



American Express® International Dollar Corporate Programme
How To Pay Your Company's Corporate Statements

Payment Guide

This guide provides details on how to make payment to American Express via wire transfer for your International Dollar Card Programme. If you wish to pay via direct debit, please contact your American Express Account Representative.

ICC Payment Guide Contents

MAKING THE WIRE TRANSFER	3
PREPARING THE REMITTANCE ADVICE	4
SUBMITTING THE REMITTANCE ADVICE	5

Making the wire transfer

What to include with your transfer

If you're making a payment by wire transfer, it's important that you include your company name, your country, your 11-digit Basic Control Number (BCN) or the full 15 digit Card number for single payments

e.g. COMPANY - GREECE - 12345600012

If the reference field is too short, please abbreviate your company name and country

e.g. COMP GRE 12345600012

Failure to include the BCN will result in delays processing your payment and may even result in Late Payment Charges.

When to make your transfer

Please submit your payment three days in advance of any deadline as overseas payments can take up to three (3) days to appear in our bank account.

Tips for your transfer

To ensure that full payment is deposited, instruct your bank to send funds as a "FULL PAY ITEM". This designation indicates that any additional fees charged by your bank are not deducted from the payment amount, but from the originating bank account. This will avoid short payment of the balance owed. American Express is not liable for any bank fees charged.

The bank details you should quote when sending payment to American Express vary depending on the type of product your Company holds with American Express.

How to transfer

The bank details you use when making your transfer will vary, depending on the type of American Express product your company has:

To pay International Dollar Corporate Card

Bank Name: Standard Chartered Bank

Bank account Number: 3582022339001

Bank Address: Standard Chartered Bank, 1 Madison Avenue, New York, NY 10010, USA

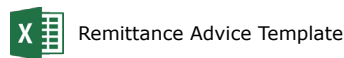
SWIFT Code (BIC): SCBLUS33

Preparing the remittance advice

Remittance advice is a spreadsheet that lets us know how you want us to allocate your payment to your Cardmembers' Accounts. In order for us to correctly allocate your payment, we need you to ensure:

- the remittance advice should be sent at least 24 hours before your payment has been made.
- the total of each allocated payment in your remittance advice exactly matches the payment amount
- you've provided remittance advice for each payment, in the instance that you make multiple payments

To get started, please double-click on the Excel icon to download the remittance advice template:



The spreadsheet must, in alignment with European Data Protection laws, be secured with a password to protect Cardmember information. This can be done as follows:

- File - Save As
- Tools (Within the Save As option)
- General Options
- Password to open - enter chosen password
- Re-enter password to confirm

Please ensure you select "Password to Open" and not "Password to Modify", as this ensures the file cannot be opened as Read Only.

Also, be sure to send us the password via email, and to send the remittance advice in a separate email. Please also include in the subject line Company name, total payment amount, and date.

Submitting the remittance advice

When to submit

It's important that we receive your Remittance Advice at least 24 hours before your wire transfer. This ensures that once we receive your payment, we can correctly allocate it right away.

What to include

Be sure to include the payment amount, your company name, and your Basic Control Number in the subject of the email.

How to submit

Please email your remittance advice to AmericanExpressPaymentServicesIDC@aexp.com.

All Dollar-denominated products are issued by American Express Services Europe Limited has its registered office at Belgrave House, 76 Buckingham Palace Road, London SW1W 9AX, United Kingdom. It is registered in England and Wales with Company Number 1833139 and is authorised and regulated by the Financial Conduct Authority. Where American Express Services Europe Limited cards are issued in the UK but obtained within the European Economic Area, local rules may apply to the way that it conducts its business which can be enforced by that country's applicable regulatory authority.