORATE PROGRAMME

### Programme Administrator Modification Form - UK

Please complete one form for each Programme Administrator ("PA") per legal entity. The form must be completed by an Authorised Signatory or a PA on behalf of the business. **Only complete those fields that require changing, with the exception of sections 1 and 5 which should be fully completed.** Information provided will be applied across all Account(s) the PA is authorised to manage. If there is insufficient space, please submit additional information on company letterhead, which should be signed and dated. Unless otherwise defined, any capitalised terms used in this form shall have the same meanings as those set out in the American Express Corporate Programme Terms and Conditions/ Global Master Agreement, as applicable. Please note that if Master Control Account ("MCA") details are provided, the PA will have access to all Basic Control Accounts ("BCA") that operate under this MCA.

For any queries, please contact the PA Servicing team at UKPA servicingenrollments@aexp.com or telephone 0800 917 8230 (UK) or +44 (0) 1273 608123 (International)

#### 1. Account and PA Details

Business Registered Name:

Business Registered Address:

Postcode:

Country:

American Express MCA or BCA/  
American Express Company Number:

If you wish to change the Account(s) the PA listed in this form is authorised to manage, please provide these details below. Please provide: the change required (add or delete), the Account(s) and the corresponding product.

Add/Delete Account Number(s)

Product

Add/Delete Account Number(s)	Product
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

If you wish to add or delete access to a Corporate Membership Rewards (CMR) programme, please provide the 12 digit CMR Account number or the 15 digit Card number.

Corporate Membership Rewards:

Please provide the following **current** information we hold on the PA below. This will help us to locate details in our systems.

PA's Full Name:

Email address:

PA's Primary Country:

User ID (if known):

#### 2. PA's Modified Details

Please **only** provide details that require modifying for the PA listed in section 1.

Title:

Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other

Full First and Middle Name(s):

Last Name:

For name changes, please provide supporting documentation i.e. marriage certificate or deed poll.

PA Residential Address:

Postcode:

Country:

Correspondence Address:  
(if different to Business Registered  
Address provided in section 1)

Postcode:

Country:

Work Telephone Number  
(inc. country and area codes):

Work Email Address:

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### 2. PA's Modified Details (Continued)

**If the PA manages Accounts across a number of countries, please nominate your preferred primary country.** The primary country defines the default language and starting page for Online Services.

PA's Primary Country:

Date of Birth (DDMMYY):  Nationality:

Mother's Maiden Name:

PIN (must be 4 digit numeric):  Please do not choose sequential or repetitive numbers, such as 1234 or 5555, replicate your birthday or your Memorable Date.

Memorable Date (DDMM):  Please do not use your own birthday or replicate your PIN.

Clue to Memorable Date:

### 3. PA Permissions and Online Service

The PA will be authorised to administer all servicing activities of the American Express Programme(s). If you would also like the PA to approve Cardmember applications, tick below.

☐ Approve Cardmember applications

The PA will automatically be enrolled into all standard Online Service tools to help manage the Programme(s). If you wish to customise the PA's Online Service tools, please tick this box ☐ and complete the appendix on this form. Please also complete sections 4 & 5.

### 4. Central Card and Paper Statement Delivery

If you require the PA listed in section 1 to receive Cards and/or paper Statements centrally, please provide details below. This will supersede any previous instructions. **Only one Card or paper Statement recipient is permitted per BCA and/or American Express Company Number.**

### 5. Business Authorisation and Declaration

The information you have given in this form is true and correct. On behalf of the business you confirm that: (i) you have informed the persons named in this form of the purposes of the processing carried out by American Express Services Europe Limited ("American Express"); and (ii) you have the authority of the other persons named in this form to disclose their details to American Express. Where the information provided constitutes personal information, you understand that such information will be processed in compliance with applicable data protection legislation. Such personal information shall only be obtained for the purposes stated in this form. You acknowledge that personal data provided in this form may be processed in accordance with applicable data protection law for the purposes of administering your participation in the Programme(s). For further information on how American Express collects and processes data please refer to the American Express Corporate Programme Terms and Conditions/Global Master Agreement, as applicable. Where a PA is employed by an Affiliate legal entity or a third party servicing centre outside the United Kingdom (UK) or European Economic Area (EEA) or whose correspondence address is outside the UK or EEA that you wish American Express to send data or data files on your behalf, you hereby authorise and request American Express and/or American Express's Affiliates to send, transmit, provide, provide access to or make available certain data relating to you and your Affiliates' individual employees, contractors or agents who use the Services to that PA/Affiliate legal entity any data which the PA is entitled to receive. You shall ensure: (a) you have the authority from your employees, contractors or agents that use the Programme ("Individuals") and any Individuals of your Affiliates to request sending the data or making it available on a global basis; and (b) the consent of such Individuals is obtained where required by applicable law. American Express does not take responsibility for any information sent or made available to a PA/legal entity on such authorisation by you. You agree that American Express will effectuate the transfers upon your request with no liability for the further processing undertaken by the PA/Affiliate legal entity. You warrant that you have complied with and will continue to comply with all applicable rules, regulations, judicial or governmental authorities to authorize the transfer of the data as provided for herein and the information herein is correct and that you will notify American Express of any changes. Signed on behalf of the business named in section 1 of this form.

☐ I am signing this form on behalf of the business in my capacity as a PA

☐ I am signing this form on behalf of the business in my capacity as an Authorised Signatory

Title: Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other

Full First and Middle Names:

Last Name:

D D M M Y Y

Signature

X

**Send completed forms by mail to: American Express Services Europe Limited, Corporate UK PA Servicing (UMC 87-03-014), 1 John Street, Brighton BN88 1NH, or email to UKPAservicingenrollments@aexp.com. Please be aware that the internet and some email services may not always be secure.**

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#### 6. Appendix-Customised Online Access

Please select from the options below for the Programme(s) the PA nominated in section 2 is authorised to manage. Online tools marked as optional are not provided as default.

**Corporate Card:**

<input type="checkbox"/> Online Programme Management	<input type="checkbox"/> Standard/ Customised Reporting
<input type="checkbox"/> Corporate Online Payments Allocation (optional) <sup>1</sup>	<input type="checkbox"/> Corporate Membership Rewards @ Work (optional)

**Corporate Meeting Card:**

<input type="checkbox"/> Online Programme Management	<input type="checkbox"/> Standard/ Customised Reporting
<input type="checkbox"/> Corporate Online Payments Allocation (optional) <sup>1</sup>	

**Corporate Purchasing Card/Account:**

<input type="checkbox"/> Standard/ Customised Reporting	<input type="checkbox"/> Corporate Online Payments Allocation (optional) <sup>1</sup>
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**Business Travel Account (BTA):**

<input type="checkbox"/> BTA Online Services
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**BTA with Virtual Payments:**

<input type="checkbox"/> Standard/ Customised Reporting	<input type="checkbox"/> Online Statements
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**vPayment:**

<input type="checkbox"/> Standard/ Customised Reporting	<input type="checkbox"/> NetService <sup>2</sup>
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**vPayment NG:**

<input type="checkbox"/> Customised Reporting	<input type="checkbox"/> Online Statements
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**BIP Solutions:**

<input type="checkbox"/> BIP Solutions (Admin)	<input type="checkbox"/> Online Statements
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<sup>1</sup> By selecting Corporate Online Payments Allocation permission, you agree the user will have "Allocation" access (the alternative is "view only") unless otherwise notified.

<sup>2</sup> NetService is a self registration online Account management tool. Your American Express representative can provide further details on request.