

AMERICAN EXPRESS® CORPORATE PROGRAMME

Programme Administrator Modification Form - Sweden

This form may be used to modify the details or the permissions of the existing Programme Administrators ("PA") for your Corporate Programme. The form must be signed by Authorised Signatories or a Signatory Rights PA on behalf of the Company. Only complete those fields that require changing, with the exception of section 1 and 4 which should be fully completed. Information provided will be applied across all Account(s) the PA is authorised to manage.

NOTE:

- **One form is required per legal entity**
- **One form is required per PA update**
- **All fields of the relevant sections MUST BE completed in order for this form to be processed (unless otherwise stated)**

Please save this PDF Form and open it with Adobe Acrobat to make it function correctly. Complete this form on a computer. When completed, return it by email or mail provided at the bottom of this form. Please note that the internet can be unsecure and therefore we recommend you use a secure encryption method when sending personal data and/or documentation to us via email to safeguard your personal data.

For changes regarding Name, Email, Mobile Phone Number, Residential address, and authentication details, please provide a certified copy of your ID Card*. For changes regarding residential address please provide proof of address**. For changes regarding Name please provide supporting documents e.g., marriage certificate.

1. Account and PA Details

Company Registered Name:	
Company Registered Address:	
Postcode & City:	
Country:	
Organisation Number:	

If you wish to change the Account(s) the PA listed in this form is authorised to manage, please provide these details below. Please provide: the change required (add or delete), the Account(s).

Add/Delete Account Number(s)

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

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In case the PA is authorised to manage multiple Company Accounts, but not the complete Master Control Account please provide each relevant Basic Control Account Number:

Add/Delete Account Number(s)

Please provide the following **current** information we hold on the PA below. This will help us to locate details in our systems.

PA's Full Name:	
Email address:	
PA's Primary Country:	
Online Service User ID (if known):	

2. PA's Modified Details

Please **only** provide details that require modifying for the PA listed in section 1.

First Name(s):	
Last Name:	

For name changes, please provide supporting documentation e.g. marriage certificate.

Correspondence Address:
(if different to Company Registered Address provided in section 1)

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2. PA's Modified Details (Continued)

Postcode & City:	
Country:	
Residential address:	
Town:	
Postcode:	
Country:	
Work Telephone Number (inc. country and area codes):	
Work Email Address:	
	If the PA manages Company Accounts across a number of countries, please nominate your preferred primary country.
PA's Primary Country:	
	The PA will be required to provide the following information for identification and access purposes.
Verification PIN (must be 4 digit numeric):	Please do not choose sequential or repetitive numbers (such as 1234 or 5555), your birthday or your Memorable Date.
Memorable Date (DDMM):	Do not use a date that is the same as your Verification PIN and do not use your Birthday, 2412 or 0101 or any other date that is too transparent.
Clue to Memorable Date:	
Password:	Password will only be used over the phone and is not the same as the password that is used for online services. Password can consist of both letters and digits.

3. PA Permissions and Online Service

	☐ Please tick box if you wish to change the Servicing PA permissions to Signatory Rights PA permissions, i.e. in addition to administering all servicing activities, the PA can approve Cardmember applications and nominate additional PAs.
	☐ Please tick box if you want to remove/add the PA's Online Service accesses and complete the "Customised Online Access" section which will display below.
	Customised Online Access
	Please select from the options below for the Programme(s) the PA nominated in section 2 is authorised to manage.
Card:	☐ Online Programme Management (Corporate Card only)
	☐ Reporting (Standard/Customised)
Business Travel Account:	☐ BTACConnect/Online Statements

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4. Business Authorisation and Declaration

The information you have given in this form is true and correct. On behalf of the business you confirm that: (I) you have informed the person named in this form of the purposes of the processing carried out by American Express Europe S.A. ("American Express"); and (II) you have the authority of the other persons named in this form to disclose their details to American Express.

Where the information provided constitutes personal information, you understand that such information will be processed in compliance with applicable data protection legislation. Such personal information shall only be obtained for the purposes stated in this form. You acknowledge that personal data provided in this form may be processed in accordance with applicable data protection law for the purposes of administering your participation in the Programme(s).

For further information on how American Express collects and processes data please refer to the American Express Corporate Programme Terms and Conditions/Global Master Agreement, as applicable.

Where a PA is employed by an Affiliate legal entity or a third party servicing centre outside the United Kingdom (UK) or European Economic Area (EEA) or whose correspondence address is outside the UK or EEA that you wish American Express to send data or data files on your behalf, you hereby authorise and request American Express and/or American Express's Affiliates to send, transmit, provide, provide access to or make available certain data relating to you and your Affiliates' individual employees, contractors or agents who use the Services to that PA/Affiliate legal entity any data which the PA is entitled to receive. You shall ensure: (a) you have the authority from your employees, contractors or agents that use the Programme ("Individuals") and any Individuals of your Affiliates to request sending the data or making it available on a global basis; and (b) the consent of such Individuals is obtained where required by applicable law. American Express does not take responsibility for any information sent or made available to a PA/legal entity on such authorisation by you. You agree that American Express will effectuate the transfers upon your request with no liability for the further processing undertaken by the PA/Affiliate legal entity.

You warrant that you have complied with and will continue to comply with all applicable rules, regulations, judicial or governmental authorities to authorize the transfer of the data as provided for herein and the information herein is correct and that you will notify American Express of any changes. Signed on behalf of the business named in section 1 of this form.

☐ I am signing this form on behalf of the Company in my capacity as a Signatory Rights PA

☐ I am signing this form on behalf of the Company in my capacity as an Authorised Signatory as per trade register and attach a certified** copy of a valid passport or EEA National Identity Card

First Name(s):

Last Name:

Personal ID Number (YYMMDD-NNNN):

Please provide a certified copy of a valid passport or EEA National Identity Card**

☐ I do not have a Swedish ID number or I am not registered in the Swedish population register.

Date of Birth (DDMMYY):

Please provide a certified copy of a valid passport or EEA National Identity Card**

Work Email Address:

Job Title:

D D M M Y Y

Authorised Signature

X

If additional Company Authorised Signatory is required to sign this form, please click the button add more signatories.

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We accept both handwritten and email signature. If you sign by email, please send the completed form to CorporateCardSweden@aexp.com from the personal business email address of the Signatory Rights PA or Authorised Signatory and write "Take this as my signature to the attached form" in the email. If more than one Authorised Signatory is required to sign, please forward the signed email with the form attached to the next Signatory to sign before sending the completed form to American Express.

In case of handwritten signature, please return the signed form by email to CorporateCardSweden@aexp.com or by post to American Express Europe (Sweden branch), 106 82 Stockholm, Sweden.

Please make sure that the Business Authorisation and Declaration section is completed before sending the document.

5. Documentation

[Add certified ID Copy]



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[Add certified ID Copy]



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[Add certified ID Copy] **Add the box if the button "add more signatories" is clicked.**



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[Add certified ID Copy] **Add the box if the button "add more signatories" is clicked.**



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[Add Proof of residential address]

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[Add Supporting documents]

***Certified copy of ID:**

Another person must certify that the copy matches the original. This person must write "certified" and sign their name (with name clarification) and add their contact details. The individual must be of legal age. The following Government issued identity documents are acceptable.

- Valid Passport
- Valid EEA National Identity Card containing Date of Birth and Nationality

Only applicable when applicant lives in Sweden

- Valid Swedish Driving License
- Valid Swedish Identity Card

****Following documents are acceptable as Proof of Address verification in an original or copy form:**

- Electricity, Gas or Water statement
- Bank or Building Society statement
- Rent slip ("hyresavi")
- Landline Telephone statement
- Social insurance document ("försäkringskassan")
- Cable, Satellite, TV or Internet bill
- Annual Mortgage statement
- Government issued correspondence, i.e., tax bill, income tax bill

GCS SE PA Modification Form January 2025

American Express Europe (Sweden branch) S.A., filial, registered with Bolagsverket (the Swedish Companies Registration Office), branch register number 516411-3911. Address: Tegeluddsvägen 21, 115 41 Stockholm. A branch under the supervision of Finansinspektionen (the Swedish Financial Services Authority), and registered in the Swedish Financial Services Authority's company registry (number 82862). A branch of American Express Europe S.A., which has its registered office at Avenida Partenón 12-14, 28042, Madrid, Spain and is a company registered in Spain with the Registro Mercantil Central (Central Commercial Registry) under number

A-82628041 and authorised by the Banco de España (the Central Bank of Spain) for the provision of payment services (number 6837).