

# AMERICAN EXPRESS CARDMEMBER INFORMATION UPDATE FORM



Dear Cardmember,

Thank you for taking the time to complete the American Express Information Update Form. We request you to carefully read the instructions, fill in the below details (in English) and sign on the Declaration Statement to indicate your acceptance.

## 1. IMPORTANT INSTRUCTIONS

The information you provide in this form will be used to verify and update the details listed on your American Express® Card Account issued by AMEX (Middle East) B.S.C. (c). This information will not be shared with or sold to any third party and will be handled in a confidential manner. This information may be used for further verification and authentication before it is updated against your previous available details with us. If updated after validation, this information will become effective within one month from the date of receipt.

## 2. ABOUT YOURSELF

Valid Basic American Express Card No(s), issued by AMEX (Middle East) B.S.C. (c) Member Since

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3	7																			
3	7																			
3	7																			

(Tick Here) I certify that the following information stated in this form will apply to all Card Numbers listed.

Title  Mr  Mrs  Miss  Ms  Dr  Other

Full Name

Date of Birth  DD  MM  Y  Y  Y  Y Place of Birth

Nationality

Passport No.

ID No. (Please attach copy of passport /other ID's)

## 3. CONTACT DETAILS (CURRENT)

Residential Address

City

Country

Tick here if Billing Address is the same as Residential Address

Billing Address

City

Country

Home Tel. No. (with area code)

Mobile Tel. No. (with area code)

Other Tel. No. (with area code)

Email (1)

Email (2)

## 4. EMPLOYMENT DETAILS

Current Employment Status

Employed  Self-Employed  Retired  Unemployed

Company Name

Job Title

Office Tel. No. (with area code)

## 5. DECLARATION STATEMENT

I hereby declare that the information provided by me in this form is true and correct and I am aware that it will be used to verify and update the details listed on all the American Express® Card number(s) issued by AMEX (Middle East) B.S.C. (c) ("AEME") which I have indicated above. I further declare that I shall promptly advise AEME if there are any changes to this information. I am aware that the above information is critical to maintain my Cardmembership with AEME. I authorise any correspondences originating from AEME, including the Statement of Account and other mailed items, couriered parcels, emails, and outbound phone calls, to be carried out using the details I have specified above. I am fully aware of the sensitivity of the above information and I acknowledge that should there be any discrepancies between the details I have specified above and any details provided in conjunction with a transaction (i.e. following an online transaction, mail order, and/or any other transaction in which Cardmembership contact details must be verified), the transaction may be declined as erroneous unless I rectify them with the details I have specified above.

I certify that I have read the Declaration Statement and that I have truthfully and correctly filled out the above form.

<p><b>BASIC CARDMEMBER SIGNATURE</b></p> <p><input type="text"/></p>	<p><b>DATE</b></p> <p><input type="text"/></p>
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## Help us serve you better

## ساعدنا لنوفر لك أفضل الخدمات

Dear Cardmember,

عزيزي عضو البطاقة المحترم،

At American Express, we are committed to ensuring that our records are up to date with your most recent identification and contact details along with the supporting documents. In accordance with regulatory requirements, we request our Cardmembers to verify and/or update this information every few years.

في أمريكا إكسبريس، نحن ملتزمون على الدوام بمراجعة سجلاتنا وتحديثها بأخر بيانات الاتصال والمستندات الثبوتية الخاصة بك. وبحسب الإجراءات المتبعة، فإننا نطلب من أعضاء بطاقاتنا تأكيد و/أو تحديث هذه البيانات كل عدة سنوات.

In view of the above, we kindly request you to complete the American Express Information Update Form printed on the reverse of this letter and submit photocopies of the below set of documents by no later than one month from the receipt of this letter:

بناءً عليه، نرجو منك تعبئة استمارة تحديث البيانات من أمريكا إكسبريس، والتي ستجدها في الجهة المقابلة من هذه الرسالة، إضافة إلى تسليم نسخ مصورة من المستندات المبينة أدناه بتاريخ أقصاه شهر واحد من استلامك لهذه الرسالة:

- The first page of your current passport
- Any one of the following personal Identification cards: Your latest CPR, Tabia, Work Permit, Driving License or Civil ID
- An electricity bill or other utility bill/ Govt. issued ID containing residential address/ page of tenancy agreement showing residential address (only if the residential address registered by you on our records has changed)

- الصفحة الأولى من جواز سفرك الحالي
- إحدى مستندات الهوية التالية: الإصدار الأخير من البطاقة السكانية، التابعة، ترخيص العمل، رخصة القيادة أو بطاقة الهوية المدنية
- فاتورة الكهرباء أو إحدى فواتير الخدمات الأخرى (فقط في حال تغيير عنوان سكنك الموجود في سجلاتنا)

You can submit your signed Information Update Form along with the supporting documents (as mentioned above) back to us through any of the following options:

يمكنك تسليم المستندات والاستمارة بعد توقيعها من خلال: زيارة أقرب مكتب تابع لأمريكا إكسبريس الشرق الأوسط وتسليمها شخصياً

- dropping off your Form and the documents to your nearest American Express Middle East local office
- Emailing scanned copies of your Form and documents to us at [infoupdate@americanexpress.com.bh](mailto:infoupdate@americanexpress.com.bh)
- faxing your Form and documents to us on (+973) 17 557820

- إرسال نسخ إلكترونية منها عبر البريد الإلكتروني على العنوان [infoupdate@americanexpress.com.bh](mailto:infoupdate@americanexpress.com.bh)
- إرسالها بالفاكس على الرقم (+973) 17 557820

You can also visit our website at [www.americanexpress.com.bh](http://www.americanexpress.com.bh) and download the form.

يمكنك أيضاً زيارة موقعنا الإلكتروني [www.americanexpress.com.bh](http://www.americanexpress.com.bh) لتحميل الاستمارة.

Should you have any inquiries, please call the Customer Service number (mentioned at the back of your Card) where one of our Customer Service Representatives will be happy to assist you. On behalf of American Express, we thank you for your cooperation and continued loyalty.

إذا كانت لديك أية استفسارات، تفضل بالاتصال بنا على الرقم (المذكور خلف بطاقتك) ليقوم أحد ممثلي خدمة الزبائن بمساعدتك بكل سرور. ختاماً، أودّ بالنيابة عن أمريكا إكسبريس أن أعبرك عن امتناننا الكبير لتعاونك معنا ولولائك المستمر لبطاقة أمريكا إكسبريس.

Yours faithfully,

مع أطيب التمنيات،



Sridhar Subramonian  
Vice President – Operations and Servicing  
Middle East & North Africa



سيريدار سبرامنين  
نائب الرئيس – العمليات وخدمة الزبائن  
الشرق الأوسط وشمال أفريقيا