





CHANGE REQUEST FORM FOR POWERS OF ATTORNEY, AMERICAN EXPRESS® CORPORATE BUSINESS CLIENTS

(SUPPLEMENTS/CHANGES PREVIOUSLY GRANTED POWERS OF ATTORNEY)

This power of attorney form applies to American Express Corporate Green/Gold/Platinum/Corporate Meeting and Purchasing Cards.

1 - COMPANY DETAILS	
Details of the applying company	
Legally binding company name acc. to commercial register, if entered) (subsequently:	rompany)
Ecgany binding company name acc. to commercianegister, il cinereal (subsequency.)	company)
Street/No. (domicile address)	
Zip code Town	Country (state)
This form relates to either the following Master Control Account ("MC following basic account agreements and all current and future card account as well as the corporate cards/card agreements issued for these card accompany ("cardholders"). The MCA is the account level which is above the contains one or more basic accounts of the company. If the MCA (and, entities (e.g. other group companies) and no special MCA agreement has or if there are any questions regarding the hierarchy of the MCA, please described the second seco	ints managed under this MCA/this basic account/these basic accounts counts by Swisscard AECS GmbH ("Swisscard") to employees of the e basic account in the American Express Corporate Card hierarchy, and therefore, the power of attorney) applies/should apply to several legal s yet been concluded between Swisscard and all of these legal entities,
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 acc	count agreement).
or	
Power of attorney/powers of attorney for the following basic accounts:	
Basic account no.	Basic account no.
Basic account no.	Basic account no.
Basic account no.	Basic account no.
2 - SECURITY CODE	
The (optional) security code always applies to all the company's authori of authorized representatives on the telephone. The use of the security of Section 5 – Terms and Conditions of powers of attorney); in particular, the further checks on the identity of the authorized representative, provided Swisscard using the security code defined by the company. If the comp security code remains in effect (if a security code has already been define case, Swisscard verifies the identity of the authorized representatives three	ode is associated with specific due diligence obligations and risks (see a company acknowledges that Swisscard is not obliged to carry out any that the authorized representative legitimately identifies themselves to any does not subsequently define a security code, either the previous and by the company) or no security code is used by the company (in this
☐ New/Change: The company defines the following arbitrary security co	ode (at least 4 characters):
Delete (The currently stored security code is to be deleted without replacement.)	



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_	E EXISTING POWERS OF ATTORNEY
New ☐ Change (Please specify here which existing authoriz all fields.):	zed representative's stored information you wish to change. Please complete
Company authorized representative 1	
First name	Cell phone ¹
FIRST NAME	
Last name	Email ¹
Street/No. (address of residence)	
Zip code Town	By signing as an authorized representative, I (1) confirm the accuracy of the information provided above and declare that (2) I have read, understood and accepted the Terms and Conditions of powers of attorney (Section 5).
Country (country of residence)	and decepted the forms and conditions of period of attorney (cection c).
Date of birth Nationality	
Phone	Signature Company authorized representative 1
New ☐ Change (Please specify here which existing authoriz all fields.):	zed representative's stored information you wish to change. Please complete
Company authorized representative 2	
First name	Cell phone ¹
Last name	Email ¹
Street/No. (address of residence)	
Zip code Town	By signing as an authorized representative, I (1) confirm the accuracy of the information provided above and declare that (2) I have read, understood
Country (country of residence)	and accepted the Terms and Conditions of powers of attorney (Section 5).
L L L L L L L Date of birth Nationality	
	Signature Company authorized representative 2
Phone	Signature Company authorized representative 2
New Change (Please specify here which existing authorize all fields.):	zed representative's stored information you wish to change. Please complete
Company authorized representative 3	
First name	Cell phone ¹
Last name	Email ¹
Street/No. (address of residence)	
Zip code Town	By signing as an authorized representative, I (1) confirm the accuracy of the information provided above and declare that (2) I have read, understood and accepted the Terms and Conditions of powers of attorney (Section 5).
Country (country of residence)	(Southern).
Date of birth Nationality	
 Phone	Signature Company authorized representative 3
THORE	Signature Company authorized representative 3

¹ Rapid communication is made possible by providing your email address and cell phone details. Electronic communication is associated with specific risks and due diligence requirements (please refer to § 7.4 and § 10.1 (k) in the General Terms and Conditions for Corporate Cards of Swisscard AECS GmbH). Exchanging information and placing orders by email is only permitted to a limited extent (see § 3.2 in Section 5 – Terms and Conditions of powers of attorney).



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300mmFS+001/03001/06-202	010001 10001 1001 00 100 100 100 100 10
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3 – ADD NEW POWERS OF ATTORNEY / CHANGE OR REVOKE EXISTING POWERS OF ATTORNEY – CONTINUED 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 4 - COMPANY SIGNATURES By signing, the company (1) confirms the accuracy of the information provided above and declares that (2) it has read, understood and accepted the Terms and Conditions of powers of attorney (Section 5). Town Date Town First name and last name (in block capitals) First name and last name (in block capitals) Legally binding signature according to the commercial register, articles of Legally binding signature according to the commercial register, articles of incorporation or equivalent documents or power of attorney form incorporation or equivalent documents or power of attorney form Signature Signature

Please send the completed and signed form together with copies of identification documents to:

Swisscard AECS GmbH, Postfach 227, 8810 Horgen



5 – TERMS AND CONDITIONS OF POWERS OF ATTORNEY

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 name¹
- · 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.2

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.

- 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 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

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



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)