

Date:

American Express Saudi Arabia  
P.O. Box 6624  
Riyadh 11452  
Saudi Arabia

**Subject: SABB/Amex Corporate Card Undertaking**

Dear Sirs,

This refers to the Corporate Card Agreement that we have with you. I am the authorized person in our company / organization with the authority to act on behalf of the company and to provide this undertaking to you. I request you to issue a SABB/American Express Corporate Card for our Employee / Consultant / Staff who does not have a Saudi Iqama (Resident Card). We need a SABB/American Express Corporate Card for the following individual:

1. Full Name (as per passport): \_\_\_\_\_
2. Passport No: \_\_\_\_\_ (copy attached to the application form)
3. Approximate period of stay in Saudi Arabia: 6 Months

We undertake the following:-

- A. The above named person is engaged by our company/organization and we are fully responsible for the above named person.
- B.
- C. We undertake to be fully responsible for all/any types of charges incurred by the above named person.
- D. The credit limit that we have recommended for the above named individual is in line with our company's policies and procedures
- E. We are fully responsible and liable for settling all payments due on the SABB/American Express Corporate card on the payment due date.
- F. All charges incurred on the card will be limited to company expenses only, this card will not be used for illicit purposes and we accept full responsibility and liability should the above named person not adhere to this policy and requirement.
- G. We shall make the above named person aware of these conditions and provide a signed acknowledgment to American Express.

We provide this undertaking to American Express Saudi Arabia in conjunction with a fully completed and signed SABB/American Express Corporate Card Application Form, an acknowledgement letter from the staff member, copy of passport, letter from our company confirming our sponsorship of the above named person and a copy of our company's identification badge issued to the above named individual.

Yours sincerely

Signature & Name

**Abbas S. Alsaihati**



Company Stamp



Date:

**Subject: SABB/American Express Corporate Card  
Undertaking – Seconded Employees / Consultants / Staff**

Dear Sirs,

My Full Name (as per passport): \_\_\_\_\_

My Passport No: \_\_\_\_\_

Working in Saudi Arabia as a: \_\_\_\_\_ Visiting Student

I undertake the following:-

I am the above named person, and I am sponsored by

King Abdullah University of Science and Technology (KAUST)  
4700 KAUST  
Thuwal 23955-6900 Kingdom of Saudi Arabia

All charges incurred on my SABB/American Express Corporate Card will be limited to company expenses only, I shall not use the SABB/American Express Corporate Card for personal use. I shall not use this card for illicit purposes that contravene the laws of Saudi Arabia.

I understand that my employer in Saudi Arabia is fully liable and responsible for settling all charges to American Express.

I have read the SABB/American Express Corporate Card Application form and fully understand the Terms and Conditions (T&C's) therein.

Yours sincerely

Signature & Name



## **Non Iqama Holder - SABB/Amex Corporate Card Undertaking Mandatory List of Requirements**

Updated 4<sup>th</sup> November 2019

1. SABB/Amex Corporate Undertaking Letter (issued by Company on Company Letterhead) signed and stamped.
2. Copy of Card Member National ID, Passport and Passport visa page (Boarder No.).
3. Copy of the SABB/Corporate Card Application Form.
4. Letter from the Company (issued on Company Letterhead) confirming the Card Member sponsorship signed and stamped.
5. Copy of the Card Member Company ID badge .
6. Signed Letter of Undertaking from card Member.
7. Card Member to submit a signed copy of the Corporate Card 'Terms and Conditions'