

# CHANGE REQUEST FORM FOR POWERS OF ATTORNEY, BUSINESS TRAVEL ACCOUNT (BTA) CUSTOMERS, INCL. BTA ONLINE

(SUPPLEMENTS/CHANGES PREVIOUSLY GRANTED POWERS OF ATTORNEY)

## 1 – COMPANY DETAILS

### Details of the applying company

Legally binding company name (acc. to commercial register, if entered) (subsequently: company)

Street/No. (domicile address)

Zip code       Town       Country (state)

This form relates to either the following Master Control Account (“MCA”) or the following basic account agreement (“basic account”)/the following basic account agreements and all current and future BTAs managed under this MCA/this basic account/these basic accounts (in the following: card relationship) of Swisscard AECS GmbH (in the following: the issuer). The MCA is the account level which is above the basic account in the American Express Corporate Card hierarchy, and contains one or more basic accounts of the company. If the MCA (and, therefore, the power of attorney) applies/should apply to several legal entities (e.g. other group companies) and no special MCA agreement has yet been concluded between Swisscard and all of these legal entities, or if there are any questions regarding the hierarchy of the MCA, please do not hesitate to contact us.

Power of attorney/powers of attorney for the following MCA:

MCA no. (You will find this number on the confirmation letter for the opening of the basic account agreement).

or

Power of attorney/powers of attorney for the following basic accounts:

<input type="text"/> Basic account no.	<input type="text"/> Basic account no.
<input type="text"/> Basic account no.	<input type="text"/> Basic account no.
<input type="text"/> Basic account no.	<input type="text"/> Basic account no.

## 2 – INFORMATION REGARDING THE MANAGEMENT OF STATEMENTS

**BTA Online** (electronic statement) **instead of** paper statement

By ticking this box, the company authorizes the issuer to activate BTA Online free of charge. Accordingly, authorized persons who are defined as BTA Online administrators (see Section 4) are able to view and manage the monthly statements appertaining to the respective basic account(s) referred to above. It is recommended that **at least two BTA Online administrators are nominated** to guarantee that the monthly statements are checked and paid on time in the event of absences.

**Important information:** To use BTA Online, the company is required to have registered for the American Express @Work online application.

**BTA Online** (electronic statement) with **additional** paper statement

By ticking this box, the company declares that it wishes to receive paper statements in addition to BTA Online. In this case, please designate a recipient for statements under Section 4. The issuing of the additional paper statement can be deactivated by an authorized representative at any time by telephone or in writing.

## 3 – SECURITY CODE FOR AUTHORIZED REPRESENTATIVES FOR TELEPHONE CONTACT

The (optional) security code always applies to all the company’s authorized representatives and is used exclusively for simplified identification of authorized representatives on the telephone. The use of the security code is associated with specific due diligence obligations and risks (see Section 6 – Terms and Conditions of powers of attorney); in particular, the company acknowledges that Swisscard is not obliged to carry out any further checks on the identity of the authorized representative, provided that the authorized representative legitimately identifies themselves to Swisscard using the security code defined by the company. If the company does not subsequently define a security code, either the previous security code remains in effect (if a security code has already been defined by the company) or no security code is used by the company (in this case, Swisscard verifies the identity of the authorized representatives through other measures).

New/Change: The company defines the following arbitrary security code (at least 4 characters):

Delete (The currently stored security code is to be deleted without replacement.)



## 4 – ADD NEW POWERS OF ATTORNEY / CHANGE OR REVOKE EXISTING POWERS OF ATTORNEY

New  Change (Please specify here which existing authorized representative's stored information you wish to change. Please complete all fields.):

### Company authorized representative 1

First name \_\_\_\_\_  
Last name \_\_\_\_\_  
Street/No. (address of residence) \_\_\_\_\_  
Zip code \_\_\_\_\_ Town \_\_\_\_\_  
Country (country of residence) \_\_\_\_\_  
Date of birth \_\_\_\_\_ Nationality \_\_\_\_\_  
Phone \_\_\_\_\_  
Cell phone<sup>1</sup> \_\_\_\_\_  
Email<sup>1</sup> \_\_\_\_\_

Power of attorney for:

**Access as BTA online administrators**  
(according to the "Terms of Use for BTA Online")  
Email authorization is required for BTA Online administrators.  
Please enter your email address.  
By ticking this box, the company authorizes Swisscard to activate BTA Online (if not yet activated).

With my signature, I confirm as the company's authorized representative that (1) the details provided above are correct and that (2) I have read, understood and accepted the Terms and Conditions of powers of attorney (Section 6) and the "Terms of Use for BTA Online" (can be viewed at [www.swisscard.ch/en/legal-conditions-and-information](http://www.swisscard.ch/en/legal-conditions-and-information) or requested from Swisscard).

\_\_\_\_\_  
Signature Company authorized representative 1

New  Change (Please specify here which existing authorized representative's stored information you wish to change. Please complete all fields.):

### Company authorized representative 2

First name \_\_\_\_\_  
Last name \_\_\_\_\_  
Street/No. (address of residence) \_\_\_\_\_  
Zip code \_\_\_\_\_ Town \_\_\_\_\_  
Country (country of residence) \_\_\_\_\_  
Date of birth \_\_\_\_\_ Nationality \_\_\_\_\_  
Phone \_\_\_\_\_  
Cell phone<sup>1</sup> \_\_\_\_\_  
Email<sup>1</sup> \_\_\_\_\_

Power of attorney for:

**Access as BTA online administrators**  
(according to the "Terms of Use for BTA Online")  
Email authorization is required for BTA Online administrators.  
Please enter your email address.  
By ticking this box, the company authorizes Swisscard to activate BTA Online (if not yet activated).

With my signature, I confirm as the company's authorized representative that (1) the details provided above are correct and that (2) I have read, understood and accepted the Terms and Conditions of powers of attorney (Section 6) and the "Terms of Use for BTA Online" (can be viewed at [www.swisscard.ch/en/legal-conditions-and-information](http://www.swisscard.ch/en/legal-conditions-and-information) or requested from Swisscard).

\_\_\_\_\_  
Signature Company authorized representative 2

<sup>1</sup> Rapid communication is made possible by providing your email and cell phone details. Electronic communication is associated with specific risks and due diligence requirements (please refer to § 9.2 (b) and § 15.4 in the General Terms and Conditions for Swisscard AECs GmbH American Express Business Travel Accounts (BTA)). Exchanging information and placing orders by email is only permitted to a limited extent (see § 3.2 in Section 6 – Terms and Conditions of powers of attorney).



**4 – ADD NEW POWERS OF ATTORNEY / CHANGE OR REVOKE EXISTING POWERS OF ATTORNEY – CONTINUED**

New  Change (Please specify here which existing authorized representative's stored information you wish to change. Please complete all fields.):

**Company authorized representative 3**

First name \_\_\_\_\_

Last name \_\_\_\_\_

Street/No. (address of residence) \_\_\_\_\_

Zip code \_\_\_\_\_ Town \_\_\_\_\_

Country (country of residence) \_\_\_\_\_

Date of birth \_\_\_\_\_ Nationality \_\_\_\_\_

Phone \_\_\_\_\_

Cell phone<sup>1</sup> \_\_\_\_\_

Email<sup>1</sup> \_\_\_\_\_

Power of attorney for:

**Access as BTA online administrators**  
 (according to the "Terms of Use for BTA Online")  
 Email authorization is required for BTA Online administrators.  
 Please enter your email address.  
 By ticking this box, the company authorizes Swisscard to activate  
 BTA Online (if not yet activated).

With my signature, I confirm as the company's authorized representative that (1) the details provided above are correct and that (2) I have read, understood and accepted the Terms and Conditions of powers of attorney (Section 6) and the "Terms of Use for BTA Online" (can be viewed at [www.swisscard.ch/en/legal-conditions-and-information](http://www.swisscard.ch/en/legal-conditions-and-information) or requested from Swisscard).

Signature Company authorized representative 3

**Revocation of powers of attorney**

The following power of attorney/powers of attorney is/are revoked effective immediately:


_____	_____	_____
First name	Last name	Date of birth
_____	_____	_____
First name	Last name	Date of birth
_____	_____	_____
First name	Last name	Date of birth


<sup>1</sup> Rapid communication is made possible by providing your email and cell phone details. Electronic communication is associated with specific risks and due diligence requirements (please refer to § 9.2 (b) and § 15.4 in the General Terms and Conditions for Swisscard AECS GmbH American Express Business Travel Accounts (BTA)). Exchanging information and placing orders by email is only permitted to a limited extent (see § 3.2 in Section 6 – Terms and Conditions of powers of attorney).



## 5 – SIGNATURES

By signing, the company (1) confirms the accuracy of the information provided above and declares (2) that it has read, understood and accepted the Terms and Conditions of powers of attorney (Section 6) and (if the activation of BTA Online has been requested) the "Terms of Use of BTA Online" (can be viewed at [www.swisscard.ch/en/legal-conditions-and-information](http://www.swisscard.ch/en/legal-conditions-and-information) or requested from Swisscard). Furthermore, the company declares that it has notified the employees and any third parties for whom bookings are made via the BTA about the data processing in accordance with the "Terms of Use of BTA Online".

Town _____	Date
First name and last name (in block capitals) _____	
Legally binding signature according to the commercial register, articles of incorporation or equivalent documents or power of attorney form	
<div style="border: 1px solid black; height: 40px; width: 100%; display: flex; justify-content: flex-end; align-items: center; padding-right: 10px;"></div>	
Signature	

Town _____	Date
First name and last name (in block capitals) _____	
Legally binding signature according to the commercial register, articles of incorporation or equivalent documents or power of attorney form	
<div style="border: 1px solid black; height: 40px; width: 100%; display: flex; justify-content: flex-end; align-items: center; padding-right: 10px;"></div>	
Signature	

Please send the completed and signed form together with copies of identification documents to:  
**Swisscard AECS GmbH, Postfach 227, 8810 Horgen**



**1. Appointment of Corporate Authorized Persons**

The company shall authorize the above-mentioned natural persons (“**Corporate Authorized Persons**”), each individually, to represent the company vis-à-vis Swisscard AECS GmbH (“**Swisscard**”) until further written notice, in connection with the above-mentioned

- basic account agreements (including the related card agreements and application procedures)
- master control accounts (including the basic account and card agreements managed thereunder and application procedures).

The Corporate Authorized Persons may, in the name of and with effect against the company issue declarations of intent and information, make queries, and take delivery of messages from Swisscard

**2. Relationship with General Terms and Conditions**

The General Terms and Conditions of Swisscard for the basic account agreement/card agreements (“**GTCs**”) shall also apply to the Corporate Authorized Persons, unless stipulated otherwise in these terms and conditions of powers of attorney.

**3. Scope of powers of attorney depending on the communication channel****3.1 Communication by post and/or by telephone**

The rights of representation of the Corporate Authorized Persons are **comprehensive; in particular, each Corporate Authorized Person may make changes pursuant to clause 5 with individual signing authority** (e.g. appointing new Corporate Authorized Persons, revoking powers of attorney of other Corporate Authorized Persons).

**3.2 Communication by e-mail**

Corporate Authorized Persons may use the above-mentioned specified e-mail addresses **exclusively**:

- to order copies of card account and basic account statements
- to change the addresses of employees and of the company
- to change cardholder data unrelated to the agreement (Employee ID, cost center)
- to communicate changes in the company name<sup>1</sup>
- to increase or decrease limits on card accounts and basic accounts.
- to order replacement cards
- to order PIN codes, which are delivered by post
- to submit evidence of payments and ask for cards to be unblocked on that basis
- to terminate basic accounts and card accounts
- to cancel direct debit procedures for basic accounts and card accounts
- to move card accounts from one basic account to another basic account of the same company.<sup>2</sup>

Swisscard will reply to such e-mail requests at its sole discretion either by sending an e-mail to the above-mentioned e-mail address indicated or by another communication channel chosen by Swisscard. E-mail requests will be processed during normal office hours at Swisscard’s registered office.

The e-mail addresses of all persons who are authorized to send or receive e-mails in the name and by order of Swisscard are structured as follows: \_\_\_\_\_@swisscard.ch. **Swisscard may restrict or discontinue communication by e-mail at any time** (e.g. depending on the security of the communication channel). The Corporate Authorized Persons and the company hereby acknowledge the following, in particular:

- e-mail must not be used to send urgent orders/queries to Swisscard, which must be addressed to Swisscard by telephone instead;
- it is prohibited to send any sensitive account or card data (e.g. card numbers, expiration date or card verification number) or means of identification (e.g. PIN, security code) to Swisscard.

In all other respects, e-mail communications (e.g. information exchanges) between Swisscard and the Corporate Authorized Persons are governed by the provisions of the GTCs on electronic communications.

**4. Identity check and doubts about the authorization of the Corporate Authorized Person**

Swisscard is under no obligation to further check the identity of the Corporate Authorized Person in the following cases:

- e-mails that are received from the above-mentioned e-mail addresses;
- calls in which the caller uses the Security Code specified by the company.

In all other cases, Swisscard shall verify the identity of the Corporate Authorized Persons in an appropriate manner. If Swisscard doubts whether a Corporate Authorized Person is duly authorized, it is entitled to refrain from executing the orders of the Corporate Authorized Person in question and to withhold any information. If Swisscard refuses orders or refrains from exchanging any information, it is not required to state any reasons. Swisscard reserves the right at any time to demand a consultation with or written instructions from legally valid company representatives entered in the Commercial Register. Swisscard may demand authenticated or officially certified signature specimens from the company.

**5. Modification (revocation/change of existing powers of attorney and granting of additional powers)**

**The company may revoke a power of attorney by giving Swisscard written notice thereof (by post or via a change request form). Swisscard may communicate with the relevant Corporate Authorized Persons and process their orders for up to three working days after receipt of such notice.**

The Company may change existing powers of attorney or grant new powers of attorney by submitting a new, duly signed **change request form** by post or in any other manner stipulated by Swisscard.

**6. Duties of care**

The Company shall promptly inform Swisscard whenever Corporate Authorized Persons exit the Company. In all other respects, the duties of care under the GTCs are applicable.

**7. Data protection**

The data of the company, of the cardholder and of the Corporate Authorized Persons shall be processed in accordance with the GTCs. Further information about data processing is available in the Privacy Policy, the latest version of which can always be viewed at [www.swisscard.ch/dataprotection](http://www.swisscard.ch/dataprotection) or requested from Swisscard.

**8. Corporate Group**

By special agreement with Swisscard, group companies of a corporate group may appoint one Corporate Authorized Person for multiple group companies.

**9. Indemnification and liability, change of terms and conditions of powers of attorney, as well as jurisdiction and applicable law**

The provisions in the GTCs shall apply.

09/2023

<sup>1</sup> So long as no change is made in the company number in the Commercial Register. (not applicable to restructuring operations such as mergers, asset transfers or demergers)

<sup>2</sup> The prerequisite is that nothing can change in the card account information other than the basic account numbers related to the card account.