


>> Change of Account Administrators

Complete relevant sections below to update your account administrators. Please note in all cases Section E must be signed by an **existing** authorised signatory.

-  **Phone** – if you bank with Barclays, and the individual you would like to add is registered on your Barclays Bank mandate, you can contact our customer services team on **0800 008 008** to complete the change instantly over the phone
-  **Email** – you can scan and email the completed form from your business email domain to **cbc.customer@barclaycard.co.uk**
-  **Post** – you can post the completed form to: **Barclaycard Commercial, PO Box 4000, Wigston, LE18 9EN**
For email and postal changes the update will be completed within three working days of receipt of request

A) Business Details – mandatory

Company name

Company Address

Postcode

16 digit company reference number Company telephone number

B) Add Authorised Signatories

Please complete to add new authorised signatories who will have full access to the company account and be able to administer and add new cardholders.

Title Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="text"/>	Title Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="text"/>
Full first name and initials <input type="text"/>	Full first name and initials <input type="text"/>
Surname <input type="text"/>	Surname <input type="text"/>
Please provide the 16-digit account number for any additional accounts that require the same update <input type="text"/>	

C) Change of Company Representative/Business Contact

Please complete if you wish to change your company representative who will receive company statements, correspondence and administer the account. This form does NOT authorise this person to add new cardholders unless they are already an authorised signatory.

Title Mr Mrs Miss Ms

Full first name and initials

Surname

Please provide the 16-digit account number for any additional accounts that require the same update

D) Removal of Authorised Signatory

Please list any authorised signatories that need to be removed from your account.

Title Mr Mrs Miss Ms

Full first name and initials

Surname

Please provide the 16-digit account number for any additional accounts that require the same update

Do you also require card cancellation? Yes No
If yes, please provide the 16 digit card number

E) Authorisation – this section must be signed by an existing Authorised Signatory on your account

Title Mr Mrs Miss Ms Other

Full first name and initials

Surname

Signature

Date / /