

RBS International OneCard Cardholder Application Form



Guidelines for completing this form

On screen

- Use the tab key to move between the relevant fields
- Do **not** use the return or enter keys
- Please refer to the **i** icons as you complete the form for additional information.

How we will use your information

Before continuing with this application, please read the information below which explains how we and others will use your personal and financial information during this application process. When we use and share personal and financial information, we do so on the basis that we have a legitimate interest to prevent fraud and money laundering, to manage our risk and to protect our business and to comply with laws that apply to us (including verifying your identity and assessing the suitability of our products).

For full details about how we use the personal and financial information of our clients, please see our full Privacy Notice at [rbsinternational.com/privacynotice](https://www.rbsinternational.com/privacynotice)

Who we are

The organisation responsible for processing your information is RBS International.

The personal information collected here will only be used to confirm your identity in the event that we have contact with you via telephone.

Please ensure ALL sections are completed, missing or partial information will delay the opening of the card.

1. Billing Unit details

Business/
Organisation name

Billing Unit name

Billing Unit number* – please insert your 16 digit account number as shown on your Summary Statement:

***We are unable to process your application without the Billing Unit number.**

Reporting Unit name

2. Cardholder details **i**

Please ensure ALL sections are completed, missing or partial information will delay the opening of the card.

Title Mr Mrs Miss Ms Other If other, please specify

Surname

First name(s)

Middle name(s)

Name as you wish it to appear on the card (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

What is the nationality of the cardholder?

Date of birth

Preferred telephone/mobile number

Alternative telephone/mobile number

Email address

Security password from the cardholder for identification (max. 15 characters, no spaces)

Correspondence address (optional)

Only required where cards or statements are being posted to you directly.

Please provide your correspondence address below, or if this is the same as your residential address above, please mark here

Address Line 1

Address Line 2

Address Line 3

Address Line 4

Postcode

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

What monthly credit limit is required for this cardholder?

£

Card options

Is a cash withdrawal facility required? i

Yes No

Is a single transaction limit required? i

Yes No

If 'Yes', how much? £

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

Please refer to RBS International OneCard Charges sheet for information on charges applicable.

Our agreement for your account

How we use and share your information

(a) Credit reference and Fraud prevention agencies

We may obtain information about you from credit reference agencies and Group records to check your credit status and identity. Application decisions may be taken based on solely automated checks of information from credit reference agencies and internal RBS records. You have rights in relation to automated decision making. If you want to know more please see our full privacy notice.

The agencies will record our enquiries which may be seen by other companies who make their own credit enquiries. This may affect your ability to obtain credit elsewhere in the near future. We may use credit scoring.

While you have a relationship with us, we will continue to share information with credit reference agencies about how you manage your account including your account balance, the regularity of payments being made, credit limits and any arrears or default in making payments. This information will be made available to other organisations.

Your application will be assessed using credit reference agency records relating to anyone with whom you have a joint account or similar financial association. If this is a joint application and such a link does not already exist then one may be created now. These links will remain until you file a 'notice of disassociation' at the credit reference agencies.

However, for this application, you can choose to be treated as financially independent of any person, (except for another party to this application). If you do, by signing this application you declare that you believe your associate's finances will not affect our decision and agree that we may check your declaration. We may decline this application if we find that your declaration is inaccurate. If you want to be treated as financially independent for this application, please place a cross in this box.

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.

If we, or a fraud prevention agency, determine that you pose a fraud or money laundering risk, we may refuse to provide services to you.

When credit reference and fraud prevention agencies process your information, they do so on the basis that they have a legitimate interest in preventing fraud and money laundering in order to protect their business and to comply with laws that apply to them.

Further information about credit reference agencies, how they use personal information, and financial connections and how they may be ended, can be obtained from the credit reference agencies. The main agencies we use are Experian (www.experian.co.uk/crain), Equifax (www.equifax.co.uk/crain) and Callcredit (www.callcredit.co.uk/crain). We may use other agencies from time to time. For more information about the agencies we use, see Section 11 of our main privacy notice (Credit reference and fraud prevention agencies).

(b) With other RBS companies

We and other RBS companies worldwide will use the information you supply in this application (and any information we or other RBS companies may already hold about you) in connection with processing your application and assess your suitability for our products.

If your application is declined we will normally keep your information for up to 6 years (or 10 years in Jersey), but we may keep it for longer if required by us or other RBS companies in order to comply with legal and regulatory requirements.

We and other RBS companies may use your information in order to improve the relevance of our products and marketing.

(c) With other Third Parties

The information provided in this application may be used for compliance with legal and regulatory screening requirements, including confirming your eligibility to hold a UK bank account and sanctions screening.

We may be required to disclose certain information to regulators, tax authorities, government bodies and similar organisations around the world, including the name, address, tax number, account number(s), total gross amount of interest paid or credited to the account and the balance or value of the account(s) of our customers.

4. Authorisation by the business/organisation

Please issue a RBS International OneCard to the person named in section 2, who is authorised by the company/organisation to undertake card transactions as defined in the OneCard Terms and Conditions. The company/organisation agreed that it will meet all expenditure and other charges and interest incurred through the use of the card or in respect of transactions.

Signed in accordance with the card programme Application Form or as amended by previously completed Amendment Forms.

Authorised signature(s)

Date

Name (title, first name and surname)

Authorised signature(s)

Date

Name (title, first name and surname)

5. Business/Organisation Checklist

- Have all relevant sections been completed in full, e.g. full name details?
- Direct Debit mandate complete?
- Have the persons authorised to bind your organisation signed section 4?

6. What to do next

Please check to ensure you have completed all relevant sections of the Cardholder Application Form, and once printed make sure the agreement is signed in section 4. Then send the form electronically to Commercial Card Operations using the appropriate email address: Application.Forms@rbs.co.uk. Alternatively you can send the form to Commercial Cards Division, Cards Customer Services, PO Box 5747, Southend-on-Sea SS1 9AJ.

Please retain a copy of the completed Cardholder Application Form for your records.

Additional information

The following is intended for reference as you complete the Cardholder Application Form, if you need any help filling out the form or have a question, please ask your Relationship Manager.

- 1. Cardholder details** – Anti-money laundering regulations require that we obtain certain information, including full name, date of birth and residential address of cardholders.
- 2. Security Password** – This should be a memorable word that we can use to identify the cardholder by phone.
- 3. Payment Method** – Direct Debit is the most convenient method to pay your account. Simply complete and sign the Direct Debit instruction provided to make payment from your account.
- 4. Cash withdrawal facility** – Select whether the cardholder can use their card to withdraw cash. Please refer to RBS International OneCard, Charges sheet for cash withdrawal fees.
- 5. Single transaction limit** – Choose whether you require a single transaction limit for the cardholder. Where you do, please also provide us with the limit.

DD instruction for RBS International OneCard



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

Commercial Cards
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

1	6	2	1	4	6
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Name(s) of account holder(s)

Bank/building society account number

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Branch sort code

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Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

Reference

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FOR THE ROYAL BANK OF SCOTLAND INTERNATIONAL LTD OFFICIAL USE ONLY

This is not part of the instruction to your bank or building society.

Existing customers

Please complete the reference number below:

- Use your 16 digit account number as shown on your statement.

New customers

We will complete the reference number when your account/card is opened.

Monthly payments: The actual amount and date the Direct Debit will be collected will be shown on each monthly statement.

Instruction to your bank or building society

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

Signature(s)
Date

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

DDI1

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 International Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request The Royal Bank of Scotland International Ltd 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 The Royal Bank of Scotland International Ltd 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 International Ltd 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.

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Isle of Man business address: 2 Athol Street, Douglas, Isle of Man, IM99 1AN. Tel. 01624 646464. Licensed by the Isle of Man Financial Services Authority in respect of Deposit Taking, Investment Business and registered as a General Insurance Intermediary.