

# Cardholder Application Form



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 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 customers, please see our full Privacy Notice at [www.natwest.com/privacy](http://www.natwest.com/privacy)

## Who we are

The organisation responsible for processing your personal and financial information is National Westminster Bank 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:

LEAVE BLANK  
MKC WILL COMPLETE

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

Reporting Unit name

### 2. Cardholder details **CARDHOLDER TO COMPLETE THIS SECTION IN FULL**

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. <sup>1</sup>

Preferred telephone/mobile number

Alternative telephone/mobile number

Email address

<sup>1</sup> Security password from the cardholder for identification (max. 15 characters, no spaces)

**Correspondence address (optional)** THIS SHOULD BE THE SCHOOL ADDRESS

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 <sup>1</sup>  
 Place a cross in the box for your choice of card  Standard  Gold (onecard only)  
 Black PSC Branded (PSC customers only)

Is a cash withdrawal facility required? <sup>1</sup> Yes  No

Is a single transaction limit required? <sup>1</sup> Yes  No

If 'Yes', how much? £

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

N/A

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 you/your business and the proprietors of that business from credit reference agencies to help verify your identity to comply with laws that apply to us. This request will not affect your ability to obtain credit (for example for a loan or credit card) in the future.

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 credit reference and fraud prevention agencies we use are Experian ([www.experian.co.uk/crain](http://www.experian.co.uk/crain)), Equifax ([www.equifax.co.uk/crain](http://www.equifax.co.uk/crain)) and Callcredit ([www.callcredit.co.uk/crain](http://www.callcredit.co.uk/crain)), CIFAS ([www.cifas.org.uk/privacy-notice](http://www.cifas.org.uk/privacy-notice)) and Hunter ([www.nhunter.co.uk/privacypolicy](http://www.nhunter.co.uk/privacypolicy)). 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).

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 at [www.natwest.com/privacy](http://www.natwest.com/privacy) or contact your Relationship Manager.

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.

If we, or a fraud prevention agency, determine that you pose a fraud or money laundering risk, you could be refused services, finance or employment.

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

##### (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 5 years, 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, 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 to HM Revenue and Customs ("HMRC"). HMRC may exchange this information with other countries' tax authorities.

#### Confirming your agreement

By continuing with this application, you confirm that you have read and understood how we may use your information in the ways described above and are happy to proceed. By continuing with this application, you confirm you have read and understood how 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 agree to the searches against them as individuals and use of the information indicated in this agreement;
2. 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. 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 our full Privacy Notice; 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 our Privacy Notice.

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 their own 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 by a variety of means including online banking, mobile banking, email, text message, post and/or telephone.

**5. Authorisation by the business/organisation** LEAVE BLANK—TO BE COMPLETED BY MKC

Please issue a NatWest card to the person named in section 2, who is authorised by the company/organisation to undertake card transactions as defined in the card 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)

X

Name (title, first name and surname)

Date (DD/MM/YYYY)

Authorised signature(s)

X

Name (title, first name and surname)

Date (DD/MM/YYYY)

**6. Business/Organisation Checklist**

- Have all relevant sections been completed in full, e.g. full name details?
- Have the persons authorised to bind your organisation signed **section 5**?

**7. 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 5**. Then send the form electronically to Commercial Card Operations using the appropriate email address: Application.Forms@natwest.com. Alternatively you can send the form to NatWest, 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.

Direct Debit for onecard



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

National Westminster Bank Plc  
Commercial Cards Division  
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

6 7 6 6 3 5

Name(s) of account holder(s)

Two empty lines for account holder name.

Bank/building society account number

Eight empty boxes for account number.

Branch sort code

Six empty boxes for branch sort code.

Name and full address of your bank or building society

To: The Manager Bank/building society  
Address  
Postcode

FOR NATWEST ONECARD OFFICIAL USE ONLY  
This is not part of the instruction to your bank or building society.  
Existing onecard Card customers  
Please complete the reference number below:  
- Where paying a centrally billed account, use your 16 digit account number as shown on your statement.  
- Where paying an individual card from your personal account, use your 16 digit card number.  
New onecard Card 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 NatWest onecard 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 NatWest onecard and if so, details will be passed electronically to my bank/building society.

Signature(s)  
Date

Reference

Eighteen empty boxes for reference number.

MUST BE SIGNED IN ACCORDANCE WITH THE HIGHEST SIGNING RULES OF THE SCHOOL MANDATE. LIKELY TO BE THREE SIGNATORIES

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

DDI1



**TO BE COMPLETED IN FULL BY THE SCHOOL**

## **Use of Purchase / Charge Cards in Schools**

### **Declaration**

**School:** .....

**We hereby sign on behalf of our school that we have read and understood the 'Guidance on Purchase / Charge Cards in Schools' and will adhere to the procedures contained within it.**

**Headteachers Signature:** .....

**Print Name:** .....

**Chair of Governors:** .....

**Print Name:** .....

**Date:** .....

***To be signed and returned with any application form to:***

***Schools Finance Team***  
**[Schoolsfinance@milton-keynes.gov.uk](mailto:Schoolsfinance@milton-keynes.gov.uk)**

