

Place a cross against the product for which you require a new cardholder.

onecard Corporate Card Purchasing Card

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.

For full details about how we use the personal and financial information of our customers, please see our Terms.

Please ensure that your cardholder in section 2 is provided with a copy of Schedule 1 – How we will use and share cardholder information, provided on page 6 of this form.

Who we are

The organisation responsible for processing your information is The Royal Bank of Scotland plc, a member of The Royal Bank of Scotland Group (“RBS”).

Please note your application may be delayed if not fully completed.

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

First name

Middle name(s)

(please provide the middle name(s) in full)

Surname

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

Great Britain OR Other If 'Other', please specify

What is the nationality of the cardholder?


Date of birth (DD/MM/YYYY)

We are required to obtain cardholder's telephone number and email address to verify suspicious transactions. 

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

Place a cross in the box for your choice of card Standard Gold (**onecard** only)
 Black ePCS Branded (ePCS customers only) Scottish ePCS Branded (ePCS customers only)

Is a cash withdrawal facility required?  Yes No

Is a single transaction limit required?  Yes No

If 'Yes', how much? £

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

Please refer to **onecard**, Corporate Card or Purchasing Card Charges sheet for information on charges applicable to each card.

4. How we will use and share your information

(a) Credit reference and fraud prevention agencies

We may request information about your business and the proprietors of that business from credit reference agencies to help verify your identity. This request will not affect your ability to obtain credit (for example for a loan or credit card) in the future.

In order to prevent and detect fraud and/or money laundering, the information provided in this application may be checked with fraud prevention agencies. If fraud is identified or suspected details may be recorded with these agencies to prevent fraud and money laundering.

(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 to assess your suitability for our products.

If your application is declined we will keep your information for as long as it is 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, 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 its customers to HM Revenue and Customs (“**HMRC**”). HMRC may exchange this information with other countries’ tax authorities.

Giving your consent

By continuing with this application, you agree that we may use your information in the ways described above and are happy to proceed.

You are also confirming that:

1. you are holding authorisation from the other officers and beneficial owners to consent to the searches against them as individuals and use of the information indicated in this agreement;
2. and you will promptly notify them of any changes we notify to you about the use of information provided in this form or obtained as a result of the credit searches;
3. and you have notified the other officers and beneficial owners that if they would like a copy of the information we hold on them or have any questions about how we use that information they should write to the bank at the address shown in the Terms; and
4. you have retained a copy of this form and have provided the other officers and beneficial owners with a copy of this form including the Terms under ‘Accessing your information’.

As part of the application process we may ask you to verify your compliance with the process set out above.

Marketing information

RBS would like to keep you informed by letter, phone, email and text message about products, services and offers that we believe may be of interest to you. If you do not wish us to contact you for these purposes, please place a cross in the box.

RBS will not share your information with third parties for marketing purposes.

Communications about your account

Notwithstanding your marketing choices above, we will contact you with information relevant to the operation and maintenance of your account, including updated information about how we process your personal information, by a variety of means including via online banking, mobile banking, email, text message, post and/or telephone. If at any point in the future you change your contact details you should tell us promptly about those changes.

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.

- i 2. Cardholder details** – Anti-money laundering regulations require that we obtain certain information, including full name, date of birth, nationality and residential address of cardholders.
- i 2. Cardholder's telephone number and email address** – Failure to provide these details may delay transaction authorisation.
- i 2. Security Password** – This should be a memorable word that we can use to identify the cardholder by phone.
- i 3. Card type** – Choose which type of card is appropriate for the cardholder.
- i 3. Cash withdrawal facility** – Select whether the cardholder can use their card to withdraw cash.
Please refer to RBS onecard, Corporate Card or Purchasing Card Charges sheet for cash withdrawal fees.
- i 3. Single transaction limit** – Choose whether you require a single transaction limit for the cardholder. Where you do, please also provide us with the limit.

CUSTOMER TO RETAIN

Important – All cards issued to the business/organisation are to be used for business expenditure only.

Schedule 1 – How we will use and share cardholder information

How we will use cardholder information

Please read the information below which explains how we and others will use cardholder personal and financial information during this application process.

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(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, 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 its customers to HM Revenue and Customs (“**HMRC**”). HMRC may exchange this information with other countries’ tax authorities.

Communications about your account

We will contact you with information relevant to the operation and maintenance of your account, including updated information about how we process your personal information, by a variety of means including via online banking, mobile banking, email, text message, post and/or telephone. If at any point in the future you change your contact details you should tell us promptly about those changes.