

Please complete this form in **BLOCK CAPITALS** and in **BLACK INK**.

## Guidance notes

1. To be completed by existing Royal Bank of Scotland Business Credit Card, Business Plus Credit Card and BusinessOne card customers, or new customers requesting Business Credit Cards or Business Plus Credit Cards for applicants that are not named on the Business Current Account.
2. If you wish to apply for another cardholder(s) to your account your existing business card credit limit will be shared to accommodate the additional cardholder(s). Please refer all credit limit increase requests to your Business Manager.
3. Applications for additional cards will be individually assessed.
4. Please ensure ALL sections are completed; missing or partial information will delay the opening of the card.

## 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.rbs.co.uk/privacy](http://www.rbs.co.uk/privacy).

## Who we are

The organisation responsible for processing your personal and financial information is The Royal Bank of Scotland plc, a member of NatWest Group.

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### 1. Business details

If you have an existing business card account, please insert your 16 digit account number as shown on your card Summary Statement. **Please do not type a card number into this field.**

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### 2. Business name

Business name	<input type="text"/>
Business telephone number	<input type="text"/>
Business sort code	<input type="text"/>
Business account number	<input type="text"/>

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### 3. Application for additional cards

By completing below you are asking the Bank to issue Cards to all the Cardholders named there. If we approve the application for a Business Card for cardholder (1), this does not mean that we have also approved the request for Cards to be issued to Cardholder (2) (if any). Separate checks may be carried out in respect of Cardholder (2) after your Business Card Agreement for Cardholder (1) has been made.

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#### 3.1 First additional cardholder

Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other <input type="checkbox"/>	If other please specify <input type="text"/>
First name	<input type="text"/>					
Middle name(s) (in full)	<input type="text"/>					
Surname	<input type="text"/>					

Name as you wish it to appear on the card

(e.g. title, first name, middle initial and surname (max. 19 characters incl. spaces))

Your home address

Postcode

We are required to obtain cardholder's telephone number and email address to verify suspicious transactions. 

Preferred telephone/  
mobile number

Email address

Date of birth  
(DD/MM/YYYY)

Security password  
(e.g. memorable word)

Nationality

### For identification purposes only

Are you an existing Personal customer with NatWest or Royal Bank? Yes  No

If yes, please  
supply your:

Sort code

Account Number

Have you been appointed as a Director/Partner since  
the business card account was initially opened?

Yes  No

Credit limit required on card (£500 minimum)

£

### 3.2 Second additional cardholder

Title

Mr

Mrs

Miss

Ms

Other

If other  
please specify

First name

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))

Your home address

Postcode

We are required to obtain cardholder's telephone number and email address to verify suspicious transactions. 

Preferred telephone/ mobile number	<input type="text"/>
Email address	<input type="text"/>
Date of birth (DD/MM/YYYY)	<input type="text"/>
Security password (e.g. memorable word)	<input type="text"/>
Nationality	<input type="text"/>

#### For identification purposes only

Are you an existing Personal customer with NatWest or Royal Bank? Yes  No

If yes, please supply your: Sort code  Account Number

Have you been appointed as a Director/Partner since the business card account was initially opened? Yes  No

Credit limit required on card (£500 minimum) £

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#### 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 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)). 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 NatWest Group records. You have rights in relation to automated decision making. If you want to know more please see our full privacy notice at [www.rbs.co.uk/privacy](http://www.rbs.co.uk/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, we may refuse to provide the services and financing to you.

When credit reference and fraud prevention agencies process your information, 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 NatWest Group companies

We and other NatWest Group companies worldwide will use the information you supply in this application (and any information we or other NatWest Group 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 NatWest Group companies in order to comply with legal and regulatory requirements.

We and other NatWest Group 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.

Signature of first additional cardholder

X

Date of signature  
(DD/MM/YYYY)

### 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.

Signature of second additional cardholder

X

Date of signature  
(DD/MM/YYYY)

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### 5. Authorisation by the Business

Please issue a Royal Bank business card to the person(s) named above, who is/are authorised by the Business to undertake card transactions as defined in the associated Terms. The Business accepts full responsibility for all such card use incurred.

Authorised signature(s)

X

Title

Mr

Mrs

Miss

Ms

Other

If other  
please specify

First name

Surname

Date of signature  
(DD/MM/YYYY)

X

Title

Mr

Mrs

Miss

Ms

Other

If other  
please specify

First name

Surname

Date of signature  
(DD/MM/YYYY)

## 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.

### 6. Card limit details

Note – This section is only to be completed by existing card account holders requesting additional cards.

Current overall card limit for the Business

£

Do you wish to increase the overall card limit?

Yes  No

If yes then please **return this form to your Business Manager** to sanction the new overall card limit of

£

If no, do you want to either:

Share existing limit equally to accommodate the additional cardholder(s)?  
Minimum card limit £500.

Or

Add the additional cardholder(s) as there is presently sufficient limit available to accommodate this request?

Or

Reduce limit of specified cardholder

Name  New Limit £  Minimum card limit £500

Reduce limit of specified cardholder

Name  New Limit £  Minimum card limit £500

**Please send the application direct to: The Royal Bank of Scotland plc, Cards Customer Services, Commercial Cards Division, Southend-on-Sea SS1 9AJ. Alternatively scan and e-mail the completed form to [application.forms@rbs.co.uk](mailto:application.forms@rbs.co.uk)**

**FOR BUSINESS MANAGER USE ONLY**

Business Manager name

Contact number

Business Manager email

Business Manager address

Postcode

Business Manager Signature

Date (DD/MM/YYYY)

Salary reference number (field 91)

Portfolio code (field 61)

Bank of England code

**Are additional cardholders KYC compliant?**

If the cardholder is a party/signatory to the Business Current Account, please indicate KYC check.

Additional cardholder 1: Yes  No

If No, is not a party/signatory to the Business Current Account, Business Services complete Authenticate Plus for KYC.

Additional cardholder 2: Yes  No

If No, is not a party/signatory to the Business Current Account, Business Services complete Authenticate Plus for KYC.

Please tick box if you are an RM in  Corporate/Commercial Banking  Business Banking

The residential address of the cardholder(s) is the same as the business address

Total Business Card account facility sanctioned £

If the Total Business Card account limit is being increased, please provide the BAPS/BLU/RMP sanctioning paperwork.



CIN Business Managers only enter last 9 digits

BLU stamp (if appropriate)