



## AMERICAN EXPRESS® CORPORATE PROGRAM

# Global Data Transfer Form

Please complete the information below if you require American Express to send data or data files to Client Affiliates, Client nominated Consolidators or Program Administrators, or if you authorize American Express to use data as detailed in the attached Terms and Conditions.

### 1. Client Information

Client Registered Name  
(Registered address not required):

Master Control Account or Basic Control Account  
or American Express Company Number  
or Company ID:

### 2. Data Recipients

#### Client Affiliates

Please provide details of the Client Affiliates that you wish American Express to send data or data files on your behalf. For definition of Affiliate please see footnote at the end of page 3\*. If there is not enough space, place additional Client Affiliates on company letter headed paper, dated and signed, and submit with this form. Also include your American Express Control Account Number or Company ID on the attached document.

Client Affiliate Name:	<input type="text"/>
Client Affiliate Address:	<input type="text"/>
Postal Code / Zip Code:	<input type="text"/>
Country:	<input type="text"/>
Client Affiliate Name:	<input type="text"/>
Client Affiliate Address:	<input type="text"/>
Postal Code / Zip Code:	<input type="text"/>
Country:	<input type="text"/>
Client Affiliate Name:	<input type="text"/>
Client Affiliate Address:	<input type="text"/>
Postal Code / Zip Code:	<input type="text"/>
Country:	<input type="text"/>

#### Nominated Consolidator

Please provide details of the nominated consolidator(s) that you wish American Express to send data files on your behalf. If there is not enough space, place additional Consolidators on company letter headed paper, dated and signed, and submit with this form. Also include your American Express Control Account Number or Company ID on the attached document.

Consolidator Name:	<input type="text"/>
Consolidator Address:	<input type="text"/>
Postal Code / Zip Code:	<input type="text"/>
Country:	<input type="text"/>
Consolidator Name:	<input type="text"/>
Consolidator Address:	<input type="text"/>
Postal Code / Zip Code:	<input type="text"/>
Country:	<input type="text"/>

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### 2. Data Recipients (Continued)

#### Country List for Nominated Consolidators

Should you require data files to be transferred from one or more countries to your Consolidators and/or Affiliate, please list the countries below. **Please note at least one country must be listed in this section.** If not enough space, place additional countries on company letter headed paper, dated and signed, and submit with this form. Also include your American Express Control Account Number or Company ID on the attached document.


#### Program Administrator

**For European Clients only:** Please note this section requires completion only where the Program Administrator is employed by a Client Affiliate or Program Administrator servicing center outside the European Economic Area (EEA) or whose correspondence address is outside the EEA. Please provide details of the Program Administrator's employee that you wish American Express to send data or data files on your behalf. If there is not enough space, place additional Program Administrator's details on company letter headed paper, dated and signed, and submit with this form. Also include your American Express Control Account Number or Company ID on the attached document.

Name of Company that Program Administrator is employed by:  
 Address of Company that Program Administrator is employed by:  
  
 Postal Code/Zip Code:  
 Name of Company that Program Administrator is employed by:  
 Address of Company that Program Administrator is employed by:  
  
 Postal Code/Zip Code:

	Country: <span style="border: 1px solid black; display: inline-block; width: 80px; height: 15px;"></span>
	Country: <span style="border: 1px solid black; display: inline-block; width: 80px; height: 15px;"></span>

### 3. Client Authorization

I warrant that the information herein is correct and I will notify American Express of any changes. By signing this form I accept the Terms and Conditions provided with it. I am legally authorized to sign this form and I can bind the Client to this agreement.

Full First and Middle Name(s):  
 Last Name:  
 Job Title:

<p><b>M M D D Y Y</b></p> <div style="border: 1px solid black; padding: 2px; display: flex; justify-content: space-between;"> <span style="width: 15%;"> </span> <span style="width: 15%;"> </span> <span style="width: 15%;"> </span> <span style="width: 15%;"> </span> <span style="width: 15%;"> </span> <span style="width: 15%;"> </span> </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <span style="width: 100%; height: 15px;"></span> </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <span style="width: 100%; height: 15px;"></span> </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <span style="width: 100%; height: 15px;"></span> </div>	<p><b>Signature:</b></p> <div style="border: 1px solid black; padding: 5px; min-height: 50px; display: flex; align-items: center; justify-content: center;"> <span style="font-size: 2em; color: blue;">X</span> </div>
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Once completed, signed and dated, please return to your American Express Representative. For SAP Concur, please return the completed form to [concur\\_cc-eoperator@sap.com](mailto:concur_cc-eoperator@sap.com). When sending documents via email, please remember that the internet can be insecure.

## AMERICAN EXPRESS CORPORATE PROGRAM

# Global Data Transfer Form Terms and Conditions

1. American Express Travel Related Services Company, Inc., and/or its subsidiaries, affiliates or licensees (collectively **“American Express”**), and the client identified in section 1 of the form above, and/or its parent, subsidiaries or affiliates (collectively the **“Client”**), have entered into one or more agreements for the provision of one or more American Express Corporate Program (the **“Services”**).

2. Client hereby requests and authorizes American Express to transmit and/or provide access to certain data relating to Client’s and its Affiliates’ individual employees, contractors or agents who use the Services (such employees, contractors or agents shall collectively be referred to as the **“Individuals”** and such data shall be referred to as the **“Amex Data”**) to Client, one or more Affiliates of Client, to Client’s third party processor identified in section 2 of the form above (the **“Consolidator”**) and/or to the entity that employs Program Administrator of an American Express Corporate Program(s) identified in section 2 of the form above (**“PA Employer”**), and as far as only aggregated data relating to Client’s and its Affiliates’ individual employees, contractors or agents non-American Express spend (**“non-Amex Data”**) is concerned, receive non-Amex Data from Client, its Affiliates and Consolidators, and transmit both Amex Data and non-Amex Data (**“Data”**) to Client, Consolidator, PA Employer or American Express merchant acquiring business entity (**“Merchant Acquirer”**), for the purpose of creating management information or business related reports to be made available to the Client and certain of its Affiliates and/or their respective employees, contractors or agents and/or for the purpose of administrating on all permitted aspects of an American Express Corporate Program(s), and for the purpose of developing merchant acquiring business (the **“Permitted Purpose”**) (collectively, **“Transfer”**). The Transfer shall include Data related to the Services provided in the countries listed in section 2 hereto. Client may update section 2 from time to time upon written notice to American Express. This authorization may be revoked by Client by providing prior written notice to American Express.

3. In consideration of the Transfer, Client hereby represents and warrants to American Express that:

(a) it has complied with and will continue to comply with all applicable rules, regulations, judicial or governmental authorities (**“Laws”**) to authorize the Transfer of the Data as provided for herein;

(b) it will ensure that the Client Affiliate, Consolidator and/or PA Employer (i) complies with all applicable data protection and privacy Laws; (ii) puts into place and maintains appropriate data security measures to ensure that the Data is protected against loss, damage, destruction or any form of unauthorized or unlawful processing and/or access; (iii) keeps and treats the Data as confidential and limits access to the Data to those of the Client Affiliate, Consolidator’s and/or PA Employer’s employees, contractors and agents who have a justified need to know for the purpose of performing the Permitted Purpose; (iv) does not use, process or disclose the Data, or any proprietary information of American Express disclosed in connection with the Transfer of Data, except to the extent reasonably necessary for the performance of the Permitted Purpose; (v) advises the Client immediately of any unauthorized or unlawful processing of or access to the Data; and (vi) promptly destroys all such Data once the use of the Data is completed or ended according to applicable data protection legislation/privacy requirements;

(c) it has the authority to request the Transfer of Data on a global basis. To the extent that applicable Law requires additional consents from the Individuals, the Client shall ensure that such consents are obtained and shall provide copies of such consents to American Express upon

request. Client and/or its parents, subsidiaries or Affiliates shall inform the Individuals about the Transfers, through the appropriate means of communication, determined by Client;

(d) if the Transfer involves Data related to the Services provided in Argentina, the following provisions apply: (i) the Client’s Argentinean Affiliate guarantees that it has obtained the consent of the Individuals to Transfer the Data to one or more of Client’s Affiliates, Consolidator and/or PA Employer, and/or Merchant Acquirer, (ii) the Client’s Argentinean Affiliate hereto declares and acknowledges that this Global Data Transfer Form has no economic value and that as a consequence thereof, neither the Client’s Argentinean Affiliate nor American Express owes any monetary consideration to each other as a consequence of the execution of this Global Data Transfer Form.

(e) if the Transfer involves Data related to the Services provided in Mexico, the following provisions apply: (i) the Client’s Mexican Affiliate guarantees that it has obtained the consent of the Individuals to Transfer the Data to one or more of Client’s Affiliates, Consolidator and/or PA Employer, and/or Merchant Acquirer, (ii) the Client’s Mexican Affiliate hereto declares and acknowledges that this Global Data Transfer Form has no economic value and that as a consequence thereof, neither the Client’s Mexican Affiliate nor American Express owes any monetary consideration to each other as a consequence of the execution of this Global Data Transfer Form.

(f) if the Transfer involves Data related to the Services provided in Japan, the following provisions apply. Under instructions from the Client, American Express may provide personal data of Card Members to a contractor which is located in a foreign country and to which the Client has contracted out the handling, etc. of personal data. The Client represents and warrants that it has obtained all consents and approvals, and made all disclosures required by applicable laws (including the Act on the Protection of Personal Information) to Transfer the Data. The Client also represents and warrants that the Client will appropriately handle personal information of Card Members as required under the Personal Information Protection Act, such as by supervising a contractor if the Client provides personal information of Card Members to the contractor, or when providing information in the event of providing personal data to a third party located in a foreign country (including such provision of information by American Express as instructed by the Client). The Client warrants that any contractor to which the Client entrusts personal data has put in place such system that conforms to the standards set by applicable rules of the Personal Information Protection Commission as is necessary to continuously take measures equivalent to those required by the Personal Information Protection Act to be taken by a business operator handling personal information in connection with the handling of personal data.

4. Client agrees that American Express will effectuate the Transfers upon Client’s request with no liability for the further processing undertaken by the Client Affiliate, Consolidator and/ or PA Employer, and/or Merchant Acquirer. Further, should Client request American Express to Transfer historical Data, Client agrees that American Express will operate such Transfers retroactively to the date requested by Client and American Express shall have no liability for the further processing undertaken by the Client Affiliate, Consolidator or PA Employer.

5. Client will promptly, and without undue delay, notify American Express in writing in the event that the Client becomes aware of any unauthorized or unlawful access to, use of or disclosure of the Data.

## Global Data Transfer Form Terms and Conditions

6. Client agrees that American Express has the right to refuse to Transfer the Data to the Client, Client Affiliate, Consolidator and/ or PA Employer if, in American Express' opinion, the Client, Client Affiliate, Consolidator and/or PA Employer or any third party technology and/or service hosting provider used by Consolidator fails to abide by global data protection legislation and privacy standards or American Express' data protection and/or privacy standards.

7. Client agrees to indemnify, defend and hold American Express harmless from and against all claims, suits, demands, actions, proceedings and litigation (collectively, "Claims") relating to activities undertaken by American Express pursuant to this Global Data Transfer Form, including without limitation: (i) the Transfer of Data as authorized by Client, (ii) the failure of Client's Affiliates and its employees, contractors, officers, agents and/or subcontractors to comply with the provisions set forth in section 3(b) above, and/or (iii) the failure of Consolidator and/or PA Employer, and its employees, contractors, officers, agents and/or subcontractors to comply with section 3(b) above; provided, however, that this indemnification shall not apply to the extent that the aforementioned Claims are caused directly by the negligent or wrongful performance by American Express of its obligations under this Global Data Transfer Form.

Notwithstanding anything in this Global Data Transfer Form to the contrary, neither party shall be liable to the other party for any special, incidental, indirect, consequential, punitive, or exemplary damages of any kind arising from this Global Data Transfer Form or relating to the obligations hereunder.

**\*Affiliate** means any entity that controls, is controlled by, or is under common control with either party, including its subsidiaries. As used in this definition, "control" means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies on an entity, whether through the ownership of voting securities, by contract, or otherwise. For the avoidance of doubt, but not by way of limitation, the direct or indirect ownership of more than 50% of (i) the voting securities or (ii) an interest in the assets, profits, or earnings of an entity shall be deemed to constitute "control" of the entity.