

purchasing 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 9 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

Where to send the form:

Barclaycard Commercial
 FREEPOST LICENCE No. NEA 907
 PO Box 3000
 Teesdale Business Park
 Stockton-on-Tees TS17 6YG

A. Organisation authorisation of cardholder

1. Name of organisation

QUEEN MARY UNIV OF LONDON

2. Business address for correspondence

ACCTS PAYABLE DEPT W
 MILE END POST ROOM
 327 MILE END RD
 LONDON Postcode E1 4NS

3. If you are already an existing customer please also provide your purchasing company account number (as shown on the top of your Barclaycard Commercial monthly statement)

4715320632926606

4. Please send this card and PIN to cardholder's

- Home address Business address

5. Internal reference – for example: Cost centre name or number (complete only if you wish cardholder statements to include the internal reference number)

DO NOT COMPLETE

6. Expenditure limit requested for named cardholder in Section B (the expenditure limit should be sufficient for 6 weeks' requirements)

£ (min £250)

7. Spending controls for named cardholder in Section B

If you wish to allocate spending controls for this cardholder please indicate below.

i) Single transaction limit

£

ii) Merchant category groupings

I wish the cardholder named in Section B to be allowed spending at: (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 2140.

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

8. To Barclays Bank PLC

Subject to your approval and to the Barclaycard Commercial Purchasing Terms and Conditions of use, as signed on opening the company account, the organisation requests Barclays Bank PLC to issue a Barclaycard Commercial Purchasing Card with an expenditure limit as specified, to the person named in Section B as a cardholder on the organisation's purchasing card account.

9. Signature(s) of person(s) authorised to administer the account and nominate cardholders

(as indicated in Question 18 of the purchasing card organisation application form)

- You are duly authorised to enter into this agreement for and on behalf of the organisation
- The cardholder is employed by this organisation
- The details you have given us are correct
- You want us to give the cardholder a purchasing card and PIN for which the cardholder is eligible and from time to time replace the card with any purchasing card covered by this agreement.

1. Full name (in capitals)

JANICE TROUNSON

Business title (e.g. proprietor/partner/director)

DEP DIR FINANCE

Signature X

Date DD / MM / YYYY

2. Full name (in capitals)

Business title (e.g. proprietor/partner/director)

Signature X

Date DD / MM / YYYY

B. New cardholder details

Title Mr Mrs Miss Ms Other

Forename(s)

Surname

Date of birth

Nationality (This is a Bank of England requirement)

Security password (between 6-15 characters)

N / A

Sex Male Female

Home address

Home telephone number

STD No.

Business telephone number

STD No.

Mobile telephone number

Email address

For Barclaycard Commercial use only

PAN

Input ref

Company No.

Cardholder No.

Date of birth

DD / MM / YYYY

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 (e.g. 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.

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 bank details and the numbers of any cards, insurance, unit trust and other accounts or policies.

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

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 Business Expenditure Limit, or offering you other products, now or in the future;
- Share information about you and how you manage your Accounts and 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.

Please include at least two of the required telephone numbers.

This information is available in large print, Braille or audio format by calling 0844 822 2140.*

*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 April 2009). The price on non-BT phone lines may be different.

www.barclaycard.co.uk/commercial

Barclaycard is a trading name of Barclays Bank PLC. Barclays Bank PLC is authorised and regulated by the Financial Services Authority.

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