



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

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:

BBIAdditionalcards@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

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)

AGT - "Individually Billed Cardholder Application Form" - GB

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)

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 (as indicated in your organisation application form or as subsequently advised to us). Please indicate your agreement and confirm the following by providing your signature or digital signature. All forms must be saved and returned as a pdf.

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

Alternatively, if you are unable to print and sign or apply a digital signature, please indicate your agreement by ticking the box below

☐ Tick

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/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

Sex

☐ Male

☐ Female

AGT - "Individually Billed Cardholder Application Form" - GB

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 (mandatory)

Country Code

Mobile number (Mandatory)

Email address (mandatory)

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

Barclaycard Commercial Privacy Policy Information we hold about you

This policy applies to information we hold about you. In this policy, 'we', 'us', and 'our' mean Barclaycard Commercial Payments, which is a trading name of Barclays Bank PLC, registered number 01026167, registered office 1 Churchill Place, London E14 5HP. 'You' means the person the information relates to.

This policy applies to information held about customers and possible future customers, suppliers and possible future suppliers, contacts and all other people we hold information about. By 'information' we mean personal and financial information about you that we collect, use, share and store. For further details on the information about you that we may process, please see the full Barclaycard Commercial Payments Privacy Notice at barclaycard.co.uk/your-data

Where this information comes from

We collect, use, share and store information about you to provide you with the services you have asked us for and to share information with you about services that may be of interest to you. We will collect your information direct from you or from other people and organisations. For more details of where we may get your information from, see the full Barclaycard Commercial Payments Privacy Notice at barclaycard.co.uk/your-data

How we use your information

We use this information:

- to provide our services to you;
- to help us develop new and improved products and services to meet our customers' needs;
- to carry out checks for security purposes, to prevent fraud and money laundering, and to confirm your identity before we provide services to you;
- for training;
- to communicate with you;
- to meet the obligations we have by law and under any regulations that apply;
- where we have a legitimate interest in using your information, for example to protect our business interests or to prevent fraud; and
- if you act as the company administrator, we may also use your information to keep you informed about products and services you hold with us and to send you information about products or services (including those of other companies) which may be of interest to you.

We may use automated processes. For further information, including the legal basis on which we use your information, please see the full Barclaycard Commercial Payments Privacy Notice at barclaycard.co.uk/your-data

Sharing your information with others

We'll keep your information confidential but we may share it in certain circumstances, for the purposes set out in this policy, with:

- your employer or other organisation that asked us to issue the card to you;
- other Barclays companies;
- other companies who provide a service to you, for example if you use our products to make a purchase or payment;
- our service providers and agents, including their subcontractors;
- any company we are providing services with or whose name or logo appears on our products;
- social-media companies so that they can display messages to you about our products and services;
- anyone we transfer or may transfer our rights and duties to, or we sell or may sell all or part of any Barclays company, business, debt or asset to;
- fraud prevention agencies; and
- credit reference agencies.

The people and organisations listed above will also have to keep it secure and confidential.

For further details of third parties we may share your information with, and how your information will be used by us, fraud prevention agencies, credit reference agencies, and other people or organisations, see the full Barclaycard Commercial Payments Privacy Notice at barclaycard.co.uk/your-data

Your rights

You have rights relating to the way that we use your information, and can make certain choices. For example, you can:

- ask us to correct a mistake in your personal information;
- withdraw any permission you have previously given to allow us to use your information;
- object to any automated decision-making;
- ask us to stop or start sending you marketing messages;
- ask us to send you (or someone you nominate) a copy of the information we hold about you; and
- ask us to stop using your information in certain circumstances.

To use any of the rights set out above, or to discuss any other issue relating to your information, please contact us using the methods set out in the 'Contact us' section.

If you have any concerns about the way we use your information, you have the right to complain to the Information Commissioner's Office, which regulates the use of personal information in the UK, by calling 0303 123 1113. Or you can visit their website at <https://ico.org.uk/>

For further details on your rights relating to the way we use your information, and other ways to contact us, please see the full Barclaycard Commercial Payments Privacy Notice at barclaycard.co.uk/your-data

Contact us

Please go to barclays.co.uk/control-your-data if you have any questions about our privacy notice. If you would like more information on your rights, or you want to exercise them, please send a request through our website at barclays.co.uk/control-your-data.

For further contact details, please see the full Barclaycard Commercial Payments Privacy Notice at barclaycard.co.uk/your-data

ABV 12/24

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 No: 1026167. Registered Office: 1 Churchill Place, London E14 5HP UNITED KINGDOM.