



# Purchasing Cardholder Application Form

## What you need to do

### To ensure your application is not delayed:

- Please complete all sections in BLOCK CAPITALS
- Please ensure the correct person signs the agreement and completes their personal details outlined.

If applicable, please read and keep a copy of the terms and conditions

## Where to send form:

FREEPOST LICENCE NO. RSUX-CJRA-KULS  
 BARCLAYCARD COMMERCIAL  
 PO BOX 4000  
 WIGSTON  
 LE18 9EN

Alternatively, you can scan and e-mail a copy of the completed form to:

[BBAdditionalcards@barclaycard.co.uk](mailto:BBAdditionalcards@barclaycard.co.uk)

For more information, please visit [www.barclaycard.co.uk/commercial](http://www.barclaycard.co.uk/commercial)

### Organisations Details

Organisations name (as registered)

UNIVERSITY OF SUSSEX

Customers trading name (if applicable)

If you are an existing customer, please complete your Barclaycard Commercial account number

16 digits

(This can be found at the top of your statement)

Business address for statements and correspondence

Postcode

Country

### Please send the card and PIN to cardholder's

- Home address  Business address

### Internal reference number

e.g. cost centre number

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

### Card type

Please select the card type that you would like

- Purchasing card - physical card with chip and PIN for the cardholder  Embedded purchasing account - a letter with account details printed on it is provided for embedding with the supplier

### Expenditure limit requested for named cardholder

(the expenditure limit should be sufficient for 6 weeks' requirements)

AGT - "Purchasing Cardholder Application Form" - GB

(minimum 250)

**Single transaction limit**

If you wish to allocate a spending control to the named cardholder

**Merchant category groupings**

The named cardholder 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 2140 or speak to your Barclaycard Commercial Manager.

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

**To Barclays Bank PLC**

The organisation requests Barclays Bank PLC to issue a Card with an expenditure limit as specified above and subject to the terms and conditions of the organisation's Account to the person named in the New Cardholder section.

**Signature(s) of person(s) authorised to nominate cardholders**

(as indicated in your organisation application form or as subsequently advised to us)

**Declaration**

By signing this agreement, you confirm that:

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

Full name

LEAH PILLAY

Business title

FINANCE USER SUPPORT MANAGER

Signature X

Date

 /  / 

2) Full name

Business title

Signature X

Date

 /  /

# AGT - "Purchasing Cardholder Application Form" - GB

## New Cardholder Details (please complete all fields)

Employee number

e.g. A staff number allocated to you by your company

Title

Mr  Mrs  Miss  Ms  Other

First name

Middle name(s)

Surname

Date of birth

 /  / 

Nationality

Sex

Male  Female

Home address

Postcode

Country

Home telephone number

Inc STD and Country code (if applicable)

Business telephone number

Inc STD and Country code (if applicable)

Mobile telephone number (mandatory)

Inc STD and Country code (if applicable)

Email address

## Product insurance Insurance preferences

If you have given your insurance preferences via email in the last 7 days, please tick this box.

(tick if you've given us your insurance preferences)

## Insurance benefits

Insurance benefits details (including the Insurance Product Information Document) can be viewed in PDF format at [barclaycard.co.uk/corp-insurance](http://barclaycard.co.uk/corp-insurance). In completing this application form you agree to receiving this information in an electronic format.

If you would prefer to receive this information in a paper format please tick this box\*

(tick for a paper copy of your insurance benefits)

## Opting out

Would you like to opt-out of the free product insurance?\*

Yes  No

\*\*Please note - If your organisation opts out of insurance, you won't be eligible for the insurance benefits and won't be able to make a claim.

Barclaycard is a trading name of Barclays Bank PLC. Barclays Bank is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority and in Ireland is regulated by the Central Bank of Ireland for conduct of business rules. Registered in England No: 1026167. Registered Office: 1 Churchill Place, London E14 5HP UNITED KINGDOM.

## Barclaycard Commercial Privacy Policy Information we hold about you

This policy applies to information we hold about you. In this policy, 'we', 'us', and 'our' mean Barclaycard Commercial Payments, which is a trading name of Barclays Bank PLC, registered number 01026167, registered office 1 Churchill Place, London E14 5HP. 'You' means the person the information relates to.

This policy applies to information held about customers and possible future customers, suppliers and possible future suppliers, contacts and all other people we hold information about. By 'information' we mean personal and financial information about you that we collect, use, share and store. For further details on the information about you that we may process, please see the full Barclaycard Commercial Payments Privacy Notice at [barclaycard.co.uk/your-data](http://barclaycard.co.uk/your-data).

## Where this information comes from

We collect, use, share and store information about you to provide you with the services you have asked us for and to share information with you about services that may be of interest to you. We will collect your information direct from you or from other people and organisations. For more details of where we may get your information from, see the full Barclaycard Commercial Payments Privacy Notice at [barclaycard.co.uk/your-data](http://barclaycard.co.uk/your-data).

## How we use your information

We use this information:

- to provide our services to you;
- to help us develop new and improved products and services to meet our customers' needs;
- to carry out checks for security purposes, to prevent fraud and money laundering, and to confirm your identity before we provide services to you;
- for training;
- to communicate with you;
- to meet the obligations we have by law and under any regulations that apply;
- where we have a legitimate interest in using your information, for example to protect our business interests or to prevent fraud; and
- if you act as the company administrator, we may also use your information to keep you informed about products and services you hold with us and to send you information about products or services (including those of other companies) which may be of interest to you.

We may use automated processes. For further information, including the legal basis on which we use your information, please see the full Barclaycard Commercial Payments Privacy Notice at [barclaycard.co.uk/your-data](http://barclaycard.co.uk/your-data).

## Sharing your information with others

We'll keep your information confidential but we may share it in certain circumstances, for the purposes set out in this policy, with:

- your employer or other organisation that asked us to issue the card to you;
- other Barclays companies;
- other companies who provide a service to you, for example if you use our products to make a purchase or payment;
- our service providers and agents, including their subcontractors;
- any company we are providing services with or whose name or logo appears on our products;
- social-media companies so that they can display messages to you about our products and services;
- anyone we transfer or may transfer our rights and duties to, or we sell or may sell all or part of any Barclays company, business, debt or asset to;
- fraud prevention agencies; and
- credit reference agencies.

The people and organisations listed above will also have to keep it secure and confidential.

For further details of third parties we may share your information with, and how your information will be used by us, fraud prevention agencies, credit reference agencies, and other people or organisations, see the full Barclaycard Commercial Payments Privacy Notice at [barclaycard.co.uk/your-data](http://barclaycard.co.uk/your-data).

#### Your rights

You have rights relating to the way that we use your information, and can make certain choices. For example, you can:

- ask us to correct a mistake in your personal information;
- withdraw any permission you have previously given to allow us to use your information;
- object to any automated decision-making;
- ask us to stop or start sending you marketing messages;
- ask us to send you (or someone you nominate) a copy of the information we hold about you; and
- ask us to stop using your information in certain circumstances.

To use any of the rights set out above, or to discuss any other issue relating to your information, please contact us using the methods set out in the 'Contact us' section.

If you have any concerns about the way we use your information, you have the right to complain to the Information Commissioner's Office, which regulates the use of personal information in the UK, by calling 0303 123 1113. Or you can visit their website at <https://ico.org.uk/>

For further details on your rights relating to the way we use your information, and other ways to contact us, please see the full Barclaycard Commercial Payments Privacy Notice at [barclaycard.co.uk/your-data](https://barclaycard.co.uk/your-data)

#### Contact us

Please go to [barclays.co.uk/control-your-data](https://barclays.co.uk/control-your-data) if you have any questions about our privacy notice. If you would like more information on your rights, or you want to exercise them, please send a request through our website at [barclays.co.uk/control-your-data](https://barclays.co.uk/control-your-data)

For further contact details, please see the full Barclaycard Commercial Payments Privacy Notice at [barclaycard.co.uk/your-data](https://barclaycard.co.uk/your-data)