



## AMERICAN EXPRESS® CORPORATE PURCHASING CARD/ACCOUNT

CPC/CPA\_UK\_AuthorisedUserForm\_July2021

### Authorised User Form (Individual Card/Account)

This Authorised User Form should be used to nominate Authorised Users (individuals). Use a different form if you wish to set up an Account in the name of a department. Please ensure you and your Company complete the Authorised User Form **ON COMPUTER(S)**. When completed please print and have both parties sign the Authorised User Form. If you cannot complete it on screen you may print this Authorised User Form and complete it in **CAPITALS** with black ink. **All fields marked with an \* are mandatory and forms cannot be processed without them.** If you have any queries please contact American Express Customer Service on 0800 917 8208 (01273 607 000)

#### 1. Individual's Details

|   |   |
|---|---|
| *Title:   | Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other <input type="text"/>   |
| *Full First and Middle Name(s):   | <input type="text"/> As they appear in your passport or other official documentation  |
| *Last Name:   | <input type="text"/>  |
| *Date of Birth (DDMMYYYY):  | <input type="text"/>  |
| *Nationality:   | <input type="text"/>  |
| *Please provide your mother's maiden name. This will be used to confirm your identity for security purposes:                  | <input type="text"/>  |
| *Please provide your name as you wish it to appear on the Card in no more than 20 letters and spaces.                         | <input type="text"/> Initials for first names are acceptable  |
| *Do you require a physical Card?  | Yes <input type="checkbox"/> No <input type="checkbox"/>  |
| *Please indicate where you would like your Card to be sent (if applicable):   | Office Address as provided below <input type="checkbox"/> Residential Address as provided below <input type="checkbox"/><br>(Your Card will be delivered to this address unless your Company has arranged to distribute it) |
| *Permanent Residential Address (inc. street number, street name, town, post code, country. Office address is not acceptable): | <input type="text"/><br><input type="text"/><br><input type="text"/>  |
| *Postcode:  | <input type="text"/>  |
| *Country:   | <input type="text"/>  |
| Care of (c/o)/business/PO box addresses are not acceptable.   |   |
| *Company Name:  | <input type="text"/>  |
| *Office Address (inc. street number, street name, town, post code, country):  | <input type="text"/><br><input type="text"/><br><input type="text"/>  |
| *Postcode:  | <input type="text"/>  |
| *Country:   | <input type="text"/>  |
| Department Name   | <input type="text"/>  |
| *Office Telephone Number (inc. country code):   | <input type="text"/>  |
| *Mobile Number (inc. country code):   | <input type="text"/>  |
| E-mail Address: (This will only be used for servicing purposes by American Express)   | <input type="text"/><br><input type="text"/>  |
| Employee Number (if applicable):  | <input type="text"/>  |
| Department Code or Cost Centre (if applicable):   | <input type="text"/>  |

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### 2. Individual Declaration

- a) You understand, acknowledge and agree that American Express Services Europe Limited (“American Express”, “we”, “our” or “us”):
  - i) will collect information about you from: (i) this Authorised User Form and other forms and information you provide to us; (ii) the way you use the Corporate Purchasing Card/Corporate Purchasing Account and our other services including transactions made using the Corporate Purchasing Card/Corporate Purchasing Account with merchants or ATM operators; (iii) surveys and statistical research; and (iv) you, in order to manage the Corporate Purchasing Card/Corporate Purchasing Account (hereinafter collectively referred to as the “Data”);
  - ii) to the extent necessary, may exchange the Data within the American Express entities, including their agents, processors and suppliers; with your employer (including a programme administrator) or its affiliates, including their agents and processors and suppliers; any party authorised by you; your bank, building society or payment card issuer; local regulatory authorities; companies that distribute the Corporate Purchasing Card/Corporate Purchasing Account; any other party whose name or logo appears on the Corporate Purchasing Card/Corporate Purchasing Account; and merchants used by you and/or otherwise process the Data (including profiling), in each case in order to administer and service your Corporate Purchasing Card/Corporate Purchasing Account, process and collect charges on it and manage any benefits, insurance, travel or other corporate programmes in which you or your employer are enrolled, or for security, anti-fraud and regulatory purposes;
  - iii) recognising that the Corporate Purchasing Card/Corporate Purchasing Account is only to be used for business purposes, may use information about you, your account and charges made using the Corporate Purchasing Card/Corporate Purchasing Account, to prepare reports and statistics to enable your employer to uphold an effective administration and procurement policy, as well as in order to fulfil contractual obligations towards your employer. Such reports and statistics may be made available to your employer (including the programme administrator and designated employees) or its affiliates, including their agents and processors for the purposes of administration of the Corporate Purchasing Card/Corporate Purchasing Account and includes detailed information per transaction like your name, Corporate Purchasing Card/Corporate Purchasing Account number, transaction descriptions (including for example dates, values and currencies), information on merchant and merchant industry.
- b) We may exchange the Data with fraud prevention agencies such as the UK Card Association and the CIFAS. If you give us false or inaccurate information resulting in fraud, this may be recorded for security purposes. These records may be used by us and other organisations to make decisions about offering products such as credit and credit-related services, motor, household, life and other insurance products to you and any other party with financial association with you, to make decisions about insurance claims made by you or any other party with a financial association with you, trace debtors, recover debt, prevent fraud and money laundering and manage your accounts or insurance policies.
- c) We, and reputable organisations selected by us, may monitor or record your telephone calls to us or ours to you to ensure consistent servicing levels (including staff training) and account operation, to assist in dispute resolution and follow up on your contractual requests.
- d) We may undertake all of the above both within and outside the UK and the European Union (“EU”). This includes processing your information in the USA in which data protection laws are not as comprehensive as the EU. In these cases, please note that we always take appropriate steps to ensure an adequate level of protection as required by laws in the EU.
- e) We use advanced technology and well-defined procedures to help ensure that your Data is processed promptly, accurately and completely.
- f) We will process your Data as set out above either where you consent to those specified purposes, to comply with a legal or contractual obligation, or because it is necessary for the purposes of our legitimate interests.
- g) In certain instances, you have the right to access, update, and change or correct, or erase your Data. You may also be entitled to restrict how we use your Data and you may also be able to object to your Data being used. Where you have consented to us using your Data, you may withdraw that consent at any time. You may also have the right to receive information about you in a way that can be “ported” elsewhere. Please refer to our Privacy Statement on our website [www.americanexpress.co.uk/privacy](http://www.americanexpress.co.uk/privacy) for more information on exercising these rights. In addition: i) if you wish to opt-out of marketing programmes, we recommend you update your privacy preferences by logging in to [www.americanexpress.co.uk/privacy](http://www.americanexpress.co.uk/privacy). Alternatively, you can write to us at American Express, Dept. 68, 1 John Street, Brighton, BN88 1NH; ii) you have the legal right of access to your personal records held by fraud prevention agencies. We will supply the names and addresses of the agencies we have used upon request to American Express, New Accounts Dept. (OCU), Dept. 149, 1 John Street, Brighton, BN88 1NH; iii) if you believe that any Data that we hold about you is incorrect or incomplete, you should write without delay to American Express, Dept. 2007, 1 John Street, Brighton, BN88 1NH. Any Data which is found to be incorrect or incomplete will be corrected promptly.
- h) We keep the Data about you only for so long as is appropriate for the above purposes or as required by applicable law. If you ask, we will provide you with information on the Data we hold about you in accordance with applicable law.
- i) We may change any provision of this section from time to time. We will give you at least two (2) months’ notice in advance of any changes.

By signing below I confirm I have read and agree to the above.

**\*Individual's Signature**

**\*D D M M Y Y**

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|--|--|--|--|--|--|

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### 3. Designated Manager

A designated manager should approve this Authorised User Form. Please refer to your Programme Administrator for appropriate company policy.

|  |   |
|--|---|
| Designated Manager /<br>Cost Centre Manager First Name(s): | <input style="width: 100%;" type="text"/>   |
| Last Name:   | <input style="width: 100%;" type="text"/>   |
| Job Title:   | <input style="width: 100%;" type="text"/>   |
| Office Address:  | <input style="width: 100%;" type="text"/><br><input style="width: 100%;" type="text"/>                              |
| Postcode:  | <input style="width: 40%;" type="text"/> Country: <input style="width: 60%;" type="text"/>                          |
| Office Telephone Number:                                   | <input style="width: 80%;" type="text"/>  |
| E-mail address:  | <input style="width: 100%;" type="text"/><br><input style="width: 100%;" type="text"/>                              |
| Cost Centre (optional):                                    | <input style="width: 100%;" type="text"/>   |
| *Monthly Spend Limit:                                      | £ <input style="width: 20%;" type="text"/> *Transaction Limit (optional) £ <input style="width: 20%;" type="text"/> |

I hereby approve this Authorised User Form.

**Designated Manager's Signature**

X

D D M M Y Y

### 4. Company Authorisation

It is essential that this form is counter-signed by a Programme Administrator (PA) or Authorised Signatory, signed for and on behalf of the Company.

|   |   |   |
|---|---|---|
| Preferred Supplier List<br>(if account already exists): | <input style="width: 40%;" type="text"/> PSL number     | *Do you wish to use only UK Suppliers: Yes <input type="checkbox"/> No <input type="checkbox"/> |
| *Either<br>15 digit Basic Control Account number:       | Client ID Code <input style="width: 80%;" type="text"/> | If unsure please contact<br>Customer Service on<br>0800 917 8208 (01273 607 000)                |
| Or<br>7 digit Company Number:                           | <input style="width: 40%;" type="text"/>                |   |
| *First Name(s):   | <input style="width: 100%;" type="text"/>               |   |
| *Last Name:   | <input style="width: 100%;" type="text"/>               |   |
| *Job Title:   | <input style="width: 100%;" type="text"/>               |   |

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# Authorised User Form (Individual Card/Account)

### 4. Company Authorisation (continued)

Office Telephone Number:

E-mail Address:



The Company acknowledges it shall instruct the individual detailed in Section 1 of this form to comply with the Terms of Use included in this form. The Company has verified that the details supplied by such individual are correct and has confirmed the identity of the individual and hereby authorises the individual's use of the Corporate Purchasing Card/Account on the Company's behalf.

**\*Signature**

X

**\*D D M M Y Y**

### Submitting this Authorised User Form

**IMPORTANT:** Have you checked this form is complete? Please check that each party has completed all fields.

**Print and sign**

Once completed please print and ensure that:

- The individual has signed and dated Section 2
- The Designated Manager / Cost Centre Manager has signed and dated Section 3
- The Authorised Signatory has signed and dated Section 4.
- The Client ID Code has been provided under Section 4.

Please note digital signatures are not acceptable

Please return this Authorised User Form to:

American Express Services Europe Limited, B2B Team, UMC 87-04-000,

1 John Street, Brighton BN88 1NH

Email: [ukcorporatenewaccounts@aexp.com](mailto:ukcorporatenewaccounts@aexp.com)

If sending documents by email, please remember that the internet can be insecure.

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# Corporate Purchasing Card and Corporate Purchasing Account Terms of Use

### 1. Acceptance

This document sets out the terms of use of the Corporate Purchasing Card and Corporate Purchasing Account. Please read it very carefully and keep it for your reference. By submitting an Authorised User Form (or, if earlier, signing or using the Corporate Purchasing Card or Corporate Purchasing Account), You agree to ensure all Authorised Users comply with these Terms of Use. These Terms of Use shall be open ended and form part of our Agreement with You.

### 2. Definitions

Unless otherwise stated, any definitions used in these Terms of Use shall have the same meanings as those set out in the American Express Corporate Programme Terms and Conditions and in the event of any conflict, these Terms of Use shall prevail.

### 3. Use of Cards/Codes

- a. Only an Authorised User may use the Card. The Authorised User may not permit anyone to use the Card who is not also an Authorised User for that Card or Card Account.
- b. We may or may not issue the Card in the name of the Authorised User.
- c. We may agree with You to restrict the Merchants where the Card or Card Account may be used or to impose limits on use of the Card or Card Account including without limitation, limits on individual Charge amounts, Card or Card Account spend within a specific period, or the total amount of outstanding Charges on the Card or Card Account. You shall procure that the Authorised User consults with the Programme Administrator to find out more about applicable restrictions on the Card or Card Account.
- d. When the Authorised User presents a Card to a Merchant and authorises a purchase by either entering the relevant Code or signing for the purchase in relation to the Corporate Purchasing Card, the Authorised User will be deemed to have consented on your behalf that the Card Account will be debited for payment. For online, telephone, mail order, Recurring Charges or other means of placing orders where the Card is not physically present with the Merchant, the Authorised User will be deemed to agree to the transaction on your behalf when the Authorised User provides the Card number and related Card and Card Account details, uses any other authentication method specified by us from time to time, and follows the Merchant's instructions for processing payment. If the amount of the transaction is not specified at the time the Authorised User authorises it, You will remain liable for the full amount of the resulting Charge. Neither You nor the Authorised User can cancel authorised Charges.

### 4. Permitted Uses

- a. You shall instruct the Authorised User to comply with these Terms of Use and with your instructions, policies and procedures when using the Card. You may have separate policies and procedures that You should ensure that the Authorised User is aware of when using the Card and the Card Account. Your policies and procedures may hold the Authorised User accountable for use or misuse of the Card, including fraudulent use of the Card, failure to take reasonable care of the Card, Codes, Card Account and Card details. You shall procure that the Authorised User consults with the Programme Administrator for the Card Account to find out more about your policies and procedures.
- b. You shall procure that the Authorised User uses the Card for purchases of goods and/or services for the running of your day-to-day business only and that the Authorised User does not use the Card to purchase items for re-sale.
- c. Any termination or expected termination of employment or of any other association of the Authorised User with You and the effective date of such termination has to be notified to the Programme Administrator and us.

### 5. Statements and Queries

- a. You must ensure that the Authorised User notifies us immediately upon becoming aware of any query the Authorised User may have

about any Charge or any transaction data in a Statement or any credit missing from it. Neither You nor the Authorised User may raise any claims in respect of unauthorised or incorrectly executed Charges or missing credits in a Statement after a period of one (1) month from the Statement date. If You fail to contest the accuracy of the Statement or the debit entries within such period after the Statement has been made available, claims and objections to the debit entries (such as, for example, demands for reimbursement) shall be excluded. If we request, You must promptly provide or must procure that the Authorised User promptly provides us with written confirmation of the query.

- b. You will instruct the Authorised User to keep us up to date with his/her name, e-mail addresses, residential address, postal mailing address and phone numbers. You must procure that the Authorised User notifies us immediately of any change of Authorised User contact details. We are not responsible for expenses or extra cost (penalty interests, collection fees) or any other damages to You, if You have neglected your obligation to inform us of changed information.
- c. If we permit You access to Statements via the Online Service and if You have named the Authorised User as someone with access rights, the Authorised User will be assigned a user ID and password (called Security Information). The Security Information is personal and confidential to the Authorised User. You must ensure that the Authorised User keeps the Security Information strictly confidential. You shall instruct the Authorised User not to allow other persons to access the Online Service using the Security Information.

### 6. Preventing Loss, Theft and Misuse

- a. You must ensure that the Authorised User keeps the Card (if issued in physical form), Codes and all Card details safe and confidential. You shall instruct the Authorised User not to share them with third parties except your other employees whom the Authorised User has independently confirmed with You are the Authorised Users for the same Card Account. You must ensure that the Authorised User follows our instructions about using the Card Account, Card and Card details.
- b. You shall instruct the Authorised Users to immediately inform the Programme Administrator if the Authorised User has reason to assume that:
  - i) a Card is lost or stolen;
  - ii) a Replacement Card has not been received;
  - iii) a Code becomes known by a third party;
  - iv) there is suspicion that a Card or Card Account is being misused or a transaction is unauthorised; or
  - v) there is suspicion that a transaction has been processed incorrectly.
- c. If a lost or stolen Card (if issued in physical form) is subsequently retrieved, or if we renew a Card with a new Card on the same Card Account, the Authorised User may not use the lost, stolen or expired Card. The Replacement Card must be used instead. You must ensure that the Authorised User reports the retrieval of the Card immediately to us, and must cut the retrieved Card in two or otherwise destroy it.
- d. You must ensure that the Authorised User gives us all the information in possession of the Authorised User as to the circumstances of any loss, theft or misuse of the Card. We may disclose to relevant investigation services any information relevant to any investigation.

### 7. Cash Advances

The Card or Card Account cannot be used to obtain or withdraw cash.

### 8. No Enrolment in the Membership Rewards Programme

Authorised Users are ineligible for enrolment in the Membership Rewards Programme.