

American Express Banking Corp.
(Incorporated with Limited Liability in the USA)
Cyber City, Tower "C", DLF Bldg. No.8,
DLF City Phase - II
Gurgaon-122 002



Dear Business Partner,

American Express introduces Electronic Payments for Card Transactions

We are pleased to inform you that we have *implemented the National Electronic Funds Transfer (NEFT)* facility provided by The Reserve Bank of India.

This enables us to *directly credit your Bank Account**, for quick transfer and payment of funds to you. The cheque transmittal advice, providing the details for charges submitted, will follow in the normal mail, *so you no longer need to deposit cheques and wait for clearance.*

As a payee bank for all **American Express Card Transactions**, we encourage you to utilise this pioneering facility. All you need to do is fill the details in the Consent Form at the bottom of this page and mail the original to us in the enclosed Business Reply Envelope. Also please enclose a voided or photocopy of a cheque leaf of your Current Account to which you want the funds to be credited. Please note that the cheque provided by you should have the Indian Financial Standard Code (IFSC) of your Bank. Incase, the IFSC code is not available with you, we request you to check with your Bank and provide the same.

Please do ensure that your Bank Account Number is correctly mentioned.

This is another step in our constant endeavour to offer quality service to our business partners. We look forward to a mutually rewarding relationship with your establishment.

If you need additional information, please contact the Establishment Service Hotline :

Yours Sincerely

Pranav Barthwal
Vice President & Market Head - GMS
India & Area Countries

Helpdesk (Tollfree) : 1800 419 1414
(Landline) : 0124 280 1414

**Conditions apply*



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PARTICIPATION CONSENT FORM

We wish to participate in the direct credit payment service offered by American Express through National Electronic Fund Transfer. We have read and understood and agree to abide by and be bound by the Terms and Conditions of the direct credit payment service addendum.

Establishment No:

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 Establishment Name.: _____

Bank Current Account Number: _____ IFSC Code: _____

Bank/Branch: _____

Signature(s): _____

Name(s) of Authorised Signatory(ies): _____

Designations(s): _____

E-mail ID: _____ Alternate E-mail ID: _____

Date: _____ Company Stamp: _____

IMPORTANT: Do not forget to attach a voided Cheque or photocopy of a cheque leaf of your current account

Direct Credit Payment Service Addendum

The addendum will supplement and to the extent inconsistent with them, modify the basic Terms and Conditions of your Service Establishment Agreement ("Agreement") with us.

1. **Overview :** Under the Direct Credit Payment Service, we will pay you for charges through direct credits to your Current Account with your designated Bank through National Electronic Fund Transfer. These payments will be made under, and subject to, the provisions of this addendum.
2. **Your Account:** Your Account will continue to be governed solely by your Agreement with your designated Bank. You agree, however, to supply us with and keep us updated at all times with complete and accurate details about your Account such as the Account Number, Branch Location and the Authorized Signatories on the Account. You also agree to notify us in writing at least 30 days in advance on your cancellation/closure of this Account (This notice must be signed by the authorized Signatory(ies) to the Account). We will not be liable to you for any credits to the account that are miscredited, stolen or otherwise lost due to your failure to comply with these information and notice requirement.
3. **Procedures for Direct Credit :** You agree to comply with any procedures established by us from time to time as a condition of your participation in the Direct Credit Payment Service. We are entitled to modify such procedures from time to time at our sole discretion by giving you at least 30 days advance written notice of the modifications. You are responsible for any loss to either you or to us due to your failure to comply with such procedures.
You authorize your Bankers to release any information to us as may be required from time to time without reference to you.
4. **Account Adjustments:**
Miscredits: We will notify you if any credit is mistakenly applied to your Account. You agree to refund any excess payment to us promptly upon our notifying you of the same. You authorize us to offset the amount of any such excess payments from any other amounts we may owe you. You also authorize us to recover such excess payment by way of a debit to your Account.
Charge backs : We will notify you if any amounts that are being charged back to you. You agree to refund to us any such amounts being charged back to you from any other amounts that we may owe you. You also authorize us to recover such amounts being charged back to you by way of a debit to your Account.
5. **Terms & Termination :** This addendum will take effect if and when you commence participation in the Direct Credit Payment Service and will remain in effect until terminated. The addendum will terminate automatically if and when the agreement terminates. Either party may also terminate this addendum immediately and at any time by providing written notice of termination to the other party. If the addendum is terminated but the agreement remains in effect, you will automatically be enrolled in the Cheque Payment Plan. Upon termination of the Addendum, you must also return to us any or all equipment, envelopes, forms or the materials we may have provided to you for purpose of the Direct Credit Payment Service.
6. **Amendments :** We may amend this addendum at any time upon written notice to you.
7. **The Agreement:** The Agreement as a whole, as supplemented and modified by this Addendum, remains in full force and effect. All works used in the Addendum have the meaning given to them in the Agreement.

BY SIGNING AND SENDING THE PARTICIPATION CONSENT FROM, YOU ACKNOWLEDGE, UNDERSTAND AND AGREE TO THE TERMS MENTIONED ABOVE.

Important:

- Please only provide the Company's/Firm's Current Account details. Personal account Details will not be accepted for this facility.
- Ensure that all bank account details and information provided by you are correct.
- Application Processing time usually is 15 days from date of receipt of all documents.
- Processing your request for the cancellation of this facility usually takes one week from the date of receipt of a written request duly signed by an authorized signatory of the firm/company, and will be effective when you receive a letter of confirmation from us.
- American Express is not responsible for any clearing charges levied by your bankers.
- American Express is providing this facility through The Reserve Bank of India's National Electronic Funds Transfer (NEFT) Scheme. American Express can't be held liable for any delay in payments arising out of circumstances beyond American Express' control.
- This Facility is available in select cities with participating banks only.