

AMERICAN EXPRESS® CORPORATE CARD

Authorised Signatory

Fields marked with '*' are mandatory fields.

Name*:

First Name

Middle Name

Last Name

Gender*: ☐ Male ☐ Female ☐ Other

Date of Birth*: DD MM YYYY

Designation: _____
(Not mandatory)

Residential Status*: ☐ Resident Individual ☐ Other

PAN Number*: _____ or ☐ I'm not eligible for PAN*

*Mandatory for all resident individuals

*I hereby declare that I am not eligible to obtain a Permanent Account Number ("PAN") under the Income Tax Act, 2025. I shall promptly inform and furnish PAN details to the American Express Banking Corp. upon becoming eligible and obtaining the same under the applicable laws.

Residential Status*: ☐ Non-Resident Indian ☐ Foreign National ☐ Person of Indian Origin
(Other)

PAN Number*: _____ or ☐ I'm not eligible for PAN*

*Mandatory for all resident individuals

*I hereby declare that I am not eligible to obtain a Permanent Account Number ("PAN") under the Income Tax Act, 2025. I shall promptly inform and furnish PAN details to the American Express Banking Corp. upon becoming eligible and obtaining the same under the applicable laws.

Nationality*: ☐ Indian ☐ Others _____

Company Name (in full)*: _____

CKYC ID/KIN Number: _____

Does the individual have an @ Work User ID? ☐ Yes ☐ No If Yes, please provide the @ Work User ID: _____

If No, please provide a Verification Word: _____
(minimum of 4, maximum of 20 alpha-numerical characters (lower case only), no spaces or special characters)

Also, please provide a Verification PIN which would be your day and month of birth: DD MM

You will be prompted to enter the above Verification Word and PIN as authentication when completing your online registration to American Express @ Work®.

Access Required in @Work

☐ Online Program Management

☐ Online Card Applications (GAFC)

☐ Card Application Administrator

☐ Card Application Approver

☐ @Work Reporting – Standard Templates

☐ @Work Reporting – Customisable Templates

☐ BTA Reporting and PDF statements

Please affix your recent passport size photo*

Current Address Details*

Basis the Officially Valid Documents [OVDs] selected for submission

Address Line 1*:		
Address Line 2:		
Address Line 3:		
District*:		
State*:		
Country*:		
Official Email*:		
Mobile Number*:		

All SMS alerts related to the Card account and the KYC will be sent to the registered mobile number provided here.

Permanent Address Details

Address Line 1:		
Address Line 2:		
Address Line 3:		
District*:		
State:		
Country:		

Officially Valid Documents (OVD)*

1. KYC Documents required* (Please provide any one of the following OVDs)

- Passport (first and last page), Driving licence^, Voter ID Card, Job Card issued by NREGA duly signed by the officer of the State Government, Proof of possession of Aadhaar', Letter Issued by the National Population Register containing details of name and address.
- OVD shall be deemed to be valid even if there is a change in the name subsequent to its issuance provided it is supported by a marriage certificate issued by the State Government or Gazette notification, indicating such a change of name.
- In case of foreign nationals – the documents issued by the Government departments of foreign jurisdictions and letter issued by the Foreign Embassy or Mission in India shall be accepted as proof of address, if OVD provided by a foreign national does not contain the details of address.

Other Documents required[#]

- a. Recent Passport Size Photograph*
2. Where the OVD furnished by the customer does not have Current address, the following documents shall be deemed to be OVDs for the limited purpose of proof of address:-
 - i. utility bill which is not more than two months old of any service provider (electricity, telephone, post-paid mobile phone, piped gas, water bill);
 - ii. property or Municipal tax receipt;
 - iii. pension or family pension payment orders (PPOs) issued to retired employees by Government Departments or Public Sector Undertakings, if they contain the address;
 - iv. letter of allotment of accommodation from employer issued by State Government or Central Government Departments, statutory or regulatory bodies, public sector undertakings, scheduled commercial banks, financial institutions and listed companies and leave and licence agreements with such employers allotting social accommodation;
3. The customer shall submit OVD with current address within a period of three months of submitting the documents/declaration specified in clause "2" above

[#]Subject to Bank's satisfaction. ⁱProof of Possession of Aadhaar includes masked Aadhaar copy.

In case any documents are shared and they carry Aadhaar number, please mask the first eight digits of the Aadhaar number while sharing.

ⁱⁱLearner's Driving License is not acceptable. Driving licenses which explicitly mentions that it should not be considered as proof of address will be deemed invalid Address Proof.

AUTHORISED SIGNATORY DECLARATION

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and undertake to promptly notify American Express Banking Corp. (AEBC) of any change in the information, including but not limited to PAN, provided in this declaration. I further confirm that the information provided herein is true and correct to the best of my knowledge and belief and understand that any false, inaccurate or misleading statement made in this application may result in rejection of my application, suspension or closure of my card account relationship and may attract applicable consequences. I agree to indemnify and hold harmless AEBC against any loss or regulatory action arising from any incorrect statement or breach of the undertakings contained herein.

I hereby undertake to submit my OVD of my Current Address if not given along with the application within a period of 3 months from the date of application. Post completion of 3 months, OVD of new Current Address is mandatory.

I hereby agree and understand that in the absence of me submitting OVD of my Current Address within a period of 3 months from the date of this application, AEBC shall be free to proceed with appropriate remedies, which may include but shall not be limited to cancellation of the Card issued to me.

I/We understand that my personal details as provided/available in the bank records will be used for Central KYC Registry reporting. I hereby consent to receiving information from Central KYC Registry through SMS/email on the registered number/email address.

I hereby give an explicit consent to AEBC for collecting/downloading and verifying my details with/from CKYCR registry basis information/details provided. In the case the details provided does not match with CKYCR registry, I shall provide the revised correct information/details to AEBC.

Notwithstanding the name as mentioned or declared by me on the application form, AEBC shall have the right to update and record the name as it appears communication/identification/Account set-up, etc. Further, for the purpose of PAN validation/verification, I do hereby authorize AEBC to consider and treat my name appearing on the PAN website as my correct name even if there exists a slight mismatch due to truncation/abbreviation/use of initials/missing of middle name etc., between such name and my name as embossed on PAN card provided that the name appearing on the PAN website matches with the name appearing on the OVD and I understand that this would be subject to additional checks and validation requirements by AEBC.

I hereby voluntarily submit at my own discretion the physical/e-copy of the document (including proof of possession of Aadhaar number), which contains the details of my identification and/or address and/or any other personal or sensitive personal information, in a format as provided by the issuing authority/ies, to AEBC for the purpose of verifying my identity/address and any other information provided by me in accordance with the extant guidelines. I further voluntarily give my explicit consent to AEBC for collection, processing, storage, verification, authentication of my documents and/or information provided by me as per extant regulations under any Act or law from time to time in force and further agree to provide such further information or documentation as may be requested by AEBC or any competent authority, towards issuance of a Credit Card/for periodic KYC updation/to process my instructions etc. for the said purpose in my individual capacity or as an authorized signatory or as a beneficial owner, as the case may be. I understand that this undertaking has been read and understood in conjunction with the American Express® India Online Privacy Statement and hereby declare that all the information voluntarily furnished by me is true, correct and complete.

Date of application:

DD	MM

Y	Y	Y	Y

Authorised signatory

Office Use Only

Corporate ID:

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Officially Valid Documents (OVD)

1. Any one of the following Officially Valid Documents [OVDs] needs to be submitted.

☐ A- Passport Number:

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Expiry Date:

DD				MM				YYYY											

☐ B- Voter ID Card:

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☐ C- Driving Licence:

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Expiry Date:

DD				MM				YYYY											

☐ D- NREGA Job Card:

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☐ E- Proof of Possession of Aadhaar (Please mask first 8 digits of Aadhaar number on the copy)

X	X	X	X	X	X	X	X	X											
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☐ F- Letter issued by the National Population Register containing details of name and address

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KYC verification carried out by

SM Code:

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SM Name:

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SM Designation:

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KYC Verification Branch:

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KYC Place of Declaration:

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Date of application:

DD				MM				YYYY											

SM Signature