

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.

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**Guidance notes**

1. If you have not registered for Cards OnLine and you would like to receive your statements online, please complete sections 1, 2 and 3.
2. Return this form to: The Royal Bank of Scotland plc, Commercial Cards Division, Cards Customer Services, PO Box 5747, Southend-on-Sea SS1 9AJ.

**How we will use your information**

Before continuing with this application, please read the information below which explains how we will use your personal and financial information during this application. For full details about how we will use the information we hold about you and your transactions as our customer, please see our Terms.

**Who we are**

The organisation responsible for processing your information is The Royal Bank of Scotland plc, a member of The Royal Bank of Scotland Group ("RBS").

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**1. Business details**

Company/Organisation name \_\_\_\_\_

Billing unit number

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**2. Cards OnLine Administrator details**

Name (title, first name and surname) \_\_\_\_\_

Preferred daytime contact number \_\_\_\_\_

Contact address \_\_\_\_\_

Address line2 \_\_\_\_\_

Address line3 \_\_\_\_\_

Address line4 \_\_\_\_\_

Postcode \_\_\_\_\_

E-mail address used for Cards OnLine e-statement notifications \_\_\_\_\_

Date of birth

Security password \_\_\_\_\_

(DDMMYYYY) \_\_\_\_\_

## How we will use and share your information

### a) Credit reference and fraud prevention agencies

We may request information about you from credit reference agencies to help verify your identity. This request will not affect your ability to obtain credit (for example for a loan or credit card) in the future.

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.

### b) With other RBS companies

We will use the information you supply in this application (and any information we or other RBS companies may already hold about you) to verify your identity and assess your suitability for our products.

If your application is declined we will keep your information for as long as it is required by us or other RBS companies in order to comply with legal and regulatory requirements.

### Giving your consent

By continuing with this application, you agree that we may use your information in the ways described above and are happy to proceed.

### How we will use and share your information with other RBS companies and with other third parties

We may use and share your information with other RBS companies and certain third parties for the purposes set out in the Terms.

We and other RBS companies may use and share your information in order to improve the relevance of the marketing offers that we make to our customers. However, we will not share your information with third parties for marketing purposes.

We may be required to disclose certain information, including the name, address, tax number, account number(s) and the balance or value of the account(s) of US and British Dependent Territories' customers to HM Revenue and Customs ("**HMRC**") who may exchange this information with the applicable local tax office in those countries. We may be required to provide similar information to HMRC regarding customers from other countries in the future.

Signature

Date \_\_\_\_\_

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### 3. Authorisation by the company/organisation

The named Cards OnLine Administrator is authorised by the company/organisation to use Cards OnLine as defined in the Terms and Conditions. In submitting this application I am opting out of receiving paper/ emailed statements and opting into receiving e-statements via Cards OnLine and that e-mail notification of each statement will be sent to the e-mail address provided overleaf, as may be amended from time to time. (Please refer to the full Terms and Conditions for RBS, Cards OnLine.)

Authorised signature(s)

Name (title, first name and surname)

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Date \_\_\_\_\_

Authorised signature(s)

Name (title, first name and surname)

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Date \_\_\_\_\_

For further assistance visit [rbs.co.uk/cardsonline](https://rbs.co.uk/cardsonline)  
or telephone the **onecard** helpdesk on 0370 0101 152.