

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.

Your Information

We collect and process various categories of personal and financial information throughout your relationship with us, to allow us to provide our products and services and to run our business. For more information about how we use your personal information, the types of information we collect and process and the purposes for which we process personal information, please read our Privacy Notice provided on our website at <https://www.rbsinternational.com/global/privacy-notice.html>

We may update this from time to time and would encourage you to visit our website regularly to stay informed of the purposes for which we process your information and your rights to control how we process it.

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**

By completing this form you confirm that the user has requested this service.

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.

Credit Assessment

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.

Marketing information

RBS International would like to keep you informed about products, services and offers that we believe may be of interest to you. If you would prefer not to receive this information by any or all of the methods below, please place a cross in the relevant boxes (if you leave these boxes blank we will assume that you are happy to be contacted by these methods):

Letter Phone Email Text

RBS International will not share your information with third parties for their own marketing purposes without your permission.

Communications about your account

Notwithstanding your marketing choices above, we will contact you with information relevant to the operation and maintenance of your account by a variety of means including online banking, mobile banking, email, text message, post and/or telephone.

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

Name(s) of account holder(s)

Bank/building society account number

--	--	--	--	--	--	--	--	--	--

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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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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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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