



Additional cardholder request form

For Small Business 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)

Trading name (if applicable)

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

Small Business Accounts

The same type of card that is already in place for your business will be provided

Corporate Accounts

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

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 and over the counter will be blocked unless you indicate below

☐ This cardholder requires access to cash via ATM's and over the counter

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 ☐ Alternative delivery address

Alternative delivery address

Postcode

Delivery options

☐ Standard delivery ☐ Next day via courier

Delivery options

Please note a delivery charge of £6 per card will be incurred for the next day courier service and £10 per card for any foreign courier services.

Duplicate card request

Does this cardholder already have a card?

☐ Yes ☐ No

Barclaycard Commercial Payments Privacy Notice

Information we hold about you

This policy applies to information we hold about you. In this policy, 'we', 'us', and 'our' mean Barclaycard Commercial Payments, which is a trading name of Barclays Bank PLC, registered number 01026167, registered office 1 Churchill Place, London E14 5HP. 'You' means the person the information relates to.

This policy applies to information held about customers and possible future customers, suppliers and possible future suppliers, contacts and all other people we hold information about. By 'information' we mean personal and financial information about you that we collect, use, share and store. For further details on the information about you that we may process, please see the full Barclaycard Commercial Payments Privacy Notice at barclaycard.co.uk/your-data.

Where this information comes from

We collect, use, share and store information about you to provide you with the services you have asked us for and to share information with you about services that may be of interest to you. We will collect your information direct from you or from other people and organisations. For more details of where we may get your information from, see the full Barclaycard Commercial Payments Privacy Notice at barclaycard.co.uk/your-data.

How we use your information

We use this information:

- to provide our services to you;
- to help us develop new and improved products and services to meet our customers' needs;
- to carry out checks for security purposes, to prevent fraud and money laundering, and to confirm your identity before we provide services to you;
- for training;
- to communicate with you;
- to meet the obligations we have by law and under any regulations that apply;
- where we have a legitimate interest in using your information, for example to protect our business interests or to prevent fraud; and
- if you act as the company administrator, we may also use your information to keep you informed about products and services you hold with us and to send you information about products or services (including those of other companies) which may be of interest to you.

We may use automated processes. For further information, including the legal basis on which we use your information, please see the full Barclaycard Commercial Payments Privacy Notice at barclaycard.co.uk/your-data.

Sharing your information with others

We'll keep your information confidential but we may share it in certain circumstances, for the purposes set out in this policy, with:

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- your employer or other organisation that asked us to issue the card to you;
- other Barclays companies;
- other companies who provide a service to you, for example if you use our products to make a purchase or payment;
- our service providers and agents, including their subcontractors;
- any company we are providing services with or whose name or logo appears on our products;
- social-media companies so that they can display messages to you about our products and services;
- anyone we transfer or may transfer our rights and duties to, or we sell or may sell all or part of any Barclays company, business, debt or asset to;
- fraud prevention agencies; and
- credit reference agencies.

The people and organisations listed above will also have to keep it secure and confidential.

For further details of third parties we may share your information with, and how your information will be used by us, fraud prevention agencies, credit reference agencies, and other people or organisations, see the full Barclaycard Commercial Payments Privacy Notice at barclaycard.co.uk/your-data.

Your rights

You have rights relating to the way that we use your information, and can make certain choices. For example, you can:

- ask us to correct a mistake in your personal information;
- withdraw any permission you have previously given to allow us to use your information;
- object to any automated decision-making;
- ask us to stop or start sending you marketing messages;
- ask us to send you (or someone you nominate) a copy of the information we hold about you; and
- ask us to stop using your information in certain circumstances.

To use any of the rights set out above, or to discuss any other issue relating to your information, please contact us using the methods set out in the 'Contact us' section.

If you have any concerns about the way we use your information, you have the right to complain to the Information Commissioner's Office, which regulates the use of personal information in the UK, by calling 0303 123 1113. Or you can visit their website at <https://ico.org.uk/>.

For further details on your rights relating to the way we use your information, and other ways to contact us, please see the full Barclaycard Commercial Payments Privacy Notice at barclaycard.co.uk/your-data.

Contact us

Please go to barclays.co.uk/control-your-data if you have any questions about our privacy notice. If you would like more information on your rights, or you want to exercise them, please send a request through our website at barclays.co.uk/control-your-data.

For further contact details, please see the Full Barclaycard Commercial Payments Privacy Notice at barclaycard.co.uk/your-data.

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