

# individually billed cardholder application form

Use this form if you want to apply for a Barclaycard Commercial Corporate Card. Please complete in ink using BLOCK CAPITALS.

## How to complete this form

- This Cardholder application form should only be used:
  - i) in conjunction with the Corporate Account Organisation application form;
  - or
  - ii) when a Corporate Account has already been opened.
- There are two sections to this form: Section A relates to details of the organisation, Section B relates to details of the prospective cardholder. You should complete ALL sections unless instructed otherwise.
- If you have more than one prospective cardholder, please call us for more forms on 0844 822 2111;\* visit [www.barclaycard.co.uk/commercial](http://www.barclaycard.co.uk/commercial) or photocopy this one before completing the details as we are unable to accept photocopied signatures.
- This form must be signed and dated by the authorised signatory/signatories from your organisation.

## Where to send the completed form

- If this application accompanies the Corporate Account Organisation application form, please follow the instructions on that form.
- If this application relates to an existing Corporate Account, please send your forms to Barclaycard Commercial, Company Barclaycard Dept, PO Box 3000, Teesdale Business Park, Stockton-on-Tees TS17 6YG.
- Before you send your forms, please check that they are completed in full and signed in all of the relevant places.



## A. Organisation authorisation of cardholder

1. Name of organisation

2. Business address for correspondence, including postcode

 Postcode 

3. If you are already an existing customer please also provide your corporate account number (as shown on the top of your monthly statement)

4. Please send this card to cardholder's

Home address

Business address

5. Internal reference For example: cost centre name or number (complete only if you wish cardholder statements to include the internal reference number)

6. Types of card and payment options

Please indicate how many cards of each type you require.

Corporate Gold Card – £32 per card per year

Corporate Platinum Card – £78 per card per year

7. Cash withdrawals

Do you want to have access to cash withdrawals via ATMs? (Please note: Cash withdrawals are subject to your organisation's authorisation)

Yes

No

8. Expenditure limit requested for named cardholder in Section B (the expenditure limit should be sufficient for 6 weeks' requirements)

9. To Barclays Bank PLC

The organisation requests Barclays Bank PLC to issue a Corporate card bearing the organisation's name to the person proposed in Section B.

10. Signature(s) of person(s) authorised to nominate cardholders (as indicated in section 18 of the Corporate Account Organisation application form)

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 cardholder is employed by this organisation
- The details you have given us are correct
- You want us to give the cardholder a Corporate card and PIN for which the cardholder is eligible and from time to time replace the card with any Corporate card covered by this agreement
- You have read and agreed to the Barclaycard Commercial terms and conditions and How We Use Your Information.

1. Full name (in capitals)

Business title (eg. proprietor/partner/director)

→ Signature X

Date   /   /

1. Full name (in capitals)

Business title (eg. proprietor/partner/director)

→ Signature X

Date   /   /

## B. To be completed by the cardholder

Instructions to your bank or building society to pay Direct Debits (if required)

The Direct Debit Guarantee

- This Guarantee is offered by all banks and building societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own bank or building society.
- If the amount to be paid or the payment dates change the organisation will notify you normally 3 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by the organisation or your bank or building society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your bank or building society. Please also send a copy of your letter to the organisation.

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

Please pay Barclaycard Commercial Direct Debits from the Account detailed on this instruction, subject to the safeguards assured by the Direct Debit Scheme.

Please sign below to authorise your Direct Debit mandate. Your Direct Debit instruction will also take the minimum monthly payment.

A) → Signature X

Name

Date   /   /

Title Mr  Mrs  Miss  Ms  Other

First Name

Middle Name(s)

Surname

Date of birth

Nationality

Business title (e.g. proprietor/partner/director)

Sex

Male

Female

Home address including postcode

Postcode

Home telephone number

STD

No.

Business telephone number

STD

No.

Mobile telephone number

Email address

Employee number – eg A staff number allocated to you by your company (complete only if your company wishes for this information to be available for reporting purposes in a Visa Commercial Format (VCF) data file. For more information, please speak to your administrator.)

Declaration

By signing this agreement, the cardholder confirms that:

- The details the cardholder has given us are correct
- The cardholder has read and agreed to the Barclaycard Commercial terms and conditions and How We Use Your Information.

Cardholders must write to us at Barclaycard Commercial, Company Barclaycard Dept, PO Box 3000, Teesdale Business Park, Stockton-on-Tees TS17 6YG if they do not want us or any other member of the Barclays Group to tell them about other products and services. (In order for us to ensure that we note this in all our records, the cardholders must give us their Barclays bank details and the numbers of any Barclays cards, insurance, unit trust and other accounts or policies.)

Signed **X**

Print name

Date

For Barclaycard Commercial use only

PAN

Input ref

Company No.

Cardholder No.

Date of birth

## 1.0 How We Use Your Cardholder 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) earn 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.

How we use your personal information

1.2 We 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, check your details and verify your identity;
- (b) 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;
- (c) 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;
- (d) to prevent, detect and prosecute money laundering, fraud and other crimes;
- (e) to improve the accuracy of our records;
- (f) to develop and improve our services to you and other customers;
- (g) to respond to your inquiries or complaints;
- (h) to carry out regulatory checks or other work to meet our obligations to any regulatory authority;
- (i) 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 chargers;
- (j) to manage and provide any rewards and offers and administer any promotions and competitions; and
- (k) 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.

1.6 We and other companies in the Barclays Group may, from time to time, provide further details about how your personal information may be used. This information will be made available on [www.barclaycard.co.uk](http://www.barclaycard.co.uk)

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.

This information is available in large print,  
Braille or audio format by calling **0844 822 2140\***

\*Calls may be monitored or recorded to maintain high levels of security and quality of service. For BT business customers calls to 0844 822 numbers will cost no more than 5.5p per minute, minimum call charge 6p (current at November 2011). The price on non-BT phone lines may be different.

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