



Individually Billed Cardholder Application Form

Use this form if you want to apply for a
Barclaycard Commercial card.

What you need to do

To ensure your application is not delayed:

- ☐ Please complete all sections in BLOCK CAPITALS
- ☐ Please ensure the correct person/s sign the agreement and completes their personal details outlined.

If applicable, please read and keep a copy of the terms and conditions

If your business relates to any of the following, please call Barclaycard Commercial on 0844 822 2140* to discuss further information which may be required:

- Weapons and Ammunition
- Money Service Bureau
- Gambling/Gaming Company

Where to send form:

FREEPOST LICENCE NO. RSUX-CJRA-KULS
BARCLAYCARD COMMERCIAL
PO BOX 4000
WIGSTON
LE18 9EN

Alternatively, you can scan and e-mail a copy of the completed form to:

BBIAAdditionalcards@barclaycard.co.uk

For more information, please visit
www.barclaycard.co.uk/commercial

Organisations Details

Organisations name (as registered)

Customers trading name (if applicable)

If you are an existing customer, please complete your Barclaycard Commercial account number
16 digits

(This can be found at the top of your statement)

Business address for statements and correspondence

Postcode

Country

AGT - "Individually Billed Cardholder Application Form" - GB

Please send the card and PIN to cardholder's

☐ Home address ☐ Business address

Internal reference number

e.g. cost centre number

(complete only if you wish cardholder statements to include the internal reference number)

Type of card

Please tick the card type required

☐ Gold/Corporate ☐ Platinum/Premium

Cash withdrawals

Do you want to have access to cash withdrawals via ATM's?

☐ Yes ☐ No

Please note: Cash withdrawals are subject to your organisation's authorisation

Expenditure limit requested for named cardholder

(the expenditure limit should be sufficient for 6 weeks' requirements)

(minimum 250)

To Barclays Bank PLC

The organisation requests Barclays Bank PLC to issue a Card bearing the organisation's name to the person named in the New Cardholder section.

Signature(s) of person(s) authorised to nominate cardholders

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 or contracted to this organisation
- The details you have given us are correct
- You want us to give the cardholder a company card and PIN for which the cardholder is eligible and from time to time replace the card with any company card covered by this agreement.

Full name

Business title

Signature X

Date

2) Full name

Business title

Signature X

Date

To be completed by the cardholder

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 Barclaycard Commercial will notify you 3 working days in advance of your account being debited or as otherwise agreed. If you request Barclaycard Commercial to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by Barclaycard Commercial 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 Barclaycard Commercial 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.

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

Instruction to your bank or building society

Please pay Barclaycard Commercial 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 Barclaycard Commercial and, if so, details will be passed electronically to my bank or building society.

Please sign below to authorise your Direct Debit Mandate.

Signature X

Name

New Cardholder Details (please complete all fields)

Employee number

e.g. A staff number allocated to you by your company

Title

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

First name

Middle name(s)

Surname

Date of birth

Nationality

Business title

e.g. proprietor/partner/director

AGT - "Individually Billed Cardholder Application Form" - GB

Sex

☐

Male

☐

Female

Home address

Postcode

Country

Home telephone number

Inc STD and Country code (if applicable)

Business telephone number

Inc STD and Country code (if applicable)

Mobile telephone number

Inc STD and Country code (if applicable)

Email address

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
- The cardholder is aware of the charges and interest which may be levied on the card (as set out in the terms and conditions) in particular the 1.19% IBU transaction fee.

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.)

Signature 

Print Name

Date

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) learn 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

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.

Barclaycard is a trading name of Barclays Bank PLC. Barclays Bank is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register Number: 122702) and in Ireland is regulated by the Central Bank of Ireland for conduct of business rules. Registered in England