

**BUSINESS CREDIT CARD TRANSFER REQUEST FORM  
FROM BUTTERFIELD BUSINESS MASTERCARD® TO BUTTERFIELD/AADVANTAGE® BUSINESS MASTERCARD®**

Company's Full Legal Name: \_\_\_\_\_

Current Street Address: \_\_\_\_\_  
\_\_\_\_\_

Business Telephone Number: \_\_\_\_\_

We hereby request that you (i) close our existing Butterfield Business MasterCard® account(s) (listed below) with immediate effect, (ii) open new Butterfield/AAdvantage® Business MasterCard(s)® as designated, and (iii) transfer any outstanding balances to such new Butterfield/AAdvantage MasterCard(s) as designated. We confirm that we agree to abide by the terms and conditions of Butterfield/AAdvantage Business® MasterCard® as set out in the Butterfield/AAdvantage® Business MasterCard® Cardholder Agreement.

Business MasterCard® Account(s) to be closed (please list the name and number on the business card below):

1 Name on card \_\_\_\_\_ Card number \_\_\_\_\_

2 Name on card \_\_\_\_\_ Card number \_\_\_\_\_

3 Name on card \_\_\_\_\_ Card number \_\_\_\_\_

4 Name on card \_\_\_\_\_ Card number \_\_\_\_\_

5 Name on card \_\_\_\_\_ Card number \_\_\_\_\_

I certify that the abovementioned information is true and complete.

\_\_\_\_\_  
Full name and title of authorised Company/Firm signatory (Please print)                      Signature of individual                      Date

N.B. This Business Credit Card Transfer Request Form must be submitted together with the completed pages 9 and 10 of the Butterfield/AAdvantage® Business MasterCard® Application.

**PLEASE ANSWER ALL QUESTIONS**

- 1. Are there any unsatisfied judgments, tax assessments or legal proceedings pending against the Applicant?  Yes  No
- 2. Has the Applicant experienced any management or ownership changes in the last year?  Yes  No

If you answered 'yes' to any of the above, please explain:

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**ACCOUNT OPTIONS**

Card payment to be made in:  US dollars  Bermuda dollars

Please select ONE:

**INDIVIDUAL BILLING (Recommended)**

Please send separate statements to each Business Card Cardholder.

OR

**CENTRAL BILLING (On an exception basis)**

Please send a single consolidated statement itemising Business Card activity for ALL Company Cardholders.

Do you wish to receive additional reports at cost of US\$10 per report?

Yes  No

If yes, please select the reports that you would like to receive:

**MONTHLY**

**Company Card Billing Report** – This report generates on a daily basis for any accounts that statement cycled. It gives a recap of activity, so this could be generated multiple times a month depending on the statement cycle.

**Individual Billing Summary** – Summarises the Company Card Billing Report

**Vendor Analysis Report** – Summarises transaction totals by vendor and lists the MCC

**Employee Activity Report** – Lists the transaction activity on individual accounts for each of the following categories: Restaurants, Lodging, Airline, Car Rental, Auto/Vehicle, Other T & E, Cash Advances, Retail, Finance Charges, and Miscellaneous.

**QUARTERLY**

**Company Summary Report** – This provides summary transaction spending by merchant category group for accounts within the Company ID.

Please select ONE: Do you want to allow cash advances on each Card in the Company Business Card Account?

Yes  No

If "YES", select ONE: What percentage of each Card's credit line should be available for cash advances?

25%  50%  75%  100%  Other \_\_\_\_\_%

**AUTHORISED COMPANY REPRESENTATIVE(S)**

The person(s) authorised to transact business for the Applicant regarding the Applicant's Butterfield MasterCard® Business Card accounts are:

Authorised representative's name (PLEASE PRINT)

Authorised representative's signature

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Authorised representative's name (PLEASE PRINT)

Authorised representative's signature

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Authorised representative's name (PLEASE PRINT)

Authorised representative's signature

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# BUTTERFIELD/AADVANTAGE® BUSINESS MASTERCARD® CARDHOLDER INFORMATION

New    
  Change    
  Add    
 Date

Company name

## CARDHOLDER INFORMATION

Please list all employees or others who are to receive cards, and which MasterCard® Business Card Programme they are to be enrolled in. Each requested or existing cardholder signing below (called "I", "me" or "my") hereby agrees as follows: I will use my card only (i) for business purposes (ii) as authorised by my Company/Firm and (iii) subject to the conditions of the Butterfield/AAdvantage® Business MasterCard® Card Agreement.

Cardholder name	Cardholder signature	Nationality & Social Security # or equivalent
<input type="text"/>	<input type="text"/>	<input type="text"/>
Credit Card number (for changes to existing Card information)		Employee credit limit
<input type="text"/>		<input type="text"/>
Date of birth (mm/dd/yy)	Mother's maiden name	If you have an AAdvantage number, please enter it here: <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Cardholder name	Cardholder signature	Nationality & Social Security # or equivalent
<input type="text"/>	<input type="text"/>	<input type="text"/>
Credit Card number (for changes to existing Card information)		Employee credit limit
<input type="text"/>		<input type="text"/>
Date of birth (mm/dd/yy)	Mother's maiden name	If you have an AAdvantage number, please enter it here: <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Cardholder name	Cardholder signature	Nationality & Social Security # or equivalent
<input type="text"/>	<input type="text"/>	<input type="text"/>
Credit Card number (for changes to existing Card information)		Employee credit limit
<input type="text"/>		<input type="text"/>
Date of birth (mm/dd/yy)	Mother's maiden name	If you have an AAdvantage number, please enter it here: <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Cardholder name	Cardholder signature	Nationality & Social Security # or equivalent
<input type="text"/>	<input type="text"/>	<input type="text"/>
Credit Card number (for changes to existing Card information)		Employee credit limit
<input type="text"/>		<input type="text"/>
Date of birth (mm/dd/yy)	Mother's maiden name	If you have an AAdvantage number, please enter it here: <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please attach sheets for additional cardholders. This form may be photocopied.

**PLEASE NOTE:** The total of all individual Cardholders' credit lines cannot be larger than the total Company credit line requested.

## AUTHORISED SIGNATURE

The Applicant, acting pursuant to the attached Corporate Resolution (or equivalent) and by authorised individual(s) signing below, represents and warrants that the statements made in the Application and the accompanying financial statements, and other submissions, are true and correct and are made to induce The Bank of N.T. Butterfield & Son Limited to grant Credit. For the same purpose, the Applicant represents and warrants that no suits, judgments or legal claims of any kind are now pending against the Applicant, except as expressly stated herein or in the financial statements submitted herewith.

The Applicant and each principal severally agree that The Bank of N.T. Butterfield & Son Limited may exchange credit information concerning them with others. The Bank may, without limitation, request a credit report on each principal and, if requested, will inform the principal(s) of the name and address of the credit reporting agency that furnished it. If approved, the Bank may obtain new credit reports in connection with updates, renewals and extensions of the Applicant's account. **This Application will remain the property of the Bank.**

Full name and title of authorised Company/Firm representative (PLEASE PRINT OR TYPE)	Signature of individual	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Full name and title of authorised Company/Firm representative (PLEASE PRINT OR TYPE)	Signature of individual	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Full name and title of authorised Company/Firm representative (PLEASE PRINT OR TYPE)	Signature of individual	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>