

# 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 9 must be signed by an authorised administrator(s).

If you have more than one prospective cardholder you can download additional forms from [www.barclaycard.co.uk/commercial](http://www.barclaycard.co.uk/commercial)

**Please return your completed form to your nominated Administrator named in Section 9.**

### A. To be completed by the organisation

1. Name of organisation

2. Organisation address for correspondence

  
  
 Postcode 

Telephone number

 STD  No. 

Organisation email address

3. Existing organisation account number

If you are already an existing customer, please 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 Section A     Address in Section B

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. Single transaction limit

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

8. 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                 |   |

9. Declaration by authorised administrator

To Barclays Bank PLC:

Subject to your approval of the terms of the organisation agreement, you request us to issue a Barclaycard Commercial Government Procurement Card, with an expenditure limit as specified in Question 6, to the person named in Section B as a cardholder on the organisation account.

By signing this agreement you confirm:

- You are authorised to nominate cardholders (as indicated on the Organisation Application Form).
- The nominated cardholder is employed by your organisation.
- The nominated cardholder is fully aware of how we will use their information as outlined on this application form.

Full name (in capitals)

Job title

Signature X

Date: DD / MM / YYYY

AND/OR

Full name (in capitals)

Job title

Signature X

Date: DD / MM / YYYY

B. New cardholder details

10. Title Mr Mrs Miss Ms Other

First Name

Middle Name(s)

Surname

Sex Male Female

Security password (between 6-15 characters)

The following information is required to comply with Anti-money Laundering legislation and Anti-terrorist Financial Crime regulations.

Home Address

Postcode

Nationality

Date of birth DD / MM / YYYY

11. In the event that we may need to contact you to administer and manage your account please provide:

Home telephone number

Business telephone number

Mobile telephone number

Email

For Barclaycard Commercial use only

PAN

Input ref

How We Use Cardholder Information

We and other companies in the Barclays Group will keep personal information relating to the Cardholder private and confidential and will only use it:

- to administer and manage the Card and the Corporate Account including notifying the Cardholder about changes to the features of the Card or its operation, keeping our records accurate and up-to-date;
- to process and collect charges on it;
- to provide our services in relation to the Corporate Account;
- to respond to the Cardholders inquiries of complaints;
- to prevent and detect fraud, money laundering and other criminal activity;
- for assessment and analysis (including market and product analysis);
- to develop and improve our services to the Corporate Account Holder; and
- to protect our interests and in any other ways described below.

By "personal information" we mean the personal information about the Cardholder we obtain at any time from the Cardholder, the Corporate Account Holder or from others in various ways, such as:

- in application forms, written or verbal communications, our website;
- learnings from the way the Card or Corporate Account(s) are used;
- from the transactions on the Card such as the date, amount, currency and the name and type of supplier (e.g. hotel, travel service providers, retail services); and
- information we receive from other organisations such as fraud prevention agencies.

We may share personal information about the Cardholder and/or how the Card and the Corporate Account are used (including details of goods and service purchased) and charges on the Corporate 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 private and confidential;
- the Corporate Account Holder or its subsidiaries, parent and affiliated companies included their agents and processors;
- anyone whose name or logo appears on the Card;
- anyone to whom we transfer or may transfer our rights and duties under this agreement; and
- fraud and crime prevention agencies.

We may also give out information about the Cardholder if we have a duty to do so, if the law or this agreement allows us to do so, including, if we have the consent of the Cardholder. Otherwise we will keep information about the Cardholder confidential.

If, in order to provide our services, we transfer personal information about the Cardholder to a Barclays Group centre or to a service provider or agent in another country, we will make sure that if that country is outside the EEA, Barclays Group and/or the service provider or agent will apply the same levels of protection as we are required to apply to information held in the UK and the service provider or agent will use the personal information only for the purpose of providing the service to us.

We keep the personal information about the Cardholder only for as long as necessary for the above purposes or as required by applicable law.

The Cardholder can ask us for a copy of the information we keep about them in accordance with applicable law. The request needs to be in writing and a fee will be charged for this service. If the Cardholder believes that any information that we hold about them is incomplete or incorrect, they should write to us immediately. If we find that the personal information about the Cardholder is incorrect or incomplete we will correct it promptly.

To request a copy of personal information or for any other queries including amendments write to Barclaycard Commercial, PO Box 3000, Teesdale Business Park, Stockton-on-Tees TS17 6YG.

The Cardholder agrees that calls between us may be recorded and/or monitored to ensure better customer servicing, staff training and account operation.

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 5.5p per minute, minimum call charge 6p (current at March 2011). 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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