

Additional Features Form

Please complete this form in conjunction with a new account application form or new/existing billing unit.

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.

Business/
Organisation name

Billing Unit name

Existing Billing Unit
number (if applicable)

Please refer to your Relationship Manager if you have any questions.

Section 1. Virtual Account (RBS International OneCard)

A Virtual Account allows for purchasing spend at frequently used suppliers to be consolidated through a single account in the name of a department. The account details can be hosted with suppliers for convenience allowing authorised users to make telephone, online and mail order purchases only. No physical plastic or PIN is issued, instead account details are notified to the organisation to advise to its preferred suppliers. Cash and cash like transactions e.g. purchases of foreign currency are prohibited.

1.1. Virtual Account details (Not available for individuals)

Virtual Account name (Department Name - max 21 character incl. spaces)

Correspondence
address

(only required where statements are being posted to you)

Address line 2

Address line 3

Address line 4

Postcode

Email address

(usually the authorised user's department email address)

Security password

1.2 Virtual Account details

Is a single transaction limit required for authorisation purposes?

Yes No

If 'Yes', how much?

£

Monthly credit
limit required

£

(This should equal one month's anticipated spend)

Authorisation by the business/organisation

Signed in accordance with the card programme Account 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)

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