



AMERICAN EXPRESS® CORPORATE CARD

Beneficial Owner (for AS)

Fields marked with '*' are mandatory fields.

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:

Corporate Mobile No.*:

Entity Identification Number*:

Company Identification Number (CIN), Foreign Company Identification Number (FCRN), Limited Liability Partnership Identification Number (LLPIN), Foreign Limited Liability Partnership Identification Number (FLLPIN) Applicable for Company and LLP's

Please affix your recent passport size photo*

Current Address Details*	
Address	
City	
State	
Zip	
Country	
Phone	
Fax	
E-mail	
Website	

Basis the Officially Valid Documents [OVDs] selected for submission

[illegible][illegible]

Address Line 3:

City*

[illegible][illegible]

Country:*

Official Email*: _____

Mobile Number:* _____ Office Number: _____

Office 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	
City	
State	
Zip	
Country	

[illegible][illegible]

Address Line 3: _____

City: _____

[illegible]

State:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

 Pin/Post Code:

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[illegible]

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

- a. Passport (first and last page), Driving licence⁴, Voter ID Card, Job Card issued by NREGA duly signed by the officer of the State Government, Proof of possession of Aadhaar¹, Letter issued by the National Population Register containing details of name and address.
- b. Document shall be deemed to be an OVD 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.
- c. 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.

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 specified in clause "2" above.

[#]Subject to Bank's satisfaction. ¹Proof 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.

^Learner'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.

DECLARATION BY AUTHORISED SIGNATORY (ON BEHALF OF BENEFICIAL OWNER)

I am the authorized representative of the Company and its Beneficial Owner and have been authorised to act on their behalf based on Power of Attorney / Authority Letter / Board Resolution submitted along with this Declaration to AEBC. Based on the authorisations, I hereby declare and submit, that I am empowered to act as below:

- To collect and submit KYC documents of the Beneficial Owner to CKYCR registry on her/his behalf.
- To further authorise AEBC for collecting/downloading and verifying the details/documents of the Beneficial Owner with/from CKYCR registry, basis the information/documents submitted by me. In the case the details provided does not match with CKYCR registry, I shall collect and provide the correct information/ documents to AEBC to submit the Officially Valid Document (OVD) of Current Address of the Beneficial Owner, if not submitted along with the Application Form, to AEBC within a period of 3 months from the date of submission of said application.
- To receive information from Central KYC Registry through SMS/Email on the registered number/email address.
- If there is any mismatch / truncation / abbreviation / use of initials / missing part of the name, found between the name of Beneficial Owner (stated on copy of PAN shared with AEBC) and that appearing on the website of relevant PAN verification authority, I will provide necessary clarification/ supporting document to the Bank in this regard.

I hereby declare that the information/documents furnished in accordance with this declaration are verified and are true and correct to the best of my knowledge and belief. I undertake to immediately inform AEBC of any changes therein. In case any information/documents are found to be false, incorrect or misleading, I am aware that I may be held liable for the same and AEBC shall take appropriate steps including but not limited to cancellation of the Corporate Card Account of the Company. I will inform AEBC when the Beneficial Owner is personally available to submit due information/documents in future.

Notwithstanding anything stated herein, AEBC shall have the right to update and record the information/documents of the Beneficial Owner, as mentioned on OVD submitted, and use the same for the purposes of verification / credit check / communication / identification / Account set-up, etc.

Date of application: /

Signature of Authorised Signatory

AS is signing on behalf of BO, Supporting BR to be submitted

Office Use Only

Corporate ID:

Officially Valid Documents (OVD)

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

☐ A- Passport Number:

Expiry Date:
DD MM YYYY

☐ B- Voter ID Card:

☐ C- Driving Licence:

Expiry Date:
DD MM YYYY

☐ D- NREGA Job Card:

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

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

KYC verification carried out by

SM Code:

SM Name:

SM Designation:

SM Branch:

Date:
DD MM YYYY

SM Signature