



# Corporate Card UK Account application form

This form must be filled out by an administrator.

## What you need to do

**To ensure your application is not delayed:**

- Please complete all sections in BLOCK CAPITALS
- Please ensure the correct person signs the agreement and completes their personal details outlined.

If applicable, please read and keep a copy of the terms and conditions

## Where to send form:

FREEPOST LICENCE NO. RSUX-CJRA-KULS  
BARCLAYCARD COMMERCIAL  
PO BOX 4000  
WIGSTON  
LE18 9EN

### Organisations Details

Organisations name (as registered)

Customers trading name (if applicable)

Have there been any changes to your Principal information since you last opened a new product with us?

This could be Partners, Directors, Trustees, Key Officials, and persons with a 10% or more share in the organisation

Yes  No

If yes, please speak to your Account Manager to obtain a Change of Information Form which should be completed to include all Partners, Directors, Trustees, Key Officials and persons with a 10% share or more in the organisation.

### Expenditure Limit

Total expenditure limit required for the organisation (E/\$/€)

The minimum organisation expenditure limit must cover the total sum of the individual cardholder's limit requested on the cardholder application forms. It is advisable to allow extra capacity to cover future needs, but at least enough for 6 weeks' requirements is recommended.

### Currency required

Please select required currency

£  €  
 \$

### Type of card

Please indicate which card type you require

Gold/Corporate Card

### Cash withdrawals

Do you require selected cardholders to have access to cash withdrawals at ATMs?

Yes  No

**Address Verification Service (AVS) checking (for card-not-present transactions, i.e. online, over the phone)**

Please tick the box if you require your business address to be used for address verification purposes.

Please note that if the box is not ticked, the address verification will default to the cardholder address.

**Statement date**

Please choose a date between 2nd and 28th of each month inclusive

**Method of settlement**

Please state if you wish to be either

centrally billed  individually billed (E/€ only)

**Signature of Administrator authorised to add products to the company account (as indicated in your organisation application form or as subsequently advised to us)**

**Declaration**

By signing this agreement, you confirm that:

- You are duly authorised to enter into this agreement for and on behalf of the organisation
- The details you have given us are correct
- You want us to open a new product/account for the Company named on this form
- To the extent a new product/ account being opened involves an individually billed (cardholder settled) element, you will ensure all cardholders concerned are advised of all charges and interest which may be levied on the account (as set out in the term and conditions), including the mandatory 1.19% transaction fee.

Full name

Business title

(e.g. proprietor/partner/director)

Signature X

Date

**Company representative**

2) Full name

Email address

Business address for correspondence




Postcode

Country

Company name to be embossed on cards

Maximum of 24 characters

If you would like us to take payments from your UK bank account, please tick here and speak to your Account Manager to obtain a payment consent form.

**The Direct Debit Guarantee**

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit Barclaycard Commercial will notify you 3 working days in advance of your account being debited or as otherwise agreed. If you request Barclaycard Commercial to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by Barclaycard Commercial or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society. If you receive a refund you are not entitled to, you must pay it back when Barclaycard Commercial asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

**Originator's ID No. 431084**

Please complete all sections below.

Name of account (as shown on cheque book)

Name of bank or building society

Branch sort code

Bank or building society account number

**Instruction to your bank or building society**

Please pay Barclaycard Commercial Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Barclaycard Commercial and, if so, details will be passed electronically to my bank/building society.

Please sign below to authorise your Direct Debit Mandate.

Name

Date

If your Organisation requires two signatures to authorise a Direct Debit, please also complete;

Name

Date

**Corporate product insurance**

*\*\*Please note - If your organisation opts out of insurance, you won't be eligible for the insurance benefits and won't be able to make a claim.*

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