

The American Express Business Card

Fatwa Reference Number for Charge Cards: AMX-359-01-01-08-15
 Fatwa Reference number for The American Express Business Card: AMX-359-01-01-08-15-05
 American Express VAT Registration Number: 300000606800003



Application form for Supplementary Business Card(s)

Last 4 Digits of Main Account Card

Main Account Holder's ID number

Name of the American Express Cardmember authorising the issuance of Supplementary Card(s)

IMPORTANT

- Please enclose a copy of the Supplementary applicant's passport and ID/Iqama.
- Supplementary applicants should be 15 years of age and above.
- Submit the Application with the required documents to one of our offices (Riyadh, Jeddah or Khobar), or request a direct sales agent to contact you and schedule an appointment to verify your Application. For more information, please contact Customer Service on 800 440 0004
- Please complete all fields using BLOCK CAPITALS in blue or black ink.
- Please note that we cannot guarantee processing of this application if any section is not completed correctly.

First applicant

Please spell out your name in English as it appears in your passport and as you would like it to appear on your Card using no more than 26 letters and spaces. Note that a fee will be charged if the Card needs to be replaced due to an incorrect name provided below:

Mr Mrs Miss Dr Other

What is your purpose of using the Card? Personal Purchases Travel Cash Withdrawal All

Family Name

First Name

Middle Name

Date of Birth DD MM YY YY

Place of Birth

Relationship

Nationality

Passport No.

Other Nationality

Passport No.

ID or Iqama No.

Are you a person with a disability? Yes No

If yes, please provide accredited medical reports or supporting documents.

Mobile No.

Email address (Mandatory)

Employer or Company Name

HOME ADDRESS (NATIONAL ADDRESS)*

Building No. Street Name

District City

ZIP Code Additional Number Unit No

* National address is mandatory in order to process the application.

Marketing Communications preference (Tick One) SMS E-mail Both None

I have read and understood the Cardmember Agreement at www.americanexpress.com.sa/termsandconditions and agree to be bound by the same. By signing below, I certify that I agree to the Terms and Conditions governing the Card and to receiving the Initial Disclosure Statement, Product Summary and Consumer Protection Principles electronically.

SIGNATURE OF SUPPLEMENTARY APPLICANT

SIGNATURE

DATE OF SIGNATURE

Second applicant

Please spell out your name in English as it appears in your passport and as you would like it to appear on your Card using no more than 26 letters and spaces. Note that a fee will be charged if the Card needs to be replaced due to an incorrect name provided below:

Mr Mrs Miss Dr Other

What is your purpose of using the Card? Personal Purchases Travel Cash Withdrawal All

Family Name

First Name

Middle Name

Date of Birth DD MM YY YY

Place of Birth

Relationship

Nationality

Passport No.

Other Nationality

Passport No.

ID or Iqama No.

Are you a person with a disability? Yes No

If yes, please provide accredited medical reports or supporting documents.

Mobile No.

Email address (Mandatory)

Employer or Company Name

HOME ADDRESS (NATIONAL ADDRESS)*

Building No. Street Name

District City

ZIP Code Additional Number Unit No

* National address is mandatory in order to process the application.

Marketing Communications preference (Tick One) SMS E-mail Both None

I have read and understood the Cardmember Agreement at www.americanexpress.com.sa/termsandconditions and agree to be bound by the same. By signing below, I certify that I agree to the Terms and Conditions governing the Card and to receiving the Initial Disclosure Statement, Product Summary and Consumer Protection Principles electronically.

SIGNATURE OF SUPPLEMENTARY APPLICANT

SIGNATURE

DATE OF SIGNATURE

Third applicant

Please spell out your name in English as it appears in your passport and as you would like it to appear on your Card using no more than 26 letters and spaces. Note that a fee will be charged if the Card needs to be replaced due to an incorrect name provided below:

Mr Mrs Miss Dr Other

What is your purpose of using the Card? Personal Purchases Travel Cash Withdrawal All

Family Name

First Name

Middle Name

Date of Birth DD MM YY YY

Place of Birth

Relationship

Nationality

Passport No.

Other Nationality

Passport No.

ID or Iqama No.

Are you a person with a disability? Yes No

If yes, please provide accredited medical reports or supporting documents.

Mobile No.

Email address (Mandatory)

Employer or Company Name

HOME ADDRESS (NATIONAL ADDRESS)*

Building No. Street Name

District City

ZIP Code Additional Number Unit No

* National address is mandatory in order to process the application.

Marketing Communications preference (Tick One) SMS E-mail Both None

I have read and understood the Cardmember Agreement at www.americanexpress.com.sa/termsandconditions and agree to be bound by the same. By signing below, I certify that I agree to the Terms and Conditions governing the Card and to receiving the Initial Disclosure Statement, Product Summary and Consumer Protection Principles electronically.

SIGNATURE OF SUPPLEMENTARY APPLICANT

SIGNATURE

DATE OF SIGNATURE

Fourth applicant

Please spell out your name in English as it appears in your passport and as you would like it to appear on your Card using no more than 26 letters and spaces. Note that a fee will be charged if the Card needs to be replaced due to an incorrect name provided below:

Mr Mrs Miss Dr Other

What is your purpose of using the Card? Personal Purchases Travel Cash Withdrawal All

Family Name

First Name

Middle Name

Date of Birth DD MM YY YY

Place of Birth

Relationship

Nationality

Passport No.

Other Nationality

Passport No.

ID or Iqama No.

Are you a person with a disability? Yes No

If yes, please provide accredited medical reports or supporting documents.

Mobile No.

Email address (Mandatory)

Employer or Company Name

HOME ADDRESS (NATIONAL ADDRESS)*

Building No. Street Name

District City

ZIP Code Additional Number Unit No

* National address is mandatory in order to process the application.

Marketing Communications preference (Tick One) SMS E-mail Both None

I have read and understood the Cardmember Agreement at www.americanexpress.com.sa/termsandconditions and agree to be bound by the same. By signing below, I certify that I agree to the Terms and Conditions governing the Card and to receiving the Initial Disclosure Statement, Product Summary and Consumer Protection Principles electronically.

SIGNATURE OF SUPPLEMENTARY APPLICANT

SIGNATURE

DATE OF SIGNATURE

This Application is made up on two (2) pages and by signing the first page of this application, I/we understand that I/we irrevocably and unconditionally waive the requirement to place my/our initials on every page of this application.

SIGNATURE OF MAIN CARDMEMBER AUTHORISING ISSUANCE OF SUPPLEMENTARY CARD(S)

SIGNATURE

DATE OF SIGNATURE

Initial Disclosure Statement

Please read the following important information carefully prior to using the Card(s).

American Express Saudi Arabia – The American Express Business Card Declaration

You (the Applicant whose Name is mentioned below and hereinafter referred to as "You" or "Your") undertake to pay American Express (hereinafter referred to as "We", "Our" or "Us") all amounts falling due from You, by the Payment Due Date, as a result of membership in or use of the Card(s) as shown on each monthly Statement from Us, which constitutes due notice that such amounts have become due and payable. The microfilm copies of receipts sent to You by Us evidencing the amount due from You consequent upon Your use of the Card(s) shall be conclusive evidence of Your indebtedness. You hereby waive the right of objection thereto and agree to deeming said microfilms as original receipts. Your domicile and residence is shown in the application and You hereby irrevocably submit to the non-exclusive jurisdiction of the competent courts or other bodies in Your country of residence, including but not limited to the Committee for the Settlement of Financial Disputes and Violations of the Saudi Central Bank (SAMA), in all respects in relation to Your obligations to Us and undertake to comply with decisions and judgements and orders made thereby providing for payments of amounts owed by You to Us as well as loss of profits arising from delay on Your part in making payments together with fees, expenses and attorney's fees. You further affirm that You fully understand that You may be subject to criminal liability in the event that any cheque made by You to Our order is returned unpaid by the drawee bank and that We shall be entitled to pursue criminal proceedings against You. You warrant that the information stated in the application form is full, accurate, true and correct and You authorize Us and/or Our authorized representatives to contact Your bankers or any other source either before or at any time after the application is processed to obtain any information required. You understand that We reserve the right to decline Your application and You further understand that We reserve the right to require a bank guarantee in a format acceptable to Us, or a cash margin or an order note in a format acceptable to Us (which shall be held as collateral by Us, which we may enforce in the event of non-payment or default) as a condition for approving Your application. Any Supplementary Card applicants including those applied for at a later date join in this application and understand that they will be jointly and severally liable along with You for payment of all charges on their Supplementary Cards.

You hereby agree to provide Us with any information that We require including but not limited to Know Your Customer forms for establishing and/or administering Your Accounts and facilities with Us and update Your personal information if there are any changes and as may be requested by Us. You also authorize Us to obtain and collect information as deemed necessary in regard to You, Your accounts and facilities with other lenders through The Saudi Credit Bureau ("SIMAH") and electronically through Al Elm Information Security Company ("Elm") and to disclose Your information to SIMAH, Elm and to Our authorized collection agencies or to any other agency approved by SAMA. All capitalized terms in this document will have the same meaning as defined in the Cardmember Agreement. Upon its approval by Us, Your application and all supporting documents shall constitute integral parts of the Cardmember Agreement and will remain Our property even if Your application is declined or if You close Your Card Accounts with Us.

The American Express Business Card Information Table			
Annual Fee‡	SAR 450 or US\$ 120	Supplementary Card Fee‡	SAR 225 or US\$ 60
Administrative Fee*‡	SAR 562.5 or US\$ 150	Collection Fee**‡	SAR 150 or US\$ 40 per month for Accounts with payments overdue for 3 months or more
Cash Withdrawal Fee (per Transaction)‡	SAR 75 or US\$ 20	Foreign Exchange Conversion Fee‡	2.75%
Cheque Returned Fee‡	SAR 150 or US\$ 40	Statement Request Fee (more than three months)‡	SAR 40 or US\$ 10 (per Statement)
Refund of Credit Balance Fee‡	SAR 100 or US\$ 27	Direct Debit Rejection Fee‡	SAR 150 or US\$ 40
Dispute Handling Fee (for invalid disputes only)	SAR 50 or US\$ 13.33	Overseas Payment Fee‡	SAR 375 or US\$ 100
Card Replacement Fee for incorrect Embossing Name provided by the Cardmember or For Lost / Stolen Cards‡	SAR 100 or US\$ 27	Membership Rewards Program Fee (optional)***‡	First year free, SAR 93.75 or US\$ 25 from year 2 onwards

* The Card is charged on an interest free, fixed monthly fee structure ("Administrative Fee"). Although You will not be charged interest, You will be required to pay the Administrative Fee as mentioned in the Card Information Table. The Administrative Fee may be waived in part or in full, at Our sole discretion if you maintain a good payment history and pay Your Statement Current Balance in full and on time.

** The Collection Fee is made to discourage delayed payment. This entire fee will be distributed to charity under the supervision of Our Sharia Board.

*** The Membership Rewards Program is an optional feature and can be cancelled at anytime by informing Our customer service agents

‡ Value Added Tax ("VAT") will be levied as per the prevailing tax laws in addition to the fee mentioned above.

The Most Prominent Provisions of the Cardmember Agreement

A. All Transactions including Cash Withdrawals, incurred in currencies other than the billing currency of the Card Account ("Non-Billing Currency"), will be converted into the Card Accounts billing currency ("Billing Currency"). Unless the applicable laws require a specific conversion rate, the Global Network, will use conversion rates based on interbank rates, which they select from customary industry sources on the business day prior to the date of processing the Transaction. A Foreign Exchange Conversion Fee, as shown in the table above or as amended by Us from time to time, will be added to the converted amount by Us, the Issuer of Your Card. The conversion will be made on the date of processing the Transaction, which may not be the same date when the Transaction was made since this depends on the time when the Transaction was submitted to Global Network. The conversion rates may also vary accordingly. At the time of conversion, all Transactions, which are incurred in currencies other than US Dollars, will be converted to US Dollars before being converted to the Billing Currency. Amounts converted by independent third parties are billed as converted by them. An illustrative example is given below.

Description	Purchase Transaction*	Cash Transaction*
Transaction Value	EUR 100	EUR 100
Assumed EUR / US\$ Exchange Rate	EUR 1 = US\$ 1.05	EUR 1 = US\$ 1.05
US\$ Equivalent	US\$ 105	US\$ 105
Foreign Exchange Conversion Fee @ 2.75%	US\$ 2.89	US\$ 2.89
Total Transaction Value in US\$	US\$ 107.89	US\$ 107.89
Assumed US\$ / SAR Exchange Rate	US\$ 1 = SAR 3.75	US\$ 1 = SAR 3.75
Total Transaction Value in SAR	SAR 404.59	SAR 404.59
Cash Advance Fee (Billed Separately on Your Statement)	Not Applicable	SAR 75.00 or US\$ 20
Total Transaction Value including Cash Advance Fee	Not Applicable	SAR 479.59 or US\$ 127.89

* The illustration above excludes VAT

B. A regular monthly Statement of Account will be sent via e-mail to Your personal e-mail address provided in the application form. If no email address is provided, a printed Statement will be sent to either personal or business address. Each Statement will show the Current Balance You need to pay Us. You are required to pay in full, every month, by the Payment Due Date.

The Card is based on an interest free, fixed monthly fee structure ("Administrative Fee"). Although You will not be charged any interest, You will be required to pay the Administrative Fee as mentioned in the table above. The Administrative Fee may be waived in part or in full, at Our sole discretion, if you maintain a good payment history and pay Your statement Current Balance in full and on time. In addition to this Administrative Fee, You may charge You a Collection Fee at the rate specified in Annex "A" of Your Cardmember Agreement if Your Card is overdue for three (3) months or more.

For information on our credit advisory services please visit: www.americanexpress.com.sa/creditadvisory

Death Or Bankruptcy: -

- For contracts signed before October 1, 2018: -
 - In the unfortunate event of Your death, We shall have the right to ask Your legal heirs to pay amounts due on Your Account immediately.
 - In case of Your bankruptcy, all amounts due on Your Account shall become payable immediately.
 - If You lose or give up Your residency status in the Kingdom of Saudi Arabia or leave the Kingdom of Saudi Arabia permanently, We have the right to cancel Your Card and close Your Account.
- For contracts signed on or after October 1, 2018: -
 - In the unfortunate event of Your death or total disability you will be discharged from your liability for any amount due to Us except if Your death or disability was caused by:
 - Any deliberate attempt on Your part to injure Yourself or attempt to commit suicide, whether mentally sane or insane at that time.
 - Natural disasters.
 - Decision of courts or competent judicial authorities under the applicable laws in the Kingdom of Saudi Arabia.
 - Drinking alcohol, taking drugs or illegal medicines.
 - Participating in or training for any dangerous sports or competition, such as the horse racing or car races.
 - Nature of Your work.
 - Anything that results or is caused or contributed by nuclear weapons or nuclear radiations or radioactive pollution from any nuclear fuel or wastes arising from the combustion of nuclear fuel, war, invasion or foreign aggression acts or aggression acts or semi war acts, and ravage or terrorist acts committed by a person or persons working individually or on behalf or relation to any terrorist organization.

In case of Your bankruptcy, all amounts due on Your Account shall become payable immediately. If You lose or give up Your residency status in the Kingdom of Saudi Arabia or leave the Kingdom of Saudi Arabia permanently, We have the right to cancel Your Card and close Your Account.

C. A grace period of up to 25 days will be granted to settle the amount, and the Payment Due Date will be indicated on Your statement. In case the Current Balance is not received on time as per the Payment Due Date, Your Account may be suspended until payment is received.

We provide credit information relating to You to SIMAH on a periodic basis. The information provided reflects the status as of the most recent Statement and includes information regarding whether the Card Account is regular or overdue. To avoid any adverse credit history with SIMAH, You should ensure that You make timely payment of the amount due on the Card Account.

If You notice an "account statement error/disputed Transaction", You must inform Us through authenticated means of communication immediately and in any event, not later than one month after the statement date. Account statement error/disputed Transaction" means any Transaction posted to Your Account, resulting in an error in the overall balance.

We may offer to provide You with protection cover during the validity of the Cardmember Agreement. Where We offer protection cover as an additional feature of Our services to You, We shall disclose to you the details of such protection cover, including the process of identifying beneficiaries and for distributing compensation amongst beneficiaries. For the Protection Terms & Conditions, please visit www.americanexpress.com.sa/termsandconditions.

D. All Cash Withdrawal Transactions attract a Cash Withdrawal Fee at the rate shown in the table above. This Fee will be charged and billed to Your Account along with the amount You have withdrawn.

- E. Please note that non-compliance with the provisions of this Agreement may result in:
- Cancellation / suspension of Your Card / Additional Cards without notice from Us
 - Decrease in Your Credit Limits without notice from Us
 - Negative impact on Your credit bureau record and Your ability to obtain new credit facilities
 - Litigation in the event of non-payment of Your dues
 - Increased financial burden on You due to Fees and Charges
 - Financial losses to You due to unauthorized Transactions due to Your failure to report loss / theft of Your Card promptly

F. Ending the Agreement:

- You may terminate this Agreement at any time by returning all Your Cards to Us and notifying Us by any authenticated communication mean requesting to terminate this Agreement. The termination of this Agreement will be effective when We receive all Cards cut in half and You have paid off all amounts You owe Us. You can cancel a Card issued to a Supplementary Cardmember, by informing Us via means of authenticated communication. You will continue to be liable for all Transactions performed by the Supplementary Cardmember until We receive the Card cut in half
- We reserve the right to terminate this Agreement at any time by giving immediate notice. Alternatively, we shall restrict Your Card from being used, if this Agreement is terminated, and You must settle all outstanding amounts due on the Account including Transactions in progress and Cash Withdrawals that have been authorized but not yet debited to the Account.
- Unless clause 13(b) of the Cardmember Agreement applies, You will still be responsible for all Transactions or Unauthorized Transactions that take place in relation to Your Account
- You have the right to cancel the agreement, without incurring any charges, within 10 days of receiving the Card unless You have activated the Card

G. Complaints / Feedback

We have established procedures for You to provide Us with feedback or bring a concern to our attention by following the Complaint / Feedback procedures outlined below:

Step 1:

If You should have any feedback or complaint, our Customer Service staff is trained and equipped to handle Your inquiry and can be reached through any of the following channels:

Email: complaints@americanexpress.com.sa

Telephone Number: +966-11- 292 6663

We can also assist you at American Express Saudi Arabia offices located in Riyadh, Jeddah and Dhahran.

Step 2:

If your concern is not resolved to Your satisfaction, you may write to Our Head of Customer Complaints at the following email address:

Complaintsmanager@americanexpress.com.sa

Alternatively, you can send a letter to the following address:

Attn: Head of Customer Complaints

American Express Saudi Arabia

P.O. Box 6624

Riyadh 11452

Step 3:

If Your issue is still not resolved, you may report Your concern to the regulator- SAMA through SAMACares

Our Commitment to You:

We guarantee that Your query is acknowledged and investigated in a timely manner and We will forward Your concern to the appropriate department for investigation and response. We will provide a response detailing Your concern and the appropriate resolution or explanation within 10 business days. In the event that We are unable to resolve Your complaint within that time period, an update will be provided to You estimating the completion date of the investigation.

The Business Cardmember is liable for all charges incurred on the Business Card issued to him/her and on any Supplementary Business Card issued on his/her account. The Supplementary Business Cardmember is only and severely liable with the Main Business Cardmember for all charges incurred on the Supplementary Business Card issued to them. In the event of cancellation of the Supplementary Business Card, the Main Business Cardmember is liable for settlement of all charges incurred by the Supplementary Business Cardmember until the receipt of a written request via means of authenticated communication accompanied by the Supplementary Business Card cut in half.

Additional Information				
Marketing Communications preference (Tick One)	<input type="checkbox"/> SMS	<input type="checkbox"/> E-mail	<input type="checkbox"/> Both	<input type="checkbox"/> None
CUSTOMER SERVICE CONTACT DETAILS				
Corporate and Business Cards: 800 440 0004				
Outside KSA: +966 11 292 6661				
Website: www.americanexpress.com.sa				