New Zealand Corporate Card Application Guide



AMERICAN DON'T do business without it "

An easy way to apply for Corporate Cards

The Corporate Card application process is now faster, more secure and collaborative than ever.



Secure Digital Process

DocuSign allows individuals to securely sign and complete the application from any digital device, anytime and anywhere.



Environmentally Friendly

Application process is totally digital, no need to print or scan any paper form.



More Efficient

Initiate, approve and submit applications with just a few clicks. Forms are automatedly circulated to all parties, making it more efficient than ever.



Accurate and Time-Saving

Application contains mandatory fields and does not require any wet signature, significantly reducing administration time.

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Card Application Process

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- 5) Authorised signature
- 6) Completed application

Frequently Asked Questions

Application steps overview



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Receive the form to start the application

For Program Administrator/Application Initiator

You can access the application form from one of the following options.



Form Centre

https://www.americanexpress.com/nz/business/corporate/card-programme/administrators/ Forms for Corporate Card Members

American Express @ Work®

Log in to @ Work > Initiate Card Applications



Already Enrolled?

<u>Click here</u>

Not Yet Enrolled: https://atworkenrollment.americanexpress.com/



Direct web link from Account Managers

Roles assignment For Program Administrator/Application Initiator

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Company information For Program Administrator/Application Initiator

Form will be sent to Card Applicant after clicking 'FINISH'

Please review the documer	ts below.		FINISH	OTHER ACTIONS -
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Company information For Program Administrator/Application Initiator





Company information

For Program Administrator/Application Initiator

The form will be sent to the next signer automatically after PA/Application Initiator completed the company information. At the same time, Application Initiator will receive an email from DocuSign.

	American Express ® Corporate Gold Card Employee Application - Liz Tam DocuSign NA3 System <dse_na3@docusign.net> To Liz Tam ① Trusted Sender - American Express verifies that this email comes from a trusted source If there are problems with how this message is displayed, click here to view it in a web browser.</dse_na3@docusign.net>	— Tip: PA can search the form in mailbox using Card Applicant's name
Tip: Click here to track the progress of application	EXCENSION American Express Corporate Card Program sent you a document to review and sign. REVIEW DOCUMENT	
	American Express Corporate Card Program corporatecardprogram@aexp.com American Express® Corporate Gold Card Employee Application - Combined Liability * * * * * * * *	
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Card Applicant will receive an email after PA/ Application Initiator has completed the company information. Click 'REVIEW DOCUMENT'.

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Check with your PA if you are unsure of the information



Card Applicant can scroll down to add digital signature.

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FINISH OTHER ACTIONS

Click 'FINISH' when completed.

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document.

Declaration by Applicant

Life Corporate Carl applicant. hereby apply to you American Digress International (N2), Inc. for an American Depress Corporate Carl. If insued to me. Targer to use tait Corporate Carl for basiness purposes and to comply with the Terms and Conditions attached to this Application. Lorithy that the information gives in support of my Applications is true and correct. Wu authories American Express to contact your bankers or any other sources and/or reports, in relation to our organisation induced from taut not intel to credit reporting or other similar agreess for the our comparisation induced to an expression of the providing aeroises for the or dentified by American Express before, during or after providing services to us to establish the chosen Accounts. Take authories you berins and Conditional greet that I will be liable with the Company say as out on Chase 3 of the Terms and Conditions attached.

By signing below, I acknowledge that I have read and agree to the declaration stated above, and I have read and clearly understood the Terms and Conditions attached.

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Signature of Applicant			
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Name of Certified Signatory	First Name		Last Name

7. DECLARATION BY AUTHORISED SIGNATORY

On behalf of the Company, Ihendy request issuance of a Corporate Carl to the individual named above and certify that the named individual is an enclose of the Company. Inorim no behalf of the Company that the information given in this application form is to the best of our invalvedge true and correct, and that the Company grees to be build by the American Express Company. Conditions, with respect to such Corporate Card. I warrant that I am authorised to make this adculatation on behalf of the Company. Figure of Authorised Signatory First Name Last Name

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Signature of Authorised Signatory

Date DD / M M / Y Y

Click the paper clip icon to upload document(s).

8. AUTHORITY UNDER THE PRIVACY ACT

order to process your Application and manage your account we need to collect personal information

8. AUTHORITY UNDER THE PRIVACY ACT (CONT.)

For full details about what personal information we will collect and what we may do with your personal information please see **Claves 21 Privacy Act and Consent** of the attached Terms and Conditions. You agree that where you have provided us with information about another individual in this Application form, you will make sure that the individual is avaire of.

you supplying their information to us and the purposes for which we have collected it;
 their ability to access and correct that information; and

the contact details of our Privacy Officer.

If you do not provide the information requested or give your agreement, American Express International (NZ), Inc. may not be able to process your Application.

To arrange access to personal information about you, request a copy of the American Express Privacy Policy Statement or enquire generally about privacy matters, write to: The Privacy Officer, American Express International (NZ), Inc. PO Box 4005, Shortland Street, Auckland 1140.

9. IDENTIFICATION DOCUMENT PROCEDURE

In order to comply with the Anth-Money Laundering and Countering Francing of Terrorism Act 2009 (the Yact'), there are certain procedures that must be undertaken in order to verify your identity. You must undertake the following to availate verification of your identity.

Verification of Identity by Certified Signatory

This is an individual who has been defined under the 'Act' as having authority to sight and certify a copy of an identification document as being an original copy of that identification document.

- The following persons are Certified Signatories
- Commonwealth representative (as defined in the Oaths and Declarations Act 1957)
 An employee of the Police who holds the office of constable
- (as defined in Section 4 of the Policing Act 2008) Justice of the peace

Registered medical doctor
 Kaumátua

Registered teacher

Minister of religion

Lawyer (as defined in the Lawyers and Conveyancers Act 2006)
 Notary public

· New Zealand Honorary consul

Member of Parliament

- Chartered accountant (within the meaning of Section 19 of the New Zealand Institute of Chartered Accountants Act 1996).
- 11. You must have a copy of a primary photo identification document certified. The Certified Spratory must sight the original documentary identification, and make a statement on the copy by writing or stamping. "Certify this to be a frue copy of the original documents yields and which presenters that have shared a dapplicant's name?" The certification must not be over 3 months did. A list of primary photo identification documents and Certified Spratories are listed before.

1.2. You must provide proof of your residential address.

 In order to certify the copy of the primary photo identification document, the Certified Signatory must put the following details on the copy on the same page as the actual identification document. If these are not included processing your Application will * See detailed instructions on Signature and Document attachments in the next pages



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* Required

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Required ull Name* John Smith

ELECT STYLE

UPLOAD YOUR SIGNATURE

SELECT STYLE

DRAW YOUR SIGNATURE

DRAW

There are 3 ways to create your digital signature:



- > Type in your signature name
- > Click "Change style" to select the font style
- > Click "ADOPT AND SIGN" to confirm your digital signature

2) DRAW

- > Type in your signature name
- > Click "DRAW" and create your signature using mouse



Signature successfully added

3) UPLOAD

- > Type in your signature name
- > Click "UPLOAD" to upload your signature image

Tip: Signature style can be saved and reused in other forms





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How to upload ID document(s):

Click on the paper clip icon to upload your ID documents or passport image according to instructions.



Click 'UPLOAD A FILE' to choose a file from your local drive, then click 'DONE'.

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	 Justice of the peace
2. DECLARATION BY AUTHORISED SIGNATORY	 Kaunahai kukukukukukukukukukukukukukukukukukuku
On behalf of the Company, I hereby request issuance of a Corporate Card to the individual named	 Registered teacher
above and certify that the named individual is an employee of the Company. I contrive on behalf of the Company that the information given in this application form is to the best of our knowledge true.	 Minister of religion Lawer (as defined in the Lawers and Convenances Art 2005)
and correct, and that the Company agrees to be bound by the American Express Corporate Card	 Notary public
declaration on behalf of the Company.	 New Zealand Honorary consul
Name of Authonised Signatory First Name Last Name (please plot)	Mancher of Parliament Gradened accountant (within the meaning of Section 19 of the New Zeaked Inc. or of Charliered Accountants Act 1996).
Septement Authorised Septement Date::::::::::::::::::::::::::::::::::::	11. You must have a copy of a primary photo identification document contribut. Certified Signatory must append the original document or primary interface to statement on the copy by writing or stanning. Yournby this be a take copy in copy of a copy by writing or stanning. Yournby this is be a take copy the contribution of the over its months and what of primary photo ident documents and Contribution patries are in blooked.
8. AUTHORITY UNDER THE PRIVACY ACT	 You must provide proof of your residential address. In order to confid the same of the misman above ideal ideal/institute data must the
	Signatory must put the following details on the copy on the same page as the ach
In order to process your Application and manage your account we need to collect personal information about you and share it with our partners and other external sources, including credit reporting agencies.	identification document, if these are not included processing your Application by debaut
The privacy of individuals, including our customers and clients, is of utmost importance to	(a) Print full name of Certified Signatory
American Express, our minuty many subarrien sets but our posses for managing personal information across the American Express businesses operating in New Zealand. Generally we will	(b) Signature
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Credit reporting agencies - Obtaining and sharing your personal information from credit reporting	Primary photo identification document
agencies or other sources in order to assess your Application, determine your credit worthiness,	This is a Government issued identification document containing a current photograph, somethics and carries of the individual emploies for the Cont. If this document is not in Ex-
Company – Exchanging personal information about you with the Company to administer and service access format	It must be accompanied by an English translation prepared by an accredited translator for surflexion prepared by an English translation prepared by an accredited translator
 Marketing lists – Using your personal information including your email for marketing purposes. 	 A current New Zealand Driver's Licence
These communications may be sent electronically (for example by email, mobile message or puch notification), by phone or by post, for can choose to opt out at any time by calling us on 0800 722 333 or by chicking on unsubscripte in an email communication.	If you do not hold a current New Zealand Driver's Licence then a current Passport will b accepted.
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First Name	Last Name	9. IDENTIFICATION DOCUMENT PROCEDURE
		in order to comply with the Anti-Money Laundering and Countering Finan (the Act), there are certain procedures that must be undertaken in



Authorised signature

For Authorised Signer

Authorised Signer will receive an email after Card Applicant has completed the form. Click 'REVIEW DOCUMENT' to sign the form.

American Express® Corporate Gold Card Employee Application - Liz Tam



DocuSign NA3 System <dse_NA3@docusign.net> To Liz Tam

🤲 Reply All	→ Forward	
	Tue 8/03/2022	9:55 AN

Trusted Sender - American Express verifies that this email comes from a trusted source If there are problems with how this message is displayed, click here to view it in a web browser.





American Express Corporate Card Program sent you a document to review and sign.

REVIEW DOCUMENT



Authorised signature

For Authorised Signer





* See P.12 for signing instructions

Tip:

You can click here to view the completed form

) Completed application

The completed form will be automatically sent to our Amex mailbox after all parties have signed and submitted the application.



Your document has been completed

VIEW COMPLETED DOCUMENTS

American Express Corporate Card Program corporatecardprogram@aexp.com

Tip:

Once our team receives the completed application, a notification email will be sent to all parties (Program Administrator/ Application Initiator/ Card Applicant/ Authorised Signer)

Frequently Asked Questions

1. What is the new Card Application process and what are the benefits of using this process?

The new digital experience allows for an **end-to-end digital Employee Card Application process**, which previously included print-outs, wet signature, and physically passing applications.

2. Is American Express using a secured platform to process my personal information?

Yes, American Express takes security very seriously. Each form, with all personal and company data, **is encrypted with the strongest data encryption technologies**. For more information see <u>https://www.docusign.co.uk/products/electronic-signature</u>

- 3. Is the digital application mobile or tablet friendly? Yes, the application can be accessed on **desktop, mobile** and tablet devices.
- 4. What Card products can we apply for using the digital Card application process?

American Express® Corporate Card - Combined Liability, American Express® Corporate Card - Corporate Liability, American Express® Corporate Card - Individual Liability, American Express® Corporate Card - Limited Liability, American Express® Corporate Gold Card - Combined Liability, American Express® Corporate Gold Card - Corporate Liability, American Express® Corporate Gold Card - Individual Liability, American Express® Corporate Gold Card - Individual Liability, American Express® Corporate Gold Card - Limited Liability, American Express® Corporate Gold Card - Limited Liability, American Express® Corporate Meeting Card Individual (Non-Plastic), American Express® Corporate Purchasing Card Individual (Non-Plastic) and American Express® Corporate Purchasing Card Individual (Plastic).

- 5. Who do I contact if I need assistance? If the Program Administrator has questions, they can contact the American Express PA Servicing Team.
- 6. Once the process is initiated, how long do I have to complete an application?

You and your team will have **30 calendar days** to complete your application form, starting from the day you completed the first part and sent the form to Card Applicant.

7. If I save my application for later, how do I access my application again?

After you click '**Finish Later**', the website will ask you to input your email address. A reminder email with a link to the form will be sent to you.

- 8. What happens to my application if the Authorised Signatory originally nominated to approve my application is on unexpected leave and I've completed my Card Application? The application will be on hold until the Authorised Signer completes the application. If the application is not approved within 30 days after it is initiated, a new form is required.
- 9. How can a PA see where a Card Application is at in the process?

Once PA has finished their part and send the form to Card Member, there will be a link to the application sent to PA via email, so PA can check on the form's progress.

Frequently Asked Questions

10. How will the PA know if an application has been rejected by American Express?

An email notification will be sent to the PA if the application has been voided for reasons including errors or misinformation.

11. Are there any notifications sent to remind me to complete my application online?

Yes, reminder emails will be sent to signers to remind them to complete the form.

12. Once my application has been submitted, can I still edit the application?

No, the process cannot be reverted once you have completed your part.

13. What are the required formats of the identity documents?

In order to comply with the Anti-Money Laundering and Countering Financing of Terrorism Act 2009 (the 'Act'), there are certain procedures that must be undertaken in order to verify your identity. You must undertake the procedures outlined in the Application Form to validate verification of your identity. Refer to Section 9 of the Application for full details.

