



Government Procurement Card Product Application form (Black)

What you need to do

To ensure your application is not delayed:

- Please complete all sections in BLOCK CAPITALS
- Please ensure the correct person/s sign the agreement and completes their personal details outlined.

If applicable, please read and keep a copy of the terms and conditions

If your business relates to any of the following, please call Barclaycard Commercial on 0844 822 2140* to discuss further information which may be required:

- Weapons and Ammunition
- Money Service Bureau
- Gambling/Gaming Company

Where to send form:

FREEPOST LICENCE NO. RSUX-CJRA-
KULS
BARCLAYCARD COMMERCIAL
PO BOX 4000
WIGSTON
LE18 9EN

For more information, please visit
www.barclaycard.co.uk/commercial

AGT - Government Procurement Card Product Application form

Organisations Details

Organisations name (as registered)

Customers trading name (if applicable)

Barclaycard Commercial account number

16 digits (if known)

Have there been any changes to your Principal information since you last opened a new product with us?

This could be Directors, Shareholders, Partners, Trustees, Chairperson, etc

Yes

No

If yes, please speak to your Account Manager to obtain a Change of Information Form which should be completed to include at least four Directors, Shareholders with a 10% share or more in the business, Partners, Trustees, Chairperson, etc.

Expenditure limit

Total expenditure limit required for the organisation

The minimum organisation expenditure limit must cover the total sum of the individual cardholder's limit requested on the cardholder application forms. It is advisable to allow extra capacity to cover future needs, but at least enough for 6 weeks' requirements is recommended.

Cash withdrawals

Do you require selected cardholders to have access to cash withdrawals at ATMs?

Yes

No

Address Verification Service (AVS) checking (for card-not-present transactions, i.e. online, over the phone)

Please tick the box if you require your business address to be used for address verification purposes.

Please note that if the box is not ticked, the address verification will default to the cardholder address.

Statement date

Please choose a date between 2nd and 28th of each month inclusive

Additional cardholder statements

The organisation will receive a summary statement in addition to individual cardholder statements. Do you want a copy of each cardholder statement to be sent to the cardholder too?

Yes

No

VAT Reports

HM Revenue & Excise evidence for VAT deductions. Please complete this section if you would like this service. Please provide your VAT number:

Please provide details of who this information should be sent to:

Name

Job title

Telephone number

Email address

Signature of administrator authorised to add products to the company account (as indicated in your organisation application form or as subsequently advised to us)

Declaration

By signing this agreement, you confirm that:

- You are duly authorised to enter into this agreement for and on behalf of the organisation
- The details you have given us are correct
- You want us open a new product/account for the Company named on this form.

1) Full name

Business title

(e.g. proprietor/partner/director)

Signature

Date

Company Representative

2) Full name

Correspondence address

Postcode

Country

Company name to be embossed on cards

Maximum of 21 characters

If you would like us to take payments from your UK bank account, please tick here and speak to your Account Manager to obtain a Direct Debit Mandate form.

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