

International Currency Corporate Card

Apply for the Corporate Card Company Account

Please complete this form in English using Blue or Black ink and CAPITAL LETTERS and return it to American Express Services Europe Limited.

Post your application form and copy of passport or ID to:

**American Express Services Europe Limited
UMC 52-04-016, Corporate Card Services,
Department 76, Edward Street, Brighton,
Great Britain, BN88 1AH.**

Fax your application form and copy of passport or ID to American Express on: **+44 (0) 1273 667 135**

Please attach copies of the following documents:

- A current copy of your company's audited financial statement
- A copy of your company's articles of incorporation
- Proof of ID of authorised signatory (Passport or proof of date of birth, place of birth, nationality, address)
- Proof of the authorised signatory's position held within the company e.g. Business Card

Please ensure that the application form is counter-signed by an authorised signatory for the company.

Caveats:

1. Provided the account is settled in full and on time each month.
2. Not all services available at all locations.
3. Enrolment in Membership Rewards is free for the first year. After that an annual fee will be payable, currently of US\$/€32.25 (inc. VAT). Points cannot be earned on the following charges; Cash Advance, American Express Travellers Cheque purchases, Foreign Exchange, and Express Cash transactions and other Account Charges.
4. American Express Services Europe Limited ("AESEL") makes various benefits available to Cardmembers. These benefits derive from contracts which AESEL has made with third parties which AESEL is free to amend, extend or terminate at its sole discretion. These benefits do not form part of AESEL's contract with you but AESEL will aim to inform you 30 days in advance of any changes to the available benefits which may be to your detriment. One of the benefits currently available is the benefit of contracts of insurance made between AESEL and certain insurers, including Business Travel Accident Benefit and Business Travel Inconvenience Benefit. You will lose these benefits if you cease to be a Cardmember. Exclusions apply. Business Travel Accident Benefit: up to US\$/€350,000 for Green Cardmembers and up to US\$/€400,000 for Gold Cardmembers per event when you use the Card to pay in full for public transport. Exclusions apply. See Summary of Benefits for full details and requirements. Business Travel Inconvenience Benefit: Applicable only when you use the Card to pay in full for scheduled flights. Exclusions apply. See Summary of Benefits for full details and requirements.
5. A fee of 4% of the amount withdrawn is charged on each Express Cash transaction. Minimum fee US\$/€10.
6. Certain exclusions and eligibility limitations apply. Subject to American Express and provider terms and conditions.

The Corporate Card

- Flexible spending limit¹
- Global acceptance and support - welcomed around the world. 24 hour English language servicing from the UK as well as 1,700 Travel Service Offices to provide local advice and services²
- Membership Rewards[®] - if chosen by the company, employees will benefit from enrolment in our unique rewards programme. Points are earned on transactions and can be redeemed against free flights, hotel accommodation, car hire and restaurant meals³
- Global Assist - 24 hour helpline for practical help and advice in an emergency including lost and stolen card replacement
- Business Travel Accident Benefit⁴ - benefit of up to US\$/€350,000.
- Business Travel Inconvenience Benefit:⁴
 - Delayed flight/missed connection for more than 4 hours at US\$/€150
 - Baggage delay for more than 6 hours at US\$/€150
 - Baggage lost for more than 48 hours at US\$/€750
- Express Cash - withdraw up to US\$/€500 every 14 days from 650,000 ATMs worldwide⁵
- Online account access to view individually billed statement

The Gold Corporate Card

Offers all the benefits above as well as the following enhancements:

- Priority Pass - provides access to over 460 business class lounges in over 260 airports, whatever the class of travel⁶
- Express Cash - withdraw up to US\$/€1,000 every 7 days from 650,000 ATMs worldwide⁵
- Business Travel Accident Benefit - benefit of up to US\$/€400,000⁴
- Business Travel Inconvenience Benefit:⁴
 - Delayed flight/missed connection for more than 4 hours at US\$/€250
 - Baggage delay for more than 6 hours at US\$/€250
 - Baggage lost for more than 48 hours at US\$/€850

International Currency Corporate Card

Company Account Application - Joint & Several Liability

1. Apply for the Corporate Card

Please complete this form.

**American Express®
International Dollar Corporate Card**

The Corporate Card

**American Express®
International Euro Corporate Card**

The Corporate Card

Please select which type of Cards you require for your employees by ticking the appropriate box.

2. Company Details

Company Registered Name:

Company Registered Address:

Country:

Postcode:

Contact Name:

Tel number: (inc. country & area code)

Fax: (inc. country & area code)

Email address (This will only be used for servicing purposes by American Express):

Date Company Formed: D | D | M | M | Y | Y

Issued share Capital:

Company Registration No:

Nature of Business:

Number of Employees:

Number of Corporate Cards required:

Annual Estimated Spend:

If subsidiary Company please state Parent Company name and address.

Company name:

Company address:

Country:

Postcode:

Tel number: (inc. country & area code)

Please show us how you would like your company's name to appear on the Corporate Card. Full name must not exceed 20 letters and spaces.

If your Company already has an American Express Corporate Card Account please quote your Corporate Card Control Number:

3. Bank Details

Bank Name:

Bank address:

Country:

Postcode:

Contact Name:

Tel number: (inc. country & area code)

Fax: (inc. country & area code)

4. Auditors Details

Name:

Address:

Country:

Postcode:

Contact Name:

Tel number: (inc. country & area code)

Fax: (inc. country & area code)

5. Accountants Details

Name:

Address:

Country:

Postcode:

Contact Name:

Tel number: (inc. country & area code)

Fax: (inc. country & area code)

6. Billing Options

Centrally Billed, centrally settled Individually billed, centrally settled Individually billed, individually settled



International Currency Corporate Card

Company Account Application - Joint & Several Liability

7. Membership Rewards

Please tick if you DO NOT wish to join the membership Rewards programme³

8. Declaration and Authority

Full Name:

Position held:

Company Address:

Country:

Postcode:

We wish American Express Services Europe Limited to issue the Corporate Card to employees and we accept your Conditions of Use, which are set out on the reverse of this brochure. We warrant that the above information is correct and authorise American Express Services Europe Limited and/or its Representatives to contact our bankers, auditors, accountants or any other source to obtain any information they require to establish this System. We understand that American Express Services Europe Limited may decline this application without giving reason and without entering into any correspondence. We acknowledge that we are applying for a charge card account issued by American Express Services Europe Limited, a company incorporated under the laws of England and Wales, and which account is issued from the United Kingdom.

Signed for and on behalf of the above named
Company - Authorised signatory

X

Please complete the Declaration of Company Directors and Owners form overleaf and return with your fully completed application form and all required supporting documentation to American Express Services Europe Limited at the address shown on the front page.



International Currency Corporate Card

Company Account Application - Joint & Several Liability

Declaration of Company Directors and Owners

American Express Services Europe Limited is required by law to gather the following information about the beneficial ownership of your company. We will not be able to process your Application without it.

Unless your company is FSA regulated or is listed on a recognised Stock Exchange, please complete the details below in full. American Express Services Europe Limited will use the information provided to carry out further identification and verification checks, and reserves the right to request additional information at any time.

Ultimate Beneficial Owners

Please provide the details of all individual beneficial owners (natural persons) owning or controlling more than 25% of the company's shares or voting rights, even where these interests are held indirectly, e.g. via a Trust or holding company.

Where beneficial ownership structure is complex, a structure diagram should be provided.

▶

Title:

Forename(s):

Surname:

Home Address:

Country:

Postcode:

Date of birth:

Title:

Forename(s):

Surname:

Home Address:

Country:

Postcode:

Date of birth:

Title:

Forename(s):

Surname:

Home Address:

Country:

Postcode:

Date of birth:

▶

Company Directors

Please provide details of two principal company directors:

Company Registered Name:

Title:

Forename(s):

Surname:

Home Address:

Country:

Postcode:

Date of birth:

Title:

Forename(s):

Surname:

Home Address:

Country:

Postcode:

Date of birth:

▶

American Express Services Europe Limited undertakes not to transfer personal data contained in this Application to any third parties, except if required by law or with your prior consent. American Express Services Europe Limited will not sell your data to anyone. The information collected from you will not be used for marketing purposes. Personal data is retained only for so long as is necessary for the above purposes or as required by applicable law.

The information I have given in this Declaration is true and correct. On behalf of the Company and in my capacity as Authorised Signer I confirm that I have the authority of the other persons named in this Application to disclose their details to American Express Services Europe Limited and I have informed them that further identification and verification checks may be carried out against them as required. Where the information I have provided constitutes personal information, I understand that such information will be processed in compliance with appropriate data protection legislation. Such personal information shall only be obtained for the purposes stated.

Signature Date

Print Name:

Company Name:

Position in company:

Tel number:
(inc. country & area code)

Email address



International Currency Corporate Card

Terms and Conditions - Joint & Several Liability

1. Definitions

- (a) Card means the American Express Card(s) issued at the Company's request and on its Account (the Account) to a person named in an application form duly completed and countersigned by a person authorised to act on the Company's behalf for the purpose of purchasing goods and/or services on behalf of the Company (the Application);
- (b) Replacement Card means the Card specially issued in case of loss, theft or damage;
- (c) Cardmember means the person named on the Card;
- (d) We, our and us mean American Express Services Europe Limited, its successors or assignees;
- (e) Company means the company or firm whose name and address appear on the reverse side hereof;
- (f) Charges means all amounts incurred by the use of the Card, all Card fees including renewal fees, Late Payment Charges referred to below and other fees and costs due under these Terms and Conditions.
- (g) Service Establishment means any business or organisation accepting the Card for the payment of goods and/or services.
- (h) Liability Scheme means the type of liability structure applicable to the Account as set out in section 4 below.

2. Card Fee

The Card fee is charged on an annual basis. Card fees shall be paid initially by the recipient of the statement or invoice in which they appear, whether the recipient is the Company or the Cardmember.

3. Card Issuance

- (a) We reserve the right to:
 - (i) carry out credit checks and exchange information with third parties including credit reference agencies, who may retain records of such checks, which records may be used (where permitted by applicable law) by other organisations in making credit decisions about the Company or any person applying for or issued with a Card and for preventing fraud, tracing debtors or collection purposes and;
 - (ii) decline the issuance of a Card to any person at our sole discretion.
- (b) The Cardmember is the only person who may use the Card bearing his or her name.
- (c) The Company shall instruct the Cardmember that the Card is for use on behalf of the Company, the terms of which shall be communicated to the Cardmember by the Company before the Card is handed over to the Cardmember.
- (d) The Company shall provide us with all information available to it concerning the whereabouts of a Cardmember and his or her address and shall co-operate with us in any investigation concerning the use of the Card or collection of Charges owed by the Cardmember. This provision will continue after the Corporate Card Service has been terminated or after any particular Card has been cancelled.
- (e) The Company shall not, and shall cause the Cardmember not to re-sell or return for cash refund any goods, tickets or services charged to the Card. However, goods and tickets may be returned to a Service Establishment for credit to the Cardmember's account, if the Service Establishment permits such returns.
- (f) The Company shall notify us immediately if the Cardmember's employment is terminated or expected to be terminated and/or the Card is cancelled or withdrawn and the effective date of such action. The Company shall use its best efforts to obtain the cancelled or withdrawn Card from the Cardmember and cut it in two. The Company shall indemnify us against all actions, proceedings, claims and demands arising out of or in connection with any claim against us in respect of any withdrawal or cancellation of the Card that has been requested by the Company.

4. Liability Scheme

Each Cardmember will be responsible for all Charges posted to his or her Card account in accordance with the Cardmember Agreement. The Company, however, shall be jointly and severally liable with the relevant Cardmember for payment to us of all Charges incurred by such Cardmember.

5. Billing

- (a) We will issue the Company and/or each Cardmember (as may be agreed with the Company) a monthly statement of all Charges incurred on the Card(s). All statements shall be settled in accordance with Section 7 of these Terms and Conditions.
- (b) The Company shall notify us (and, if applicable shall cause the Cardmember to notify us) immediately of any change of its or any Cardmember's billing address.
- (c) All annual or other fees associated with the Card are not refundable.

6. Charges in Currencies other than the Billing Currency

For International Euro Corporate Cardmembers: If you make a purchase in a currency other than Euro, that Charge will be converted into Euro. The conversion will take place on the date the Charge is processed by American Express, which may not be on the same date which you made your Charge as it depends on when the Charge was submitted to American Express. If the charge is not in U.S. Dollars, the conversion will be made through U.S. Dollars, by converting the U.S. Dollar amount into Euro. If the charge is in U.S. Dollars, it will be converted directly into Euro. Unless a specific rate is required by applicable law, you understand and agree that the American Express treasury system will use conversion rates based on interbank rates that it selects from customary industry sources on the prior business day, increased by a single conversion commission of 2.0%. If Charges are converted by third parties prior to being submitted to us, any conversions made by those third parties will be at rates selected by them.

For International Dollar Corporate Cardmembers: If you make a Charge in a currency other than U.S. Dollars, that Charge will be converted into U.S. Dollars. The conversion will take place on the date the Charge is processed by us, which may not be the same date on which you made your Charge as it depends on when the Charge is submitted to us. Unless a specific rate is required by applicable law, you understand and agree that the American Express treasury system will use conversion rates based on interbank rates that it selects from customary industry sources on the prior business day, increased by a single conversion commission of 2.5%. If Charges are converted by third parties prior to being submitted to us, any conversions made by those third parties will be at rates selected by them.

7. Payment

- (a) All Charges are due for payment, in full in U.S. Dollars or euro, immediately upon receipt of the monthly statement.
- (b) Any payment made in another currency if accepted by us, will be converted into U.S. Dollars or Euro. This will delay the credit to the account and may involve the charging of conversion costs.
- (c) At our discretion, we may accept late or partial payment as payment in full or payment in settlement of a dispute. But in so doing we do not lose or consent to vary any of our rights under these Terms and Conditions or under law.
- (d) We may charge the Account Late Payment Charges on the overdue balance, monthly in arrears, at the following rate:-
 - i) at 40 days from the first day of billing, 2% of all outstanding sums which are at least 30 days overdue subject to a minimum charge of ten U.S. Dollars or euros (US/€10);
 - ii) at 60 days from the first day of billing and thereafter calculated and applied monthly, 2.5% of all outstanding sums which are at least 60 days overdue subject to a minimum charge of twenty five U.S. Dollars or euros (US/€25).
- (e) We may charge to the Account our costs incurred in respect of any cheque sent to us by the Company, by or on behalf of the Cardmember, any direct debit which is not honoured in its full amount and in respect of any reference of the Account to a third party collector.
- (f) We may charge to the Account our costs incurred in providing any additional goods or services.

8. Queries

- (a) If the Company (or, if applicable, the Cardmember) has any queries about the monthly statement, we must be told immediately.
- (b) Unless required by law, we are not responsible for goods or services charged to the Card. In all circumstances, we must be paid in full the amount shown on the monthly statement. Any dispute shall be settled by the Company with the Service Establishment concerned.
- (c) We accept no responsibility for the failure of any Service Establishment to accept the Card or for any loss or damages arising from the manner of its acceptance or non-acceptance of the Card.

9. Dispensing Machines

If the Card is used in a machine that dispenses travellers cheques or any other goods or services, we accept no responsibility for any loss, whether direct or consequential, that may result from the use of such machines. If a Cardmember enrolls in our Express Cash Service, use thereof shall be governed by a separate agreement but at all times the Cardmember shall remain liable for such use under Section 4 above.

10. Lost Cards

- (a) The Company shall notify us (or, if applicable, cause the Cardmember to notify us) immediately if the Card is lost, stolen or damaged and shall also notify us if it suspects that a Card is being used without authorisation.
- (b) The Company (or if applicable, the Cardmember) is liable for any unauthorised use of the Card issued to a Cardmember to the extent permitted by law.
- (c) However once we have been notified orally or in writing of the loss, non-arrival or misuse of the Card, the Company's (or if applicable, the Cardmember's) liability is limited to a maximum of 50 US dollars or euros up to the moment of reporting provided that the Card has not been used by a person who acquired possession of it with the Company or Cardmember's consent. After we have been effectively notified, the Company's (or if applicable, the Cardmember's) liability will cease.
- (d) If a lost or stolen Card is subsequently retrieved, it shall not be used. The Replacement Card and subsequent renewals thereof shall be used instead. The retrieval of the original Card must be reported to us immediately, and the Card cut in two.
- (e) The Company will provide us (and, if applicable, shall cause the Cardmember to provide us) with all the information in their possession as to the circumstances of the loss, theft or misuse of the Card as we may disclose as we deem necessary any information as we consider relevant to any investigation.

11. Renewal

We will renew all Cards or Replacement Cards before the expiry of the current Cards and will continue to renew Cards in this way until the Company or Cardmember asks us to stop.

12. Corporate Card Service Cancellation

Either we or the Company shall be entitled to cancel the Corporate Card Service by giving to the other four (4) weeks' prior notice in writing, provided always that we shall be entitled to cancel the Corporate Card Service forthwith in the event of a material breach of these Terms and Conditions by the Company or in the event of levels of fraud or financial exposure on the Account deemed unacceptable to us.

13. Card Cancellation

- (a) All Cards remain our property and shall be returned to us on demand. We may revoke the Cardmember's right to use it entirely or in respect of a particular transaction at any time at our absolute discretion and without giving notice to the Company or to the Cardmember.
- (b) We may list cancelled Cards in our Cancellation Bulletin, or otherwise inform Service Establishments of such cancellations.
- (c) The Company shall notify us immediately if the Cardmember's authority to incur expenses on behalf of the Company is terminated for any reason and the effective date of such action. The Company shall use its best efforts to obtain the Card in question from the Cardmember and cut it in two. The Company shall indemnify us against all actions, proceedings, claims and demands arising out of or in connection with any claim against us in respect of any withdrawal or cancellation of the Card that has been requested by the Company.
- (d) If there has been no use of the Card for a period of at least 12 months, we reserve the right to cancel the Card.

14. Change of Agreement

- (a) We may change the Terms and Conditions at any time and inform the Company accordingly.
- (b) We will consider the Company to have accepted the changes if the Company keeps or uses the Card thereafter.
- (c) If the Company does not accept such changes, it may terminate the Corporate Card Service by notifying us promptly in writing and cutting all Cards in two. The Company shall remain liable for all Charges incurred up to the date of receipt by us of its notice of termination subject to the applicable Liability Scheme.
- (d) In the event of any conflict between these Terms and Conditions and any other agreement for the use of the Card, these Terms and Conditions shall prevail.

15. Entire Agreement; Assignment

These Terms and Conditions and the Application attached constitute the entire agreement between us and the Company regarding the Corporate Card Service and all prior representations, agreements and understandings are hereby excluded. We may assign this Agreement and all Accounts issued under it by giving you prior written notice. You may not assign this agreement without our prior written consent.

16. Confidentiality

- (a) To ensure international acceptability, information about the Account may be transferred confidentially within the worldwide American Express Card Service. We reserve the right at any time to participate in credit exchange schemes.
- (b) All business or professional secrets or other information disclosed or supplied by one party to the other shall be kept confidential other than is necessary for the proper performance of the Corporate Card Service or as agreed in writing between the parties.
- (c) The parties shall treat these Terms and Conditions as confidential and shall not disclose such information to any third party without the other's written consent, or unless required by court order, law, regulation or any regulatory or supervisory authority.

17. Data Use.

Notwithstanding the Confidentiality provisions of section 16, you understand and agree that we will: 1) disclose information about you, your employees and the services selected by you, to the extent necessary to perform the services, to computerised reservation systems, to airlines and other suppliers to travel and travel related services to companies within our group of companies world wide (including its appointed representatives and licensees) and receive said information from such parties for the provision by us of the services contemplated by this Agreement; 2) disclose information about you, your employees and how you use the services to your bank or payment systems organisations selected to the extent necessary to permit the invoicing of and payment of services (3; use process and analyse information about how you and your employees use the services to develop the reports, to enable you to maintain effective expense policies and procedures. The information used to develop reports to may be obtained from specified sources such as computerised reservation systems, airlines and other suppliers of travel and travel related services from our appointed representatives, licensees, agents and suppliers. We use advanced technology and well defined employee practices to help ensure that you and your employees information is processed promptly, accurately and in confidence; these reports will be returned to the Company as soon as this Agreement is terminated and may not be used or disclosed by American Express after this Agreement has been terminated 4) Keep the information about you and your employees only for so long as is appropriate for the purposes of this Agreement or as required by applicable law; all of the aforementioned information shall be considered exclusive property to the Company and (5) undertake all the able both within and outside the European Union. This includes processing you and your employees information in the United States of America and other countries outside the European Union in which data protection laws are not as comprehensive as in the European Union. We undertake that we have taken and shall always take appropriate steps to ensure that you and your employees information will have the same protection in the United States of America and the other countries outside the European union as such information would have within the European Union. Any authorisation contained herein or in the Application to disclose information constitutes a consent for the purposes of the Data Protection Acts, 1988 and 2003.

18. Applicable Law

- (a) These Terms and Conditions and all matters arising of the issue or use of Cards are subject to the laws of the UK. You agree however that we may conduct collection proceedings in any jurisdiction in which the Company may be resident from time to time pursuant to local law.
- (b) The Company agrees to comply with all applicable exchange control regulations, which may be issued from time to time.