



Cardholder application form

For credit and corporate cards

What you need to do

To ensure your application is not delayed:

1. Type and complete the application form

2a. Submit via Email to:

BBIAAdditionalcards@barclaycard.co.uk

Note – there is no requirement to sign the form when sent from company email address of person authorised to nominate cardholders

OR

2b. Print, **sign** and post to:

Freepost Licence No: RSUX-CJRA-KULS,

Barclaycard Commercial,
PO BOX 4000,
Wigston,
LE18 9EN

Signature of person authorised to nominate cardholders

(as indicated in your organisation application form or as subsequently advised to us)

Full name

Signature **X**

Date

 / /

Declaration

By submitting this form you confirm that:

You are duly authorised to enter into this agreement for and on behalf of the organisation

The cardholder is employed by or contracted to this organisation

The details you have given us are correct

You want us to give the cardholder a company card and PIN for which the cardholder is eligible and from time to time replace the card with any company card covered by this agreement.

Organisations Details

Organisations name (as registered on your Barclaycard Commercial account)

If you are an existing customer, please complete your Barclaycard Commercial account number

16 digits

(This can be found at the top of your statement)

Business address (as registered on your Barclaycard Commercial account)

Postcode

Country

Type of card

Please tick the card type required

☐ Gold/Corporate

☐ Platinum/Premium

Please note: If left blank, the standard type of card for your organisation will be provided.

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New Cardholder Details (please complete all fields)

Title

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

First name

Middle name(s)

Surname

Sex

☐ Male ☐ Female

Date of birth

Nationality

Security password

(between 6-15 characters)

Employee number

e.g. A staff number allocated to you by your company

Internal reference number

e.g. cost centre number

(complete only if you wish cardholder statements to include the internal reference number)

Expenditure Limit

(The expenditure limit should be sufficient for 6 weeks' purchases. If left blank, a minimum limit of £250 will be assigned)

Home address (mandatory)

Postcode

Country

Mobile telephone number

Email address

Home telephone number

Business telephone number

Cash withdrawals

Cash withdrawals via ATM's will be blocked unless you indicate below

☐ This cardholder requires access to cash via ATM's

Please note: Cash withdrawals are subject to your organisation's authorisation

Card/PIN Delivery

The card and PIN will be sent to the business address unless you indicate below that you would prefer them to be sent to the cardholders home address

☐ Home address

Duplicate card request

Does this cardholder already have a card?

☐ Yes

1. How We Use Your Card Account Holder Information (Privacy Statement)

Your personal information

1.1 By 'your information' we mean personal and financial information about you, that we need to collect, use, share and store. This includes information we may:

(a) obtain at any time from you or from third parties such as the Corporate Account Holder and/or your employer, fraud prevention agencies or other organisations, through any type of communication with you (verbal or written including letters, calls, emails), through our websites, registrations, researches, promotions and competitions or through accounts or products you have or previously had with us;

(b) learn from the way you use and manage your account(s), from the transactions you make such as the date, amount, currency and the name and type of supplier (e.g. travel services, supermarket services, medical services, retail services) you use and from the payments which are made to your account.

We use your personal information

and other companies in the Barclays Group and/or other organisations as described below may collect, use, share and store your information:

(a) to check your eligibility when you apply for any financial product we offer;

(b) to check your details and verify your identity;

(c) to administer and manage your application and account(s), give you statements and provide you with products and services, inform you about changes to the features of those products or services or their operation;

(d) for assessment, testing (including systems tests) and analysis, including credit and/or behaviour scoring, statistical, market and product analysis in order to generate statistical reports to be shared internally or externally with non Barclays' companies for their own purposes. These reports are aggregated and will not contain any information that identifies you;

(e) to prevent, detect and prosecute money laundering, fraud and other crimes;

(f) to improve the accuracy of our records;

(g) to develop and improve our services to you and other customers;

(h) to respond to your inquiries or complaints;

(i) to carry out regulatory checks or other work to meet our obligations to any regulatory authority;

(j) to protect our interests, including locate you and recover any debts you owe, cross-check details on proposals or claims for all types of insurance, to process and collect charges;

(k) to manage and provide any rewards and offers and administer any promotions and competitions; and

(l) in any other ways described below.

1.3 We will keep information about you and how you manage your account(s) private and confidential, but may share it as follows:

(a) with other companies within the Barclays Group;

(b) with people who provide a service to you (when you use your card to make payments), with people who provide a service to us, or who are acting as our agents, on the understanding that they will keep the information confidential;

(c) with any company that we are providing products or services in conjunction with;

(d) with the Corporate Account Holder or subsidiaries, parent and affiliated companies including their agents and processes, or companies contracted to perform services for them or on their behalf;

(e) with anyone whose name or logo appears on the card issued to you;

(f) with anyone to whom we transfer or may transfer our rights and duties under this agreement;

(g) with any third party as a result of any restructure, sale, merger or acquisition of any company within the Barclays Group, provided that any recipient uses your information for the same purposes as it was originally supplied to us and/or used by us;

(h) if you have consented;

(i) if we have a duty to do so or if the law, public interest, or this agreement allows us to do so.

1.4 We may use automated processes when we use your information for any of the purposes listed in this Privacy Statement and/or elsewhere in the Terms and Conditions.

1.5 We will retain information about you after the closure of your account for as long as permitted for legal, regulatory, fraud prevention and legitimate business purposes.

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International Transfers

1.7 If we transfer your information to a person, office, branch, organisation, service provider or agent in another country, we will make sure that they agree to apply the same levels of protection as we are required to apply to information held in the UK and to use your information only for the purposes that we have permitted.

Further information

1.8 You can ask us for a copy of the information we keep about you. A fee will be charged for this service.

1.9 If you believe that any information we hold about you is incorrect or incomplete, you should write to us immediately. If we find that any information is incorrect or incomplete we will correct it promptly.

1.10 You agree that calls between us may be recorded and/or monitored in the interest of security, for quality control and to ensure better customer servicing, staff training and account operation.

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