

Additional Features Form

Please complete this form in conjunction with a new account application form or new/existing billing unit.

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.

Business/
Organisation name

Billing Unit name

Existing Billing Unit
number (if applicable)

Please refer to your Relationship Manager if you have any questions.

Section 1. Lodge Account (RBS International OneCard)

A Lodge Account allows for procurement spend to be consolidated through a single payment account that is lodged securely with your preferred suppliers. It provides a convenient and integrated payment method for authorised users to purchase goods/services with your key suppliers and provides centralised reporting of expenditure.

Important information please read - A Lodge Account can only be used to make transactions via a dedicated payment process e.g. through a Corporate booking tool or Corporate purchasing system with secure access controls. Lodge Accounts should therefore not be used to undertake general internet or telephone purchases outside of these secure environments.

1.1. Lodge Account details (Not available for individuals)

Lodge Account name (max 21 character incl. spaces)

Correspondence
address

(only required where statements are being posted to you)

Address line 2

Address line 3

Address line 4

Postcode

Authorised Signatory/ Programme Administrator email address

Mobile/telephone number

Security password

1.2 Lodge Account details

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)

Please indicate if the Lodge Account is to be opened on a new or existing billing unit:

New billing unit - as per the new account/billing unit application accompanying this form

Existing billing unit - please ensure the billing unit name and account number is provided at the top of this form

Authorisation by the business/organisation

Signed in accordance with the card programme Account 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)

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