

# Additional Billing Unit Form



## Please complete this form to open an additional billing unit for your RBS International OneCard

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.

If you require any of the optional forms mentioned in this form (that is the Cardholder Schedule, Additional Features Form or Amendment Form), please request from your Relationship Manager or download at [rbsinternational.com](https://rbsinternational.com)

### 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 clients, please see our full Privacy Notice at [rbsinternational.com/privacynotice](https://rbsinternational.com/privacynotice)

Please ensure that your authorised contacts (listed in section 2) and cardholders (listed in section 4.2) are provided with a copy of Schedule 1 – How we will use and share cardholder/authorised contact information, provided on page 12 of this form.

### Who are we

The organisation responsible for processing your personal and financial information is The Royal Bank of Scotland International Limited ('RBS International'), a member of The Royal Bank of Scotland Group ("RBS").

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### 1. New Billing Unit details

Business/  
Organisation name

Billing Unit name

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### 1.2. Existing Billing Unit details (existing customers only)

Please provide details of one of your existing Billing Units:

Billing Unit name

Billing Unit number (please insert the 16 digit account number as shown on your Summary Statement)\*

**\*We are unable to process your application without the Billing Unit number.**

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### 1.3. Business/Organisation address

Please enter your business/organisation address. This is the address we will use for statements and correspondence.

Address Line 1

Address Line 2

Address Line 3

Town or City

Postcode

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#### 1.4. Alternative address for cards & PINs

If you would like your cards and PINs sent to a different address (from the one provided above), please complete this section.

Contact Name

Address Line 1

Address Line 2

Address Line 3

Town or City

Postcode

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#### 2. Authorised Contacts

##### 2.1. Programme Administrator

This will be the person who we will send statements, cards and correspondence to. This person can also request information about the card programme.

**Please note:** If you wish this person to be able to make changes to your card programme, please also appoint them as an Account Signatory in **section 2.2**.

The personal information collected here will only be used to confirm your identity in the event that we have contact with you by telephone.

Title Mr  Mrs  Miss  Ms  Other  If other, please specify

Surname

First name(s)

Middle name(s)

Date of birth

Preferred daytime contact number

Business mobile number

Business email address (must be completed for online card management – see **section 5.1**)

Security password

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##### 2.2. Account Signatories

This will be the person(s) who can request information and request changes to the account, **including authorising additional cardholders**, amending card limits, spend controls and account details.

The personal information collected here will only be used to confirm your identity in the event that we have contact with you by telephone.

Title Mr  Mrs  Miss  Ms  Other  If other, please specify

Surname

First name(s)

Middle name(s)

Date of birth

Security password

Signature

Title Mr  Mrs  Miss  Ms  Other  If other, please specify

Surname

First name(s)

Middle name(s)

Date of birth

Security password

Signature

If you wish to nominate additional Account Signatories, please complete the Amendment Form.

If you require more than one Account Signatory to authorise documentation, please state the number of Account Signatories required here.

**Please bear in mind the operational implications when deciding upon the number of Account Signatories required to authorise documentation, e.g. annual leave/unexpected absence, as we will not be able to process changes without the number of signatories that you state.**

### 3. Card Account

3.1. Organisation or Department name (billing unit) as you wish it to appear on the card (maximum 21 characters including spaces)

### 3.2. Billing

<p><b>Central Billing</b></p> <p>A single consolidated statement will be sent to your Programme Administrator for central payment. The outstanding balance will be collected in full by Direct Debit as per page 11.</p>	<p><b>Payment grace period</b></p> <p>Please choose the payment grace period required. (Mark one box only.)</p> <p><b>Please note fees apply for payment grace periods of more than 7 days (see RBS International OneCard Charges sheet)</b></p> <p>7 days <input checked="" type="checkbox"/>      21 days* <input checked="" type="checkbox"/></p> <p>14 days* <input checked="" type="checkbox"/>      28 days* <input checked="" type="checkbox"/></p> <p>*Fees apply</p>
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By default cards are sent to the Programme Administrator at the organisation's address, and PINs are sent to the cardholder at the organisation's address.

Alternatively, the following options are available:

If you require cards and PINs to be sent direct to the cardholder (at a different address from the organisation), please place a cross in the box and provide each cardholder's details and business correspondence address by completing a Cardholder Schedule (Excel)

If you require cards to be sent to the Programme Administrator at the organisation's address and PIN advices to be sent to cardholders (at a different address from the organisation), please place a cross in the box and provide each cardholder's details and business correspondence address by completing a Cardholder Schedule (Excel)

3.3. Payment method:

\*Direct Debit **Please complete the Direct Debit instruction provided at the end of this form. The monthly payment will be collected from your business account subject to the safeguards assured by the Direct Debit guarantee given at the end of this form.**

3.4. Credit limit required £  This should cover your total expected card spend in a typical month. Your credit limit, if agreed, will normally be higher than your expected monthly expenditure to allow for the payment grace period.

3.5. In total, how many cards do you require?

If you require up to 4 cards please provide the cardholder’s name and details, plus card preferences in **section 4.2**. If you require more than 4 cards or wish to have memo statements please complete the Cardholder Schedule (Excel).

4. Cardholders

4.1. Spend Controls (Merchant Category Group Blocking – Optional)

You can opt to block **all** cardholders from using cards in various types of merchant.

- Please place a cross in the appropriate boxes below if you wish to take advantage of this facility.

**Important note:** There may be some circumstances outside of the Bank’s control where transactions with merchants are processed even though you have blocked that merchant category.

Please refer to your Relationship Manager for further information.

- |                                      |                                     |  |                                     |
|--------------------------------------|-------------------------------------|--|-------------------------------------|
| 1. Building services                 | <input checked="" type="checkbox"/> | 19. Office stationery, equipment and supplies  | <input checked="" type="checkbox"/> |
| 2. Building materials                | <input checked="" type="checkbox"/> | 20. Computer equipment   | <input checked="" type="checkbox"/> |
| 3. Estates and garden services       | <input checked="" type="checkbox"/> | 21. Print and advertising  | <input checked="" type="checkbox"/> |
| 4. Utilities and non-automotive fuel | <input checked="" type="checkbox"/> | 22. Books and periodicals  | <input checked="" type="checkbox"/> |
| 5. Telecommunication services        | <input checked="" type="checkbox"/> | 23. Mail and courier services  | <input checked="" type="checkbox"/> |
| 6. Catering and catering supplies    | <input checked="" type="checkbox"/> | 24. Miscellaneous industrial/commercial supplies   | <input checked="" type="checkbox"/> |
| 7. Cleaning services and supplies    | <input checked="" type="checkbox"/> | 25. Vehicles, servicing and spares   | <input checked="" type="checkbox"/> |
| 8. Training and educational          | <input checked="" type="checkbox"/> | 26. Automotive fuel  | <input checked="" type="checkbox"/> |
| 9. Medical supplies and services     | <input checked="" type="checkbox"/> | 27. Travel   | <input checked="" type="checkbox"/> |
| 10. Staff – temporary recruitment    | <input checked="" type="checkbox"/> | 28. Auto rental  | <input checked="" type="checkbox"/> |
| 11. Business clothing and footwear   | <input checked="" type="checkbox"/> | 29. Hotels and accommodation   | <input checked="" type="checkbox"/> |
| 12. Mail order/Direct selling        | <input checked="" type="checkbox"/> | 30. Restaurants and bars   | <input checked="" type="checkbox"/> |
| 13. Personal services                | <input checked="" type="checkbox"/> | 31. General retail and wholesale   | <input checked="" type="checkbox"/> |
| 14. Freight and storage              | <input checked="" type="checkbox"/> | 32. Leisure activities   | <input checked="" type="checkbox"/> |
| 15. Professional services            | <input checked="" type="checkbox"/> | 33. Miscellaneous  | <input checked="" type="checkbox"/> |
| 16. Financial services               | <input checked="" type="checkbox"/> | 34. For cash blocking, please indicate at cardholder level in <b>section 4.2</b> below, or in the cardholder schedule. | <input checked="" type="checkbox"/> |
| 17. Clubs/Associations/Organisations | <input checked="" type="checkbox"/> |  |                                     |
| 18. Statutory bodies                 | <input checked="" type="checkbox"/> |  |                                     |

- Please complete the Amendment Form if you wish to have different controls for different cardholders

## 4.2 Cardholder details

### Card holder 1

Please ensure **ALL** sections are completed, missing information will delay the opening of the card.

Title Mr  Mrs  Miss  Ms  Other  If other, please specify

First name(s)

Middle name(s)

Surname

Name as you wish it to appear on the card (e.g. title, first name, middle initial and surname (max. 21 characters incl. spaces))

Residential address

Address Line 2

Address Line 3

Address Line 4

Postcode

Country of residence

What is the nationality of the cardholder?

Date of birth

Preferred daytime contact number (including extension if applicable)

Business mobile number

Security password from the cardholder for identification (max. 15 characters, no spaces)

What monthly credit limit is required for this cardholder?

£

### Card options

Is a cash withdrawal facility required?

Yes  No

Is a single transaction limit required?

Yes  No

If 'Yes', how much? £

Please refer to RBS International OneCard, Charges sheet for information on charges applicable

**Card holder 2**

Please ensure **ALL** sections are completed, missing information will delay the opening of the card.

Title Mr  Mrs  Miss  Ms  Other  If other, please specify

First name(s)

Middle name(s)

Surname

Name as you wish it to appear on the card (e.g. title, first name, middle initial and surname (max. 21 characters incl. spaces))

Residential address

Address Line 2

Address Line 3

Address Line 4

Postcode

Country of residence

What is the nationality of the cardholder?

Date of birth

Preferred daytime contact number (including extension if applicable)

Business mobile number

Security password from the cardholder for identification (max. 15 characters, no spaces)

What monthly credit limit is required for this cardholder?

£

**Card options**

Is a cash withdrawal facility required?

Yes  No

Is a single transaction limit required?

Yes  No

If 'Yes', how much? £

Please refer to RBS International OneCard, Charges sheet for information on charges applicable

**Card holder 3**

Please ensure **ALL** sections are completed, missing information will delay the opening of the card.

Title Mr  Mrs  Miss  Ms  Other  If other, please specify

First name(s)

Middle name(s)

Surname

Name as you wish it to appear on the card (e.g. title, first name, middle initial and surname (max. 21 characters incl. spaces))

Residential address

Address Line 2

Address Line 3

Address Line 4

Postcode

Country of residence

What is the nationality of the cardholder?

Date of birth

Preferred daytime contact number (including extension if applicable)

Business mobile number

Security password from the cardholder for identification (max. 15 characters, no spaces)

What monthly credit limit is required for this cardholder?

£

**Card options**

Is a cash withdrawal facility required?

Yes  No

Is a single transaction limit required?

Yes  No

If 'Yes', how much? £

Please refer to RBS International OneCard, Charges sheet for information on charges applicable

**Card holder 4**

Please ensure **ALL** sections are completed, missing information will delay the opening of the card.

Title Mr  Mrs  Miss  Ms  Other  If other, please specify

First name(s)

Middle name(s)

Surname

Name as you wish it to appear on the card (e.g. title, first name, middle initial and surname (max. 21 characters incl. spaces))

Residential address

Address Line 2

Address Line 3

Address Line 4

Postcode

Country of residence

What is the nationality of the cardholder?

Date of birth

Preferred daytime contact number (including extension if applicable)

Business mobile number

Security password from the cardholder for identification (max. 15 characters, no spaces)

What monthly credit limit is required for this cardholder?

£

**Card options**

Is a cash withdrawal facility required?

Yes  No

Is a single transaction limit required?

Yes  No

If 'Yes', how much? £

Please refer to RBS International OneCard, Charges sheet for information on charges applicable



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## 5. Programme Preferences

### 5.1. Card Management

Our online services combine live payment information and access to current and historic statements via **Cards Online**, plus more sophisticated management reporting through **Smart Data** for RBS International OneCard.

Enrolment in **Cards Online** will be set-up automatically. E-statement notifications will be sent to the card Programme Administrator (nominated in **section 2.1**) who will be able to view statements, monitor cardholder activity and close/order replacement cards using **Cards Online**.

Individual cardholders will also be able to register on **Cards Online**, giving them access to their card balance, available credit, and recent transactions, plus they'll be able to view/download their statement.

- If you would prefer not to enrol your Programme Administrator in **Cards Online**, please place a cross in this box

The benefits of requesting additional access to **Smart Data** for RBS International OneCard.

- a complete view of your organisation's card spending patterns at business, department and merchant level
- data export for analysis or to integrate with your accounting system, and
- ability to manage, review and approve employee expense transactions online

For more information, please speak to your Relationship Manager.

If you require online card management, please ensure the email address requested in **section 2.1 is completed**.

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### 5.2 Statements

- Please advise your preferred date – from 3rd to 28th inclusive
- Optional paper memo statements

Cardholders can access their statements online by registering on Cards OnLine, but If you prefer a paper statement to be sent to cardholders, please place a cross in the box and provide each cardholder's details and business correspondence address by completing a Cardholder Schedule (Excel).

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### Authority to accept requests for information and instructions

1. **For Programme Administrators** the organisation agrees and confirms that RBS International is authorised to provide information on any of the Commercial Card accounts in the organisation's name to a Programme Administrator provided:
  - written, fax, email requests reasonably appear to be signed by a Programme Administrator
  - verbal requests from a Programme Administrator can be identified by agreed security questions.
2. **For Account Signatories** the organisation agrees and confirms that RBS International is authorised to provide information and accept instructions on any of the Commercial Card accounts in the organisation's name from an Account Signatory provided:
  - written, fax, email requests reasonably appear to be signed by an Account Signatory
  - verbal requests from an Account Signatory can be identified by agreed security questions.
3. **For Authorised Signatories** the organisation agrees and confirms that RBS International is authorised to provide information and accept instructions on any of the Commercial Card accounts in the organisation's name from an Authorised Signatory provided:
  - written, fax, email requests reasonably appear to be signed by an Authorised Signatory.
4. If RBS International cannot identify a Programme Administrator or Account Signatory by agreed security questions in relation to a verbal request or instruction (as the case may be) then RBS International may request such request or instruction to be made in writing.
5. The organisation will notify RBS International of any changes to an Authorised Signatory, Account Signatory & Programme Administrator. Such notifications must be in writing and reasonably appear to be signed by an Authorised Signatory.
6. The provisions of this Authority are in addition to and not in substitution for the provisions of the organisation's prevailing authorisation and the appropriate product Terms and Conditions.

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**Authorisation by the business/organisation**

Signed in accordance with the card programme Application Form or as amended by previously completed Amendment Forms.

Authorised signature(s)

Date

Name (title, first name and surname)

Authorised signature(s)

Date

Name (title, first name and surname)

# DD instruction for RBS International OneCard



Please fill in the whole form using a ball point pen and send it to:

Commercial Cards  
Cards Customer Services  
PO Box 5747  
Southend-on-Sea  
SS1 9AJ

## Instruction to your bank or building society to pay by Direct Debit

Service user number

1	6	2	1	4	6
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Name(s) of account holder(s)


Bank/building society account number

--	--	--	--	--	--	--	--	--	--	--	--

Branch sort code

--	--	--	--	--	--

Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

Reference

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**FOR THE ROYAL BANK OF SCOTLAND INTERNATIONAL LTD  
OFFICIAL USE ONLY**

This is not part of the instruction to your bank or building society.  
Existing customers  
Please complete the reference number below:  
- Use your 16 digit account number as shown on your statement.  
New customers  
We will complete the reference number when your account/card is opened.  
Monthly payments: The actual amount and date the Direct Debit will be collected will be shown on each monthly statement.

**Instruction to your bank or building society**

Please pay The Royal Bank of Scotland International Ltd Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee.

I understand that this Instruction may remain with The Royal Bank of Scotland International Ltd and, if so, details will be passed electronically to my bank/building society.

Signature(s)
Date

Banks and building societies may not accept Direct Debit Instructions for some types of account.

DD11

This guarantee should be detached and retained by the Payer.

## The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit The Royal Bank of Scotland International Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request The Royal Bank of Scotland International Ltd to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by The Royal Bank of Scotland International Ltd or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society.
- If you receive a refund you are not entitled to, you must pay it back when The Royal Bank of Scotland International Ltd asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

# CUSTOMER TO RETAIN

**Important** - All cards issued to the business/organisation are to be used for business expenditure only.

## Schedule 1 – How we will use and share cardholder/authorised contact information

### How we will use cardholder/authorised contact information

Please read the information below which explains how we and others will use cardholder/authorised contact personal and financial information during this application process.

#### Who we are

The organisation responsible for processing your information is The Royal Bank of Scotland International Limited, a member of The Royal Bank of Scotland Group (“RBS”).

### How we will use and share your information

#### (a) Credit reference and Fraud prevention agencies

We may obtain information about you from credit reference agencies and Group records to check your credit status and identity. Application decisions may be taken based on solely automated checks of information from credit reference agencies and internal RBS records. You have rights in relation to automated decision making. If you want to know more please see our full privacy notice.

The agencies will record our enquiries which may be seen by other companies who make their own credit enquiries. This may affect your ability to obtain credit elsewhere in the near future. We may use credit scoring.

While you have a relationship with us, we will continue to share information with credit reference agencies about how you manage your account including your account balance, the regularity of payments being made, credit limits and any arrears or default in making payments. This information will be made available to other organisations.

Your application will be assessed using credit reference agency records relating to anyone with whom you have a joint account or similar financial association. If this is a joint application and such a link does not already exist then one may be created now. These links will remain until you file a ‘notice of disassociation’ at the credit reference agencies.

However, for this application, you can choose to be treated as financially independent of any person, (except for another party to this application). If you do, by signing this application you declare that you believe your associate’s finances will not affect our decision and agree that we may check your declaration. We may decline this application if we find that your declaration is inaccurate. If you want to be treated as financially independent for this application, please place a cross in this box.

If false or inaccurate information is provided and fraud is identified or suspected, details may be passed to fraud prevention agencies. We may also obtain information about you from fraud prevention agencies.

If we, or a fraud prevention agency, determine that you pose a fraud or money laundering risk, we may refuse to provide services 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 in order to protect their business and to comply with laws that apply to them.

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).

#### (b) With other RBS companies

We and other RBS companies worldwide will use the information you supply in this application (and any information we or other RBS 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 6 years (or 10 years in Jersey), but we may keep it for longer if required by us or other RBS companies in order to comply with legal and regulatory requirements.

We and other RBS 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, tax authorities, 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.

The Royal Bank of Scotland International Limited ("RBS International") is incorporated in Jersey and registered on the Jersey Financial Services Commission ("JFSC") company registry as a private company with limited liability. It is authorised and regulated by the JFSC with registration number 2304. Registered and Head Office: Royal Bank House, 71 Bath Street, St. Helier, Jersey, JE4 8PJ. Tel. 01534 285200. RBS International London Branch is registered in the United Kingdom as a foreign company with registration number FC034191 and branch number BR019279. RBS International London Branch is authorised by the Prudential Regulation Authority and is subject to regulation by the Financial Conduct Authority (reference number 760675) and limited regulation by the Prudential Regulation Authority. Details about the extent of RBS International's regulation by the Prudential Regulation Authority are available on request.

Guernsey business address: Royal Bank Place, 1 Gategny Esplanade, St. Peter Port, Guernsey, GY1 4BQ. Tel. 01481 710051. Regulated by the Guernsey Financial Services Commission and licensed under the Banking Supervision (Bailiwick of Guernsey) Law, 1994, as amended, the Insurance Managers and Insurance Intermediaries (Bailiwick of Guernsey) Law, 2002, and the Protection of Investors (Bailiwick of Guernsey) Law, 1987, as amended.

Isle of Man business address: 2 Athol Street, Douglas, Isle of Man, IM99 1AN. Tel. 01624 646464. Licensed by the Isle of Man Financial Services Authority in respect of Deposit Taking, Investment Business and registered as a General Insurance Intermediary.

Customers are advised that RBS International is part of The Royal Bank of Scotland Group plc ("RBS Group"). RBS Group companies in the UK and elsewhere provide support for our Digital Banking service and can access your account data.