



AMERICAN EXPRESS® INTERNATIONAL CURRENCY CORPORATE CARD

International Currency Corporate Card Reinstatement Request

The reinstatement process only applies to Cards which have been cancelled, and does not apply for Cards which are suspended. If a Card Account has been cancelled for 120 days or more, it cannot be reinstated and the Cardmember should instead apply for a new Card Account using the normal application procedure. Before a Card can be reinstated, please ensure the Card Account balance is zero.

Reinstatement requests must be raised by the Cardmember through the Programme Administrator or the Company's authorised signatory, who must approve and sign the reinstatement request.

A fee of €95 for the International Euro Corporate Card and \$95 for the International Dollar Corporate Card will be applied to the Card Account for this service.

1. Reinstatement Details

Company Name:

Cardmember Name:

International Euro Corporate Card:

##43-9 - ####

Or

International Dollar Corporate Card:

##45-9 - ####

For security reasons please only complete the blanks of the Card number

Please explain why the Card was cancelled:

The reinstatement request will be reviewed on a case by case basis. American Express may decline this reinstatement request without giving reason and without entering into any correspondence. Once reinstated, a new Card will be issued. Confirmation will be sent to the Programme Administrator within 7 working days of the completed request.

If the Cardmember is travelling within 5-7 working days of the request submission date, please use this section to advise the details:

If the reinstatement request is unsuccessful you may have the option to accept a limit on the Card Account. If this is not convenient then we will ask that the declined Cardmember is set up under a Full Corporate Liability Account. Please provide valid Full Corporate Liability Account Number below, or if you do not already have a Full Corporate Liability Account, please contact American Express Representative.

Master Account Number:

2. Company Authorisation

This form must be signed by a Programme Administrator or an authorised signatory, signed for and on behalf of the Company.

We warrant that the information herein is correct and we authorise that a reinstatement Card be issued to the above named Cardmember

Name of Programme Administrator/
Authorised Signatory:

Email Address:

Telephone Number:

Authorised signature

D D M M Y Y

Please return the completed form to Corporate.Reinstatement@aexp.com or fax it to +44 (0) 1273 664241. If sending documents by email, please remember that the internet can be insecure.

Reinstatement_Form_ICC_Feb2019

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