

# The American Express® Corporate Card Direct Debit Form Help

Fill out your Direct Debit form effortlessly by following this quick and easy guide

The first four and last four digits of your Card number embossed on your American Express Card

Your email address


Your mobile number

The name of the Bank in which you intend to set up Direct Debit instructions with

Your 23-digit IBAN as it appears on your Bank Statement, starting with 'AE'.

The 'Full Amount' of your Corporate Card dues to be settled each month

Only forms containing your physical signature will be processed. Please do not submit a scanned copy



**CORPORATE**  
PAYMENT SOLUTIONS

**DIRECT DEBIT AGREEMENT AND INSTRUCTIONS**

The original form must be completed and signed by The Applicant and sent to AMEX (Middle East) B.S.C. (c) ("AEME")

Card Number:

Name as on the American Express Card:

Corporate Name:

Email:

Mobile:

Emirates ID No.:

**PAYMENT DETAILS**

Bank Name:

IBAN:

Full Amount

**CARDMEMBER AGREEMENT AND INSTRUCTIONS**

1. These instructions shall remain in full force and effective from the date mentioned in this document until otherwise advised by the Cardmember in writing.
2. The above direct debit agreement will commence once all details provided have been verified and a confirmation has been received by American Express from the Cardmember's bank for the same. The Cardmember will continue to arrange for payment through other means for the current statement dues until such time that the Cardmember is intimated that this service has been activated. Upon confirmation, this mode of payment will be enabled by American Express and will be effective from the next generated statement.
3. All direct debit payment instructions will be sent to the Cardmember's bank on a monthly basis prior to the due date mentioned on the most recent issued statement.
4. Any amendment or cancellation of this direct debit instruction by the Cardmember should be received in writing by American Express. Any such request (if approved) will be effective at the latest 30 days from receipt of the cancellation or amendment request.
5. All direct debit instructions are required to be presented and settled with the Cardmember's bank in Emirati Dirhams (UAE) only. Accordingly, the direct debit amount(s) for U.S. Dollar denominated Cards will be converted and presented in Emirati Dirhams. Any related cost of conversion or collection will be borne by the Cardmember.
6. The Cardmember agrees to ensure that the bank account designated for direct debit payments is adequately funded to successfully execute the payment instructions carried under this direct debit agreement. In the event that the bank account mentioned in this document does not have sufficient funds to cover the outstanding under the Cardmember's American Express Card, American Express shall at all times have the right to instruct the bank to repeatedly debit the designated bank account for any amounts overdue. American Express reserves the right to demand partial payments through direct debit payment means and may choose to do so at its sole discretion where allowed by local regulations.
7. The direct debit mandate form must include Bank Name and IBAN exactly as stated in Cardmember's bank statement.
8. Should the Cardmember make any payment before the due date the direct debit instruction(s) will continue to go to the bank for settlement. In this case, the excess amount will be converted into credit and posted to the Cardmember's American Express Card.
9. Corporate Cardmember's undertake that having this direct debit instruction in place does not conflict in any way with any corporate policies or procedures of their employer, and confirm that the employer has provided their approval and has no objection to having this arrangement in place. Any amendment or cancellation of this direct debit instruction should be in accordance with clause 4 above.

**SIGNATURE OF APPLICANT:**

\_\_\_\_\_ DATE

**FOR AMERICAN EXPRESS USE ONLY**

First Payment Date:

Cycle:

DD Reference Number:

UAECORPDD09/16

Attach a copy of both your Emirates ID and Bank Statement, which displays your full name and IBAN details with this form.

# The American Express® Corporate Card Direct Debit Form Help

Fill out your Direct Debit form effortlessly by following this quick and easy guide

Your 15-digit Emirates ID number embossed on your Emirates ID Card

The name of the Bank in which you intend to set up Direct Debit instructions with

The registered bank account owner's name as it appears on your bank statement

Your 10-digit mobile number, starting with '05'

The email address that you have registered against your American Express Card Account(s)

Your 23-digit IBAN as it appears on your Bank Statement, starting with 'AE'

The date you complete this form in DD/MM/YYYY format

Only forms containing your physical signature will be processed. Please do not submit a scanned copy

Direct Debit Authority Credit Card تفويض بالخصم المباشر بطاقات انتمان		الأصم المباشر DIRECT DEBIT UAEDDS/DDAC/Rev20140131		AMERICAN EXPRESS	
Originator Identification Code	8	3	1	0	0
Originator Name	American Express (Middle East) - B.S.C © - Emirates				
Primary Sponsoring Bank	118	AMEX (Middle East) - B.S.C			
Customer Type*	Individual <input checked="" type="checkbox"/> فردي	Non-Individual <input type="checkbox"/> غير فردي		نوع العميل*	
Customer ID Type + Number*	EID			نوع بطاقة تعريف العميل + الرقم*	
1* Bank Name					اسم البنك *1
2* Title of Account					اسم الحساب *2
3 Mobile Number		-			رقم الهاتف المحمول 3
4 Email Address					عنوان البريد الإلكتروني 4
5 Account Type	Current/Savings Account <input checked="" type="checkbox"/> حساب توفير/حساب جاري				نوع الحساب 5
6* IBAN	A	E			رقم الحساب الدولي *6
7 Issued for	Credit Cards <input checked="" type="checkbox"/> بطاقة الائتمان				أصدرت لـ 7
8* Commences On		/		/	تبدأ في *8
9 Expires On	01/01/1900				تنتهي في 9
10 Variable for Card	Variable <input checked="" type="checkbox"/> صالحة				صلاحية البطاقة 10
11* Payment Frequency	Daily <input type="checkbox"/> يومي	Weekly <input type="checkbox"/> أسبوعي	Monthly <input checked="" type="checkbox"/> شهري	طريقة الدفع *11	
12* Maximum Amount	x	.	x	x	x
13* Currency Code	AED				رمز العملة *13
(For official use only – Will be filled in by the Card Issuer) (للاستعمال الرسمي – ستملأ من قبل مصدر البطاقة)					
Credit Card Number	x	x	x	x	رقم بطاقة الائتمان
Name on Card					الاسم على بطاقة الائتمان
DDA Purpose Code	Credit Card <input checked="" type="checkbox"/> بطاقة انتمان	3	9	0	رمز تفويض الخصم المباشر
Remarks					ملاحظات
<b>Agreement and Authorization</b> By signing in the box below, I/we instruct and authorise you to pay Direct Debits from my/our account to the Creditor at its account with the Creditor Bank on the basis of the information provided in this Mandate, and in accordance with the terms and conditions of this Mandate set out in the form, the Rules of the UAEDDS and any additional terms and conditions governing my bank accounts or relationship with you. Where this Mandate is being signed by a corporate entity, the undersigned is an authorized signatory for the entity. I/we confirm I/we have read and understood the terms and conditions applying to this Mandate as set out in this form.			<b>اتفاقية وتفويض</b> بالتوقيع داخل المربع أدناه، أنا/نحن نطلب منكم ونفوضكم الدفع عن طريق الخصم المباشر من حسابي/حسابنا إلى الدائن في حسابي لدى "بنك الدائن" بناء على المعلومات الموفرة في هذا التفويض. وبموجب شروطه وأحكامه المتصوص عليها في هذا النموذج، وأنظمة وقواعد نظام الإمارات للخصم المباشر وأي شروط وأحكام أخرى تحكم حساباتي البنكية أو علاقتي بكم، وفي الحالة التي يتم التوقيع فيها على هذا التفويض بواسطة شركة، فإن الموقع أدناه هو الشخص المخول بالتوقيع نيابة عن الشركة. أؤكد/نؤكد بهذا أنني قد قرأت وتفهمت الشروط والأحكام المنطبقة على هذا التفويض حسبما هو متصوص عليها في هذا النموذج.		
Payer Name, Signature & Date*	اسم الدافع، التوقيع والتاريخ	التوقيع Signature Verified	Name الاسم	التوقيع	
I/We have read and understood the term and conditions printed overleaf. لقد قرأت/قرأنا وتفهمنا/تفهمنا الشروط والأحكام الواردة في الصفحة التالية. [ ] I have / [ ] I have not left the maximum amount as blank					

Attach a copy of both your Emirates ID and Bank Statement, which displays your full name and IBAN details with this form.