

## Guidelines for filling in the American Express® Business card application

We are delighted that you have chosen one of our products. You can fill in the form conveniently online then print it out and send us the original signed with the documents listed below. The applied for product must be identical to the basic account's card type.

### Documents to be submitted

- **Good quality certified copies of the front and back of identification documents** (e.g. passport, ID, Swiss driver's license, alien's residence permit). The photo, signature, place and date of issue must be clearly recognizable (see paragraph 5 in application).



Certified copies of your identification documents are issued at the following locations:

- Branch offices or subsidiaries of Credit Suisse
- A Notary or a public or government office, e.g. municipal offices, residents' registration offices, courts
- The Swiss Postal Service ("the yellow identification")
- Swiss Federal Railways (SBB) counters (exchange or Western Union counters)
- Banks licensed in Switzerland (including branch offices of foreign banks in Switzerland)
- Attorneys listed in the Swiss register of attorneys

- ➔ If the applying company is **listed on the stock exchange** or is a direct or indirect majority shareholding of a listed company, **copies of identification documents are not usually required.**

### Useful tips

Please find out beforehand from the person responsible at your company whether the invoice is paid by the company ("collective statement") or by you ("individual statement"). With individual statements we need additional information from you (see paragraphs 6–7 in application).

#### Paragraph 2 – Details of the applying company

The basic account number is your company's basic account number for cards (not bank account). You can obtain this from the person responsible at your company.

#### Paragraph 3 – Information regarding the applying employee

The address of residence is the applying employee's private address which is defined specifically by their main place of residence.

## Paragraph 4 – Information regarding the requested card

### Invoking

- If your company has chosen a **"collective statement"**, you receive an individual statement of your transactions. You can choose whether this is sent to your private address or business address.
- If your company has chosen an **"individual statement"**, you can state whether the invoice is sent to your private address or business address. In addition you can choose whether you want a copy of the invoice and where it should be sent.

### Limite (nur bei Einzelrechnung):

Bei Einzelrechnung können Sie eine gewünschte Limite angeben. Bei Sammelrechnung können Sie diese Angabe überspringen.

## Paragraphs 6 – 7

Only complete these paragraphs if your company has chosen **"individual statement"**. With collective statements you can skip these paragraphs.

### Paragraph 6 – Swiss bank/post office details of applying employee

Please provide details about your active bank account in your name, not your company's bank account details.

### Paragraph 7 – Identification of the beneficial owner (Form A acc. to CDB 16)

The "beneficial owner" refers to the owner of the funds used to settle the credit card statement ("Who owns the money?"). If the applying employee is the **sole** owner of the funds used to settle the credit card statement, please check box A.

If despite the individual statement (i.e. the billing of the applying employee) the card statements are settled **ultimately** by the employer, the company in accordance with the basic account must be specified as the beneficial owner. In this case please check box B.

If several natural persons are the beneficial owners, please use the "Identification of beneficial owner" form on [www.company-cards.ch](http://www.company-cards.ch). Please note that except for the company in accordance with the basic account application only a natural person may also be listed as a beneficial owner.

### Paragraph 10 – Signatures

Please make sure that the signatories' first names and last names are in block capitals and clearly legible. We require your signature as well as the legally binding signature of at least one authorized signatory from your company (with collective signature authorization two) in original (no copies, no scans).

### Important

If you are **the signatory for your company and the card applicant at the same time**, you have to **sign** the application **twice** in the provided boxes (once as the applying employee and once as the authorized signatory).

## Submission

Please send us the **fully completed and signed application** together with the clearly legible and certified copies of the identification documents to the address provided in the application.