

When filling out this form by hand, please complete in BLOCK CAPITALS and in black ink. When filling out this form on screen, please use the tab key to move between the relevant fields. Ensure you do **not** use the return or enter keys.

🔒 Your information

For details of how we and others, will use your information, please look for the padlock symbol below and in the accompanying Terms and Conditions or contact The Royal Bank of Scotland plc, Commercial Cards Division, Cards Customer Services, PO Box 5747, Southend-on-Sea SS1 9AJ.

All sections must be completed.

1. Business details

Company/Organisation name _____

Billing unit name _____

Billing unit number (if you have an existing Card account, please insert your 16 digit account number as shown on your Summary Statement)

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Reporting unit name _____

2. Cardholder details

Title Mr Mrs Miss Ms Other

If 'Other', please specify

First name

Middle name(s)

Surname

Name as you wish it to appear on the card

Name

e.g. title, first name, middle initial and surname (max. 19 characters incl. spaces)

Residential address _____

Address line 2 _____

Address line 3 _____

Address line 4 _____

Postcode _____ Country of Residence _____

E-mail address _____

Security password _____

Date of birth (DDMMYYYY) _____

Nationality _____

Correspondence address
(only required where cards or statements are being mailed to you direct)

If correspondence address is same as residential address, tick box.

Or complete details below.

Address line 1

Address line 2

Address line 3

Address line 4

Postcode

🛡 Credit reference agencies

We may obtain information about you from credit reference agencies to verify your identity.

🛡 Fraud Prevention agencies

If false or inaccurate information is provided and fraud is identified or suspected, details may be passed to fraud prevention agencies. We may also obtain information about you from fraud prevention agencies.

🛡 Giving your consent

By signing this application you are agreeing that we may use your information in the way described in this form and in the associated Terms and Conditions.

Cardholder's signature

Date

If individually billed has been selected by the company/organisation, please complete (Corporate Card & Corporate onecard only).

(Individual billing is only available to residents of the UK, Channel Islands, Isle of Man and Gibraltar)

Payment method:

- Direct Debit **Please complete Direct Debit mandate (back page)**
- If you prefer a different payment method please contact **0870 909 3702** for more details and state your payment method here:

3. Cardholder details to be specified by the company/organisation

Please mark if you require the following*:

Standard Card Black Card (GPC only) Gold Card (Corporate Card & Corporate **onecard** only) Cash withdrawal facility**

Is a single transaction limit required for authorisation purposes? Yes No If 'Yes', how much? £

Monthly credit limit required (This should equal one month's anticipated spend) £ Convenience cheques (Corporate Card & Corporate **onecard** only)

Cardholder reference number
(for identification of your cardholder on reports)

*Charges may apply, please refer to your agreed pricing.
**Please mark if you require a cash withdrawal facility i.e. ATM cash, cash and foreign currency over a branch counter and travellers' cheques (if left blank your cardholder will NOT be authorised to undertake any form of cash transaction).



The Royal Bank of Scotland



Please fill in the whole form using a ball point pen and send it to:

The Royal Bank of Scotland plc
Commercial Cards Division
Cards Customer Services
PO Box 5747
Southend-on-Sea
SS1 9AJ

Instruction to your Bank or Building Society to pay by Direct Debit

Service user number

9 1 4 6 2 3

Name(s) of Account Holder(s)

[Empty box for account holder name]

FOR THE ROYAL BANK OF SCOTLAND PLC OFFICIAL USE ONLY
This is not part of the instruction to your bank or building society.
We will use your card number/billing number as your reference

Bank/Building Society account number

[Empty box for account number]

Branch Sort Code

[Empty box for branch sort code]

Instruction to your Bank or Building Society

Please pay The Royal Bank of Scotland plc 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 The Royal Bank of Scotland plc, and if so, details will be passed electronically to my bank/building society.

Name and full address of your Bank or Building Society

To: The Manager Bank/Building Society
Address
Postcode

Signature(s)
Date

Reference

[Empty box for reference]

Banks and building societies may not accept Direct Debit Instructions from some types of account

This guarantee should be detached and retained by the payer

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 The Royal Bank of Scotland plc will notify you 3 working days in advance of your account being debited or as otherwise agreed.
If an error is made in the payment of your Direct Debit by The Royal Bank of Scotland plc 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 The Royal Bank of Scotland plc 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.