

When filling out this form by hand, please complete in BLOCK CAPITALS and in black ink. When filling out this form on screen, please use the tab key to move between the relevant fields. Ensure you do not use the return or enter keys.

**Guidance notes**

1. If you have not registered for Cards OnLine and you would like to receive your statements online, please complete sections 1, 2 and 3.
2. Complete and return this form to: The Royal Bank of Scotland plc, Commercial Cards Division, Cards Customer Services, PO Box 5747, Southend-on-Sea SS1 9AJ.

**🔒 Your information**

For details of how we will use your information, please look for the padlock symbol below and in the accompanying Terms and Conditions.

**1. Business details**

Company/Organisation name \_\_\_\_\_

Corporate Account number 

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**2. Cards OnLine Administrator details**

🔒 The personal data collected here will be used for identification purposes only.

Name (title, first name and surname) \_\_\_\_\_

Preferred daytime contact number \_\_\_\_\_

Contact address \_\_\_\_\_

Address line 2 \_\_\_\_\_

Address line 3 \_\_\_\_\_

Address line 4 \_\_\_\_\_

Postcode \_\_\_\_\_

E-mail address used for Cards OnLine e-statement notifications \_\_\_\_\_

Security password \_\_\_\_\_

Date of birth  
(DDMMYYYY) \_\_\_\_\_

Signature

Date \_\_\_\_\_

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### 3. Authorisation by the company/organisation

The named Cards OnLine Administrator is authorised by the company/organisation to use Cards OnLine as defined in the Terms and Conditions.

In submitting this application I am opting out of receiving paper/mailed statements and opting into receiving e-statements via Cards OnLine and that e-mail notification of each statement will be sent to the e-mail address provided overleaf, as may be amended from time to time. (Please refer to the full Terms and Conditions for The Royal Bank of Scotland, Cards OnLine.)

Authorised signature(s)

Name (title, first name and surname)

\_\_\_\_\_

Date \_\_\_\_\_

Authorised signature(s)

Name (title, first name and surname)

\_\_\_\_\_

Date \_\_\_\_\_

For further assistance visit [www.rbs.co.uk/cardsonline](http://www.rbs.co.uk/cardsonline)  
or telephone the **onecard** helpdesk on 0870 0101 152.