



Barclaycard Business: Changes to Authorised Persons

Company Name	<input type="text"/>
Company Reg. No.	<input type="text"/>
Company Tel. Number	STD <input type="text"/> No. <input type="text"/>
Company Number	<input type="text"/>

A. Online Services

If you have not yet requested Online Services you can use this opportunity to do so, further details of the service can be found on our website www.barclaycardbusiness.co.uk/onlineservices

- I would like to register for Online Services and have completed sections B, C, D and E.
- I already use Online Services but wish to change my Online Services administrators as detailed below.

B. Add authorised signatories

This box should be completed if you wish to add new authorised signatories who are able to administer your account and nominate new cardholders both in writing or over the telephone.

The first person listed here will also administer the account and add cardholders online as this functionality becomes available:

1. Authorised signatory and Online Services administrator

Title	<input type="text"/>
Initials	<input type="text"/>
Surname	<input type="text"/>
Email address	<input type="text"/>
Security password (a word or phrase you will remember between 6-18 characters)	<input type="text"/>
Signed <input checked="" type="checkbox"/>	

2. Authorised signatory

Title	<input type="text"/>
Initials	<input type="text"/>
Surname	<input type="text"/>
Security password (a word or phrase you will remember between 6-18 characters)	<input type="text"/>
Signed <input checked="" type="checkbox"/>	

3. Authorised signatory

Title	<input type="text"/>
Initials	<input type="text"/>
Surname	<input type="text"/>
Security password (a word or phrase you will remember between 6-18 characters)	<input type="text"/>
Signed <input checked="" type="checkbox"/>	

C. Replace company representative

This box should be completed if you wish to change your company representative or wish to apply for Online Services. This is the person who will receive company statements, correspondence and be able to administer the account either in writing, over the phone or online. This form does NOT authorise this person to add new cardholders to the company account unless this person is already an authorised signatory or is also listed in section B.

As there can only be one company representative this new person will automatically replace the existing company representative.

Title	<input type="text"/>
Initials	<input type="text"/>
Surname	<input type="text"/>
Email Address	<input type="text"/>
Security password (a word or phrase you will remember between 6-18 characters)	<input type="text"/>
Signed <input checked="" type="checkbox"/>	

D. Removal of persons

Please list here any persons (authorised signatories, Online Services administrators or company representatives) that need to be removed from your account.

1.

Title	<input type="text"/>
Initials	<input type="text"/>
Surname	<input type="text"/>
Current position	<input type="checkbox"/> Company representative <input type="checkbox"/> Authorised Signatory <input type="checkbox"/> Authorised Signatory and Online Services Administrator

2.

Title	<input type="text"/>
Initials	<input type="text"/>
Surname	<input type="text"/>
Current position	<input type="checkbox"/> Company representative <input type="checkbox"/> Authorised Signatory <input type="checkbox"/> Authorised Signatory and Online Services Administrator

Now please go to section E on next page.

E. Organisation agreement

This form should be signed by an authorised signatory on your account, other than the new authorised signatory.

If all existing authorised signatories have left the company please attach a copy of your current Bank Signing Mandate ensuring that one of the named Directors or the Company Secretary signs this form.

As part of our ongoing policy to combat fraud, any alterations to your Company address must be received in writing from an authorised signatory.

Signed for and on behalf of the company by:

Title	<input type="text"/>
Initials	<input type="text"/>
Surname	<input type="text"/>
Position	<input type="text"/>
	Signed <input type="text"/>
Date	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Title	<input type="text"/>
Initials	<input type="text"/>
Surname	<input type="text"/>
Position	<input type="text"/>
	Signed <input type="text"/>
Date	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Title	<input type="text"/>
Initials	<input type="text"/>
Surname	<input type="text"/>
Position	<input type="text"/>
	Signed <input type="text"/>
Date	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Where to send the completed form:

Barclaycard Business,
Company Barclaycard Dept,
PO Box 3000,
Teesdale Business Park,
Stockton-on-Tees TS17 6YG.

Telephone 0844 822 2100* Fax 01642 663636
www.barclaycardbusiness.co.uk

This item can be obtained in large print, Braille or audio by calling 0844 822 2100*.

*Calls to this number may be monitored or recorded to maintain high levels of security and quality of service. For BT business customers, calls to 0844 822 numbers will cost no more than 5p per minute, minimum call charge 5.9p (current at June 2008). The price on non-BT lines may be different.

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