



ASDA Trade Card application form

This form is for incorporated businesses, those not regulated by the Consumer Credit Act 1974

Please send your completed form to:
Barclaycard Commercial
FREEPOST LICENCE No. NEA 907
PO Box 3000
Teesdale Business Park
Stockton-on-Tees TS17 6YG

Please make sure you complete all questions and the appropriate person signs in all places.

Pay and save the easier way

The simple, secure and more convenient way to pay for your business purchases.

- A simple one-off fee of £32 – with no annual charge.
- Up to 56 days' interest-free credit to help smooth your cashflow.
- Easier to use than cash or cheques – with less paperwork and no transaction fees.
- Consolidate your spending with one card – with one monthly statement from Barclaycard and one monthly payment.
- Easy to track and control expenditure online – with management reports to simplify your accounting processes.
- Ideal for frequent high-volume purchases and fuel.
- Preferential one-off card fee of £10 for each additional cardholder.
- Easier VAT reclaim – with HMRC-approved electronic processing and consolidation of VAT invoices*.

*For transactions in VISA electronic VAT-enabled merchants.

Please complete all sections in BLOCK CAPITALS

About your organisation

V6AS02

1. Name of organisation

Registered name Trading name (if different)

2. Type of organisation

Limited Company/PLC Limited Liability Partnership Public Sector Organisation

Other - please specify (Excluding Sole Traders and Partnerships)

Company registration number (if applicable) Company VAT number

Registered office address (as at Companies House)

 Postcode Is your trading address different to the registered office address? Yes No

If yes, please complete your trading address

 Postcode

3. Specific nature of business (e.g. Manufacturing - carpets and rugs)

4. Do you operate in or intend to operate in any of these countries: Iran, Iraq, Syria, Sudan, Myanmar, North Korea, Cuba?

Yes No 5. Date business established or incorporated

6. Is your organisation an existing client of Barclays?

Barclays Business? If yes, please also supply your account no.Barclays Corporate? If yes, please also supply your account no.Barclaycard Commercial? If yes, please also supply your account no.

7. Organisation bank details

Bank name Length of time business has been with current bank Business A/C sort code Business account number - -

About your ASDA Trade Card account

8. Organisation's name to appear on your cards (Maximum of 21 characters including spacing and punctuation)

9. Total expenditure limit required for the organisation

It is advisable to allow extra capacity to cover future needs, but at least enough for 8 weeks' requirements is recommended. The limit requested here will all be allocated to the primary card. It can be re-allocated if subsequent cards are applied for by contacting customer services.

£

About your ASDA Trade Card account

10. Appointment of administrator and primary cardholder

Details of person(s) authorised to administer the account and nominate cardholders. The person listed here will be issued a card and will be an Online Services Administrator and will have full access rights to current and future functionality, including adding new cardholders to the company account. If more than one administrator is required, please list the details and signatures on a separate piece of paper and attach it to this agreement.

Title Mr Mrs Miss Ms Other Full first name Full middle name/s Surname Business title Email address

Current private address

 Postcode DOB / / Nationality Security password (e.g. a word or short phrase that you will remember, between 6 and 15 characters)

Signature of administrator

Signature X

Date

Instructions to your Bank or Building Society to pay Direct Debits

11. 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 Business A/C sort code Business account number - -

The full monthly payment will be collected by Direct Debit from your business account as detailed above and subject to the safeguard assured by the Direct Debit guarantee.

Signature X

Name Date

Form continues...

12. Authorised signatories for your organisation

Signatory requirements

An Authorised Signatory is any Company Director, Limited Liability Partner, or anyone with a 10% or more share in the company who is also registered at Companies House. **Details of all are required.** In checking whether you are eligible for an account we will need to carry out certain checks and searches about you with credit reference agencies. The credit reference agency will check your details against the information to which they have access and will keep a record of any search we make. The credit reference agency may use these details in the future to assist other organisations when the agency assesses applications from you. Records of any searches made to verify your identity will only be used by others for verification purposes. If false or inaccurate information is provided and fraud is suspected, details may be passed to fraud prevention agencies as well as credit reference agencies.

Authorised Signatory (as registered at Companies House)

The following section should be completed by:

- Ltd/LLP's - all Company Directors/Limited Liability Partners (up to a maximum of 4) as listed at Companies House AND any additional shareholders with a stake of 10% or more
- Public Sector Organisation - at least 2 authorised officials

Title Mr Mrs Miss Ms Other

Full first name

Full middle name

Surname

Business title
(e.g. Proprietor/Partner/Director)

Nationality

DOB / / Gender Male Female

Current private address

Postcode

Time at current address /

If you have not been present at this address for the last 3 years, please supply previous addresses for this period.

Postcode

Time at previous address /

Home telephone number

Business telephone number

Mobile telephone number

Email address

➔
Signature X

Date / /

Additional Director/Shareholder

Title Mr Mrs Miss Ms Other

Full first name

Full middle name

Surname

Business title
(e.g. Proprietor/Partner/Director)

Nationality

DOB / / Gender Male Female

Current private address

Postcode

Time at current address /

If you have not been present at this address for the last 3 years, please supply previous addresses for this period.

Postcode

Time at previous address /

Home telephone number

Business telephone number

Mobile telephone number

Email address

Please indicate how many (if any) additional pages you have included with this application.

To ensure your application is not delayed:

- Please ensure the administrator signs the agreement and completes their personal details (section 10).
- The Direct Debit Mandate has been completed and signed (section 11).
- Please ensure that the authorised signatory (company director, LLP partner, authorised official) has signed the agreement and completed their personal details and that additional directors / LLP partners / authorised officials and shareholders with a 10% or more share have completed their details (section 12). These must match those registered at Companies House.
- Please ensure you have included any additional pages with this agreement.