

# purchasing cardholder application form

## What you need to do

### To ensure your application is not delayed:

- Please complete Sections A and B in BLOCK CAPITALS
- Question 9 must be signed by an authorised signatory(ies).

If you have more than one prospective cardholder you can download additional forms from [www.barclaycard.co.uk/commercial](http://www.barclaycard.co.uk/commercial)

### Where to send the form:

Barclaycard Commercial  
 FREEPOST LICENCE No. NEA 907  
 PO Box 3000  
 Teesdale Business Park  
 Stockton-on-Tees TS17 6YG

### A. Organisation authorisation of cardholder

1. Name of organisation

  


2. Business address for correspondence

  
  
  
 Postcode 

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

4. Please send this card and PIN 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. Expenditure limit requested for named cardholder in Section B (the expenditure limit should be sufficient for 6 weeks' requirements)

£  (min £250)

7. Spending controls for named cardholder in Section B

If you wish to allocate spending controls for this cardholder please indicate below.

i) Single transaction limit

£

ii) Merchant category groupings

I wish the cardholder named in Section B to be allowed spending at: (Please tick a, b or c)

- a) All of the merchant category groupings, including cash; OR
- b) All merchant categories below (excluding cash which will automatically be blocked unless (a) is ticked); OR
- c) Only the merchant category groupings indicated by me (with a tick) below.

If you are unsure about completing this section or would like additional information, please contact us on 0844 822 2140.\*

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> 1 Building services                 | <input type="checkbox"/> 12 Mail order/direct selling                    | <input type="checkbox"/> 25 Vehicles, servicing and spares  |
| <input type="checkbox"/> 2 Building materials                | <input type="checkbox"/> 13 Personal services                            | <input type="checkbox"/> 26 Automotive fuel   |
| <input type="checkbox"/> 3 Estate and garden services        | <input type="checkbox"/> 14 Freight and storage                          | <input type="checkbox"/> 27 Travel – air/rail/road  |
| <input type="checkbox"/> 4 Utilities and non-automotive fuel | <input type="checkbox"/> 15 Professional services                        | <input type="checkbox"/> 28 Auto rental   |
| <input type="checkbox"/> 5 Telecommunication services        | <input type="checkbox"/> 16 Financial services                           | <input type="checkbox"/> 29 Hotels and accommodation  |
| <input type="checkbox"/> 6 Catering and catering supplies    | <input type="checkbox"/> 17 Clubs/associations/organisations             | <input type="checkbox"/> 30 Restaurants and bars  |
| <input type="checkbox"/> 7 Cleaning services and supplies    | <input type="checkbox"/> 18 Statutory bodies                             | <input type="checkbox"/> 31 General retail and wholesale  |
| <input type="checkbox"/> 8 Training and educational          | <input type="checkbox"/> 19 Office stationery, equipment and supplies    | <input type="checkbox"/> 32 Leisure activities  |
| <input type="checkbox"/> 9 Medical supplies and services     | <input type="checkbox"/> 20 Computer equipment and services              | <input type="checkbox"/> 33 Miscellaneous   |
| <input type="checkbox"/> 10 Staff - temporary recruitment    | <input type="checkbox"/> 21 Print and advertising                        | <input type="checkbox"/> 34 Cash (ATM/Branch) money orders, foreign currency, travellers' cheques. Blocked unless specifically requested. |
| <input type="checkbox"/> 11 Business clothing and footwear   | <input type="checkbox"/> 22 Books and periodicals                        |   |
|  | <input type="checkbox"/> 23 Mail and courier services                    |   |
|  | <input type="checkbox"/> 24 Miscellaneous industrial/commercial supplies |   |

8. To Barclays Bank PLC

Subject to your approval and to the Barclaycard Commercial Purchasing Terms and Conditions of use, as signed on opening the company account, the organisation requests Barclays Bank PLC to issue a Barclaycard Commercial Purchasing Card with an expenditure limit as specified, to the person named in Section B as a cardholder on the organisation's purchasing card account.

9. Signature(s) of person(s) authorised to administer the account and nominate cardholders

(as indicated in Question 18 of the purchasing card organisation application form)

- 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 purchasing card and PIN for which the cardholder is eligible and from time to time replace the card with any purchasing card covered by this agreement.

1. Full name (in capitals)

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

→ Signature X

Date   /   /

2. Full name (in capitals)

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

→ Signature X

Date   /   /

B. New cardholder details

Title Mr  Mrs  Miss  Ms  Other

First Name

Middle Name(s)

Surname

Date of birth

  /   /    

Nationality

Security password (between 6-15 characters)

Sex Male  Female

Home address

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.)

For Barclaycard Commercial use only

PAN

Input ref

Company No.

Cardholder No.

Date of birth

  /   /    

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

\*Calls may be monitored or recorded in order to maintain high levels of security and quality of service. For BT business customers, calls to 0844 822 numbers will cost no more than 5p per minute, minimum call charge 5.9p (current at November 2011). The price on non-BT phone lines may be different.

[www.barclaycard.co.uk/commercial](http://www.barclaycard.co.uk/commercial)

Barclaycard is a trading name of Barclays Bank PLC. Barclays Bank PLC is authorised and regulated by the Financial Services Authority.

Registered in England. Registered No. 1026167. Registered Office: 1 Churchill Place, London E14 5HP.

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## 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 charges;
- (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.