

Frequent Traveller Passenger Account Record



Note : Upon completion of this form, please mail the original form to American Express – Corporate Services

ADDRESS : American Express (Thai) Co., Ltd. S.P. Building, 388 Phaholyothin Road, Samsennai, Phayathai, Bangkok 10400

Company Name:

Division:

Cost Centre:

Surname:

Given Names (as per passport):

Title: Mr Mrs Ms Miss Dr Other (specify):

Date of Birth: / /

Company Position:

Business Address:

Post Code:

Home Address:

Post Code:

Business Telephone (Direct):

Business Fax:

Home Telephone:

Mobile:

Email Address:

Secretary Direct:

Secretary's Name:

Secretary/PA's Email Address:

PASSPORT DETAILS

Nationality:

Passport Number:

Expiry Date: / /

Passport Number:

Expiry Date: / /

Current Visa:

Country:

Expiry Date: / /

Current Visa:

Country:

Expiry Date: / /

AIRLINE PREFERENCES

Seating Preferences:

Non-Smoking:

Smoking:

Aisle:

Window:

Special Meal Requirements (specify):

Class of Travel:

First Class:

Business Class:

Economy:

Special Fares:

Airline Club Membership:

Membership No:

Airline Club Membership:

Membership No:

Airline Club Membership:

Membership No:

Remarks:



Corporate Services

ACCOMMODATION PREFERENCES

Preferred Hotel (by city if appropriate)

Room Preferences: Non-Smoking Smoking Other:
Bed Preferences: Single Twin Double Queen King Other: _____

Hotel Club Membership: _____ Membership No: _____

Hotel Club Membership: _____ Membership No: _____

Hotel Club Membership: _____ Membership No: _____

Special Requirements (eg. Feather pillow, in-room fax/internet): _____

CAR RENTAL PREFERENCES

Preferred Car Rental Company: _____

Car Type: Automatic Manual Large Small Sedan Hatchback

Car Rental Club Membership: _____ Membership No: _____

Car Rental Club Membership: _____ Membership No: _____

Car Rental Club Membership: _____ Membership No: _____

FAMILY MEMBER DETAILS

Spouse Name: _____ **Nationality:** _____

Passport Type / No: _____ Country: _____ Expiry Date: / /

1. Child name: _____ Nationality: _____

Passport Type / No: _____ Country: _____ Expiry Date: / /

2. Child Name: _____ Nationality: _____

Passport Type / No: _____ Country: _____ Expiry Date: / /

PAYMENT DETAILS

Please indicate your preferred method of payment::

American Express CORPORATE Card No.: 3763 - Expiry Date: / /

American Express PERSONAL Card No.: 376 - Expiry Date: / /

OTHER Card No.: _____ Expiry Date: / /

Name on Card:

I wish to use the above Card for all forms of payment: Yes No

I wish to use the above Card as a Hotel Guarantee only: Yes No

Signature: _____
(Please complete form, print, and sign)

* Please note: Cardmembers wishing to make bookings by phone, mail, telex or fax must complete the Signature-On-File Authorisation & Enrolment section below.



Corporate
Services

SIGNATURE-ON-FILE AUTHORISATION & ENROLMENT

To American Express (Thai) Co., Ltd.: I authorise you to charge travel arrangements to the following American Express Card Account when you receive oral or written instruction from the authorised individuals named below.

Card Account: 376 -

Issue to:

Valid from:

(month/year)

To:

/

(month/year)

I appoint the following authorised individuals to charge travel arrangements to my Card Account:

Name:

Position:

Name:

Position:

Name:

Position:



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Services

I agree to be responsible for all instructions and charges to my Card account made by myself or any of the authorised individuals named above. I authorise American Express to accept instructions by telephone. I agree to advise American Express Travel Service, without delay, of any changes to my Card account number or status, or to any of the authorised individuals named above.

I agree to accept the itinerary or confirmation of travel arrangements issued by American Express as proof that those arrangements were requested by me or on my behalf, unless I notify American Express without delay and in any case before the date of travel that the itinerary or confirmation is not correct.

I accept and agree to be bound by the American Express Signature-on-file terms and conditions on this form.

(Please complete form, print, and sign)

Signature of Cardmember: _____ Date: / /

AMERICAN EXPRESS SIGNATURE-ON-FILE TERMS & CONDITIONS

1. These Terms & Conditions

If you are the customer who has completed and signed the Passenger Account Record Form, these Terms & Conditions apply to all bookings and transactions you make with American Express Travel Service, which is provided in Thailand by American Express (Thai) Co., Ltd. ("American Express").

2. You Authorise American Express

You authorise American Express to book travel and other services which you request by telephone, fax or in person from time to time, to pay the service provider and to charge your card account for such services.

3. Prices

We quote prices for travel in Thai Baht based on foreign exchange rates, fares and taxes which are valid when the quotation is made. We may raise prices if there is a change in foreign exchange rates, fares or taxes between the date we quote prices and the date when we issue tickets or vouchers.

4. Responsibility

American Express acts only as agent for the airline, hotel, car rental or other service provider booked for you. We do not own, manage or control any travel provider. Any tickets or vouchers are subject to the supplier's terms & conditions. You agree that American Express is not responsible for any problems, deficiencies or changes in travel services which we cannot control, including without limitation delays, cancellations, breakdowns or accidents in flights or other services, overbookings by airlines or hotels or any problem concerning your health, luggage or possessions. You are responsible for safeguarding tickets, vouchers and identification documents and for complying with all customs and exchange control laws.

5. Refunds

Refunds are subject to the conditions and procedures of the airline or other supplier. You will not be credited for any refunds until it has been approved and processed by the supplier.

6. General

We may require you to sign another authorisation or Passenger account Record Form if the card account you have nominated is cancelled or changed for any reason.

If payment via your card account is refused or unavailable for any reason, you agree to pay us directly on demand for any services provided at your request or on your behalf.

7. Changing the Terms & Conditions

We reserve the right to change these terms & conditions at any time by notifying you in writing. These terms & conditions do not change or affect any terms & conditions governing the card account you have nominated for payment of travel services on the Passenger Account Record Form.

8. Payment for Travel Services

Unless American Express agrees in writing to different payment terms, all travel services must be paid for at the time we issue tickets or other travel documents.

9. American Express Liability

American Express (Thai) Co., Ltd. ("American Express") acts only as agent for the suppliers providing transport, accommodation, or other services covered by the enclosed tickets or other documents ("Tickets"). All Tickets are issued subject to the terms and conditions of the suppliers. The contract between the client and the airline or other supplier is the only contract governing the transport of other services covered by the enclosed Tickets or other document.

By accepting the Tickets and/or using the services, the clients agree that neither American Express nor any of its affiliated companies shall be liable or responsible for any accident, loss, injury or damage to the clients or their belongings or otherwise which is caused by any transport, accommodation or other services or which results from anything beyond the control of American Express, including, without limitation, equipment breakdown, strikes, theft, delay or cancellation of or changes to any itinerary or schedule.

Please note that all travel documents including passports and visas, as well as compliance with Customs, medical, exchange control or other governmental regulations, are the responsibility of the client."



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