

government procurement card

cardholder application form

What you need to do

To ensure your application is not delayed:

- Please complete Sections A and B in BLOCK CAPITALS
- Question 10 must be signed by an authorised signatory(ies).

If you have more than one prospective cardholder you can download additional forms from www.barclaycard.co.uk/commercial

Please return your completed form to your Key Official

A. To be completed by the organisation

1. Name of organisation

2. Organisation address for correspondence

 Postcode
 Telephone number
 STD No.
 Fax number
 STD No.
 Organisation email address

3. Existing organisation account number

If you are already an existing customer, please also provide your Government Procurement Account number (as shown on the top of your Barclaycard Commercial monthly statement)

4. Please send this card to cardholder's

 Address in Question 2 Address in Question 12

5. Internal reference. For example: cost centre name or number

(complete only if you wish cardholder statements to include the internal reference number)

6. Monthly expenditure limit

Requested for the named cardholder in Section B. The expenditure limit should be sufficient for 6 weeks' requirements – minimum limit per card £250.

7. Cash withdrawals

Do you want the cardholder to have access to cash via ATMs? Yes No

8. Single transaction limit

If you wish to allocate spending controls to the cardholder named in Section B.

9. Merchant Category Groupings

The cardholder named in Section B is authorised to use his/her card in:
(Please tick a, b or c)

- a) All of the merchant category groupings, including cash; OR
 - b) All merchant categories below (excluding cash which will automatically be blocked unless (a) is ticked); OR
 - c) Only the merchant category groupings indicated by me (with a tick) below.
- If you are unsure about completing this section or would like additional information, please contact us on 0844 822 2160*, or your Barclaycard Commercial manager.

- | | | |
|--|---|---|
| <input type="checkbox"/> 1 Building services | <input type="checkbox"/> 11 Business clothing and footwear | <input type="checkbox"/> 24 Miscellaneous industrial/commercial supplies |
| <input type="checkbox"/> 2 Building materials | <input type="checkbox"/> 12 Mail order/direct selling | <input type="checkbox"/> 25 Vehicles, servicing and spares |
| <input type="checkbox"/> 3 Estate and garden services | <input type="checkbox"/> 13 Personal services | <input type="checkbox"/> 26 Automotive fuel |
| <input type="checkbox"/> 4 Utilities and non-automotive fuel | <input type="checkbox"/> 14 Freight and storage | <input type="checkbox"/> 27 Travel – air/rail/road |
| <input type="checkbox"/> 5 Telecommunication services | <input type="checkbox"/> 15 Professional services | <input type="checkbox"/> 28 Auto rental |
| <input type="checkbox"/> 6 Catering and catering supplies | <input type="checkbox"/> 16 Financial services | <input type="checkbox"/> 29 Hotels and accommodation |
| <input type="checkbox"/> 7 Cleaning services and supplies | <input type="checkbox"/> 17 Clubs/associations/organisations | <input type="checkbox"/> 30 Restaurants and bars |
| <input type="checkbox"/> 8 Training and educational | <input type="checkbox"/> 18 Statutory bodies | <input type="checkbox"/> 31 General retail and wholesale |
| <input type="checkbox"/> 9 Medical supplies and services | <input type="checkbox"/> 19 Office stationery, equipment and supplies | <input type="checkbox"/> 32 Leisure activities |
| <input type="checkbox"/> 10 Staff – temporary recruitment | <input type="checkbox"/> 20 Computer equipment and services | <input type="checkbox"/> 33 Miscellaneous |
| | <input type="checkbox"/> 21 Print and advertising | <input type="checkbox"/> 34 Cash (ATM/Branch), money orders, foreign currency, travellers cheques. Blocked unless specifically requested. |
| | <input type="checkbox"/> 22 Books and periodicals | |
| | <input type="checkbox"/> 23 Mail and courier services | |

10. Declaration by authorised signatories

To Barclays Bank PLC:

Subject to your approval of the terms of the organisation agreement, I/we request you to issue a Barclaycard Commercial card, with an expenditure limit as specified in Question 6, to the person(s) named in Section B as a cardholder on the organisation account.

Signature(s) of person(s) authorised to nominate cardholders (as indicated on the Barclaycard Commercial Organisation Account application). By signing this agreement you confirm that this person is employed by this organisation.

Full name (in capitals)

Job title

Signature X

AND/OR

Full name (in capitals)

Job title

Signature X

B. New cardholder details

11. Title Mr Mrs Miss Ms Other

Full first name and initials

Surname

Job title

Nationality (this is a Bank of England requirement)

Date of birth

Security password (between 6-15 characters)

Sex Male Female

12. Contact details

Address (including postcode) for cards/statements if different to your organisation address

Postcode

12. Contact details continued

Home telephone number

Business telephone number

Mobile telephone number

Email

For Barclaycard Commercial use only

PAN

Input ref

How We Use Your Information

We will store and process your information on the Barclays Group computers and in any other way. By "your information" we mean personal and financial information we (a) obtain from you or from third parties, such as credit reference agencies (who may search the Electoral Register), fraud prevention agencies or other organisations when you apply for an account or any other product or service or which you or they give to us at any other time or (b) learn from the way you use and manage your account(s), from the transactions you make such as the date, amount, currency and the name and type of supplier (eg supermarket services, medical services, retail services) and from the payments which are made to your account.

We and other companies in the Barclays Group will use your information to manage your account(s), give you statements and provide our services, for assessment and analysis (including credit and/or behaviour scoring, market and product analysis), and to develop and improve our services to you and other customers and protect our interests.

We and other members of the Barclays Group will use your information to inform you by letter, telephone (including automated dialling, digital television and sending text messages), or computer about products and services (including those of others) which may be of interest to you.

If you are not eligible for a Barclaycard Commercial Card at this time, unless you write to the address below you agree that we may use your information to send you details of alternative products (including those of other companies).

You must write to us at Barclaycard Commercial, PO Box 3000, Teesdale Business Park, Stockton-on-Tees TS17 6YG if you don't want us to tell you or allow other members of the Barclays Group to tell you about other products and services. (In order for us to ensure that we note this in all our records, it would help us if you give us your Barclays bank details and the numbers of any Barclays cards, insurance, unit trust and other accounts or policies.) You can ask us for a copy of the information we keep about you. A fee will be charged for this service.

You agree that calls between us may be recorded and/or monitored.

We use credit reference agencies and fraud prevention agencies to:

- make enquiries when you ask for any lending products, or to assist us in managing your account, for example if we wish to consider changing your credit limit, or offering you other products, now or in the future;
- share information;
- about you and how you manage your accounts;
- if you give us false or inaccurate information or we suspect fraud.

Credit reference agencies keep a record of our enquiries and may record, use and give out information we give them to other lenders, insurers and other organisations. This also applies to fraud prevention agencies if you give us false or inaccurate information or we suspect fraud. This information may be used to make assessments for credit and to help make decisions on you and members of your household, on credit, motor, household, life, and other insurance facilities (including handling claims), for debt tracing and to prevent fraud and money laundering. Information held about you by the credit reference agencies may already be linked to records relating to one or more of your partners where a financial "association" has been created. Any enquiry we make at a credit reference agency may be assessed with reference to any "associated" records.

We may give information about you and how you manage your account to the following:

- People who provide a service to us or are acting as our agents, on the understanding that they will keep the information confidential.
- Anyone to whom we transfer or may transfer our rights and duties under this agreement.
- We may also give out information about you if we have a duty to do so or if the law allows us to do so.

Otherwise we will keep information about you confidential.

If we transfer your information to a service provider or agent in another country, we will make sure that the service provider or agent agrees to apply the same levels of protection as we are required to apply to information held in the UK and to use your information only for the purpose of providing the service to us.

This information is available in large print, Braille or audio format by calling **0844 822 2160***

*Calls may be monitored or recorded in order to maintain high levels of security and quality of service. For BT business customers, calls to 0844 822 numbers will cost no more than 5p per minute, minimum call charge 5.9p (current at May 2009). The price on non-BT phone lines may be different.

www.barclaycard.co.uk/commercial

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