

**Business Credit Card Application Form  
Sole Traders, Partnerships (of up to 3 partners)  
or unincorporated associations (such as some  
Charities, Clubs, Societies or Associations)**



This pack contains various separate sections containing information relating to the Business Credit Card. Please read carefully the information on pages 1–17 before completing the application form on pages 19–27.

When you have completed the application form, please detach this and return it to us at the address indicated. When returning the application form, please do not enclose the other parts of this pack – you must retain pages 1–18.

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**If you would like this Business Credit Card information in large print, audio or Braille, please call our Helpline on 0345 301 6264\***

8am–6pm Monday to Friday and 9am–1pm on Saturday.

\*Calls may be recorded. Call charges from residential lines, business lines and mobiles vary and depend on your telephone operator's tariffs.

# Business Credit Card Application Form

## Sole Traders, Partnerships (of up to 3 partners) or unincorporated associations (such as some Charities, Clubs, Societies or Associations)



### TO BE RETAINED BY THE CUSTOMER

### YOUR CREDIT CARD EXPLAINED

#### IMPORTANT – PLEASE READ

Before you sign your credit card agreement (**Agreement**), it is important that you read the Standard European Consumer Credit Information (**SECCI**) carefully as it provides key details about your Agreement. Make sure you understand what is involved.

#### You should ask yourself the following questions:

##### 1. Is this the right product for me?

Does the proposed credit card meet my needs and circumstances?

Do I understand how the Agreement will work?

- A credit card allows you to buy goods and services up to the credit limit on the card.
- You can also use a credit card for other purposes e.g. to withdraw cash (see section 3 of the SECCI for the cash advance interest rate and charge applicable to each cash advance).
- This credit card is a business account and must not be used for personal purposes.
- Although you will have to repay at least a minimum amount each month, repayments are flexible and you can pay more or all of your balance whenever you wish. Any repayment you make will be applied against your outstanding balance in a specific order (see section 2 of the SECCI).
- We may decline a transaction on a credit card in certain circumstances, for example where we suspect the card has been lost or stolen or we believe your account is being used for illegal purposes, or is the subject of fraud. We might also do this if the merchant involved is in a category that we have determined poses a high risk of not providing the goods or services you expect.
- A credit card may be more suitable than another product (e.g. a loan) if you want flexibility in how much you repay each month.
- If you want to borrow over a long period or to borrow a substantial amount, then a credit card may not be appropriate and a loan may offer a better option.
- A credit card is not suitable for repaying mortgage debt.
- When you make a payment to your credit card account, we will use it to reduce your balance in a specific order as explained in section 2 of the SECCI. Please check this carefully to ensure that you understand how we will allocate your payments.

##### 2. How much will it cost me?

- You will have to pay an annual fee (subject to the terms and conditions of your credit card agreement) for **each card** that we may provide (see section 3 of the SECCI). We will debit such fee(s) to your account.
- All other costs relating to the credit card can also be found in section 3 of the SECCI. This includes details of the minimum monthly repayments, the borrowing rate(s) and various fees and charges that will apply.
- Make sure that you are confident that you can afford to make at least the minimum monthly payments and repay the amount drawn down within a reasonable period.

##### 3. What could happen if I can't keep up with my monthly repayments?

- Missing payments could have severe consequences for your finances. For example, it is very likely to make obtaining credit more difficult in the future as we are likely to report non-payment to the credit reference agencies and this will adversely affect your credit rating (which most lenders take into account when assessing any borrowing application).
- If you miss payments then you will also have to pay us charges. Details are set out in section 3 of the SECCI.
- Missing payments may result in the amount outstanding increasing as interest will continue to accrue on any unpaid sums.
- You should always let us know if you are having difficulty managing your finances. You can also seek independent financial advice. We can let you have details of organisations that provide financial advice for free.

##### 4. What may happen if I stop repaying what I owe under my Agreement?

- If you fail to repay what is owed, we may obtain a judgment (a decree in Scotland) from the court. This is often called a 'CCJ' and this is also likely to affect your ability to obtain further credit or make obtaining further credit more expensive. You will have to pay us the costs associated with us taking such legal action against you.
- In England and Wales, we may be able to apply to the court for a charging order on any home or other property you own to enforce the judgment. A charging order normally means that when the property is sold, what is owed under the charging order must be paid out of the sale proceeds first. In exceptional cases, a charging order could lead to repossession and sale of your home or other property to pay what you owe.

- Where Scottish law applies, we may apply to the court for an inhibition against you which will mean you won't have the right to sell your home, or any property you own, or take out a secured loan (such as a second mortgage) against your property, unless you repay what you owe.

#### **5. What happens if I change my mind after I sign the Agreement?**

- You have a right to withdraw from the Agreement. Your withdrawal period starts on the day after the day we inform you of your credit limit and ends 14 days later.
- If you exercise this right, you must repay any balance outstanding on the credit card (excluding any card fee debited to the card account – any such card fee will be refunded to the account), together with any interest that is added to the balance until the repayment is made. You will have 30 calendar days to repay starting from the day after the day that you tell us that you want to withdraw.
- Further details are set out in section 4 of the SECCI.

#### **6. What features of my Agreement may operate significantly to my disadvantage?**

- If you are paying interest on the card account balance, making just the minimum monthly repayment will cost you more overall and it will take you longer to clear the balance in full. We do not recommend that you only ever pay the minimum repayment amount.
- We can change interest rates and fees/charges (including introducing new fees/charges). Our continuing credit assessment of you may be a factor in our decision to make changes. Increases to interest rates or fees/charges may result in your minimum monthly repayment increasing and it may take longer to clear any balance. Advance notice (including the opportunity to close the account) will be given of any changes.
- Different interest rates may apply to different categories of transaction. For example, the interest rate for a cash advance is not the same as the interest rate for purchases.
- If your Business becomes subject to the commencement of any insolvency type proceedings, we have the right to suspend, restrict or terminate your use of the card.
- We may, at any time and without notice (subject to any statutory rights that you may have) set off the outstanding balance on your account and any other liability arising under the Agreement against any credit balance on any other accounts you hold with us.
- This is a business card facility intended to be used for business purposes only. If cards are used for non-business purposes, the cards may be withdrawn and we may ask you to repay any outstanding balances.

#### **7. Where can I find more information or advice to help me decide?**

- We are happy to answer any questions you may have about the Agreement. You may call us on 0345 301 6264\*, Minicom 0370 154 1192. We are open Monday to Friday from 8am to 6pm and on Saturdays and bank holidays from 9am to 1pm.
- You may also wish to take advice from an independent financial adviser, charity (for example, Citizens Advice) or not-for-profit organisation.

#### **8. Can I have more time to decide?**

If this additional information document and the SECCI have been given to you in person, you can take them away so that you can think more about what we are offering or compare our credit card with other credit cards before you decide whether or not to proceed with your Agreement with us.

Please note that provision of a SECCI and Agreement does not oblige us to enter into an Agreement with you.

**DON'T SIGN ANYTHING UNLESS YOU ARE ABSOLUTELY SURE YOU WANT TO PROCEED.**

\*Calls may be recorded. Call charges from residential lines, business lines and mobiles vary and depend on your telephone operator's tariffs.

## TO BE RETAINED BY THE CUSTOMER

### Business Credit Card

#### Pre-Contract Credit Information

#### (Standard European Consumer Credit Information)

<b>1. Contact details</b>	
Creditor. The Royal Bank of Scotland plc, Address. Commercial Cards Division, Cards Customer Services, PO Box 5747, Southend-on-Sea SS1 9AJ.	
<b>2. Key features of the credit product</b>	
The type of credit.	Credit Card.
The total amount of credit.  This means the amount of credit to be provided under the proposed credit agreement or the credit limit.	If we accept your application and make the agreement, the credit limit allocated to the card will then be notified to you and we may change this limit. You may request a lower limit at any time.
How and when credit would be provided.	Once your credit card account is opened: (1) a card will be issued to you; (2) you will be able to carry out transactions (including purchases) within your credit limit, provided that any cash transactions are also within your cash limit (if any) which forms part of your credit limit; and (3) you may be able to transfer a balance provided we agree and it is within your credit limit and at least £100.
The duration of the credit agreement.	There is no fixed or minimum duration.
Repayments.  Your repayments will pay off what you owe in the following order.	Each month, the minimum monthly payment will be: (i) the greater of £5 or 5% of the full amount outstanding; (ii) the full amount, where the sum outstanding is less than £5; or (iii) subject to any notice required by law, the full outstanding balance if: we believe that the card is being used or might be used in breach of the agreement or in an unauthorised or fraudulent manner; or as a result of a change in the way you operate your account or in your financial circumstances (including missing payments), we reasonably believe that you may have difficulty in meeting your commitments.  We apply any payments in the following order: • to reduce sums shown on your most recent monthly statement, according to their interest rates, with the highest rate paid first; and • if any payment exceeds your most recent monthly statement balance, the excess will then be applied to reduce sums charged to your card but not yet shown on any monthly statement. This is also done according to interest rates, with the highest interest rate paid first.  If parts of either of the balances referred to above have the same interest rate, sums on which interest is charged on interest will reduce first.
The total amount you will have to pay.  This means the amount you have borrowed plus interest and other costs.	£1,339.85. This is what you will repay over one year based on the assumption that at account opening you make a purchase that totals £1,200. We assume that the annual fee will be paid on the same day that the purchase is taken from your card. The balance on your card is reduced to zero by 12 equal monthly repayments (which include interest). The first repayment is taken one month after the purchase. It is assumed that no other transactions are made and the interest rate charged on the purchase won't change.

### 3. Costs of the credit

The rates of interest which apply to the credit agreement.

Transaction type	Monthly Rate	Annual Rate
Purchases	1.408%	16.9%
Balance Transfers	1.408%	16.9%
Cash Transactions	1.408%	16.9%

All rates shown are variable, unless stated as fixed. They will apply until we change them.

We may change any variable interest rates at any time. We will give you at least 2 months' written notice before any change automatically takes effect, unless it's a rate reduction or a change you've asked for and we've agreed to, in which case we may make it immediately and confirm it to you in writing within 30 days. If you tell us that you want to close your account within 60 days of the date shown on any notice we send advising you of an interest rate increase, the increase won't apply. We'll close your account and you can pay off the outstanding balance at the existing interest rate but you won't be able to use your account for any other transactions.

If you take up any special offer, the terms of that offer, including any transaction fee, will apply. If you break the terms of this agreement we may reduce or end any special offer by giving you written notice.

For purchases, a maximum of 56 days interest-free period is available if you pay your monthly statement balance in full and on time, and have paid the previous month's balance in full and on time. For all other transaction types, interest is charged from the date the transaction is applied to your account, on the amount of the transaction.

Annual Percentage Rate of Charge (APR).

This is the total cost expressed as an annual percentage of the total amount of credit.

The APR is there to help you compare different offers.

24.3% APR (variable)  
 We have calculated this APR using the same assumptions applied to calculate the total amount you will have to pay (as set out in section 2). At account opening you make a purchase that totals £1,200. We assume that the annual fee will be paid on the same day that the purchase is taken from your card. The balance on your card is reduced to zero by 12 equal monthly repayments (which include interest). The first repayment is taken one month after the purchase. It is assumed that no other transactions are made and the interest rate charged on the purchase won't change.  
 If the credit is used in ways other than for purchases (e.g. cash advances), this may result in a higher APR.

#### Related costs

Any other costs deriving from the credit agreement.

Conditions under which the above charges can be changed.

The following charges are payable:

- Annual fee: £30 (subject to the terms and conditions of your credit card agreement).
- A fee for each cash advance: 3% of the amount of the advance (£3 minimum charge).
- A non-sterling transaction fee for transactions in foreign currencies: 2.95%.
- If your card is over the credit limit at any time during the statement period: £12
- If a payment to us bounces or is otherwise returned unpaid: £12
- If you request an emergency card replacement overseas: £75
- Any tax, duty or other charge levied by any competent authority in connection with the account.

We may unilaterally make changes to these charges at any time. We'll give you at least 2 months' written notice before any change is made unless: (i) the change is to your advantage (such as a reduced interest rate); or (ii) you've requested the change and we've agreed to it, in which case we may make the change immediately. Any change we make will automatically take effect and you will be treated as having accepted the change unless, before the date the change is due to take effect, you contact us to tell us you don't agree to it. If you do that we will treat this as notice that you want to immediately terminate the agreement. You will not have to pay any extra charges for doing this, provided that you pay off everything that you owe under the agreement.

Costs in the case of late payments.	<p>Where missed or late payments result in the minimum payment not being paid on time, we will continue to charge interest at the same rate(s) as detailed above. We may also end any special offer rates that we tell you about and charge the higher rate.</p> <p>You will be charged £12 if you fail to pay the minimum payment by the day after the payment due date shown on your monthly statement.</p>
Consequences of missing payments.	<p>Missing payments could have severe consequences including, for example, legal proceedings being taken against you and making it more difficult to obtain credit in the future.</p> <p>We may report non-payment to credit reference agencies and this will adversely affect your credit rating (which most lenders consult when assessing any borrowing application). We may also reduce or end any special offer that we tell you about, such as a promotional interest rate.</p> <p>If you fail to repay what is owed we may obtain a judgment (decree in Scotland) from the court. You will need to pay any reasonable costs (including legal costs) we incur in enforcing payment. These costs could be incurred before or after we obtain a court order against you for payment. This may include the cost of finding you if you change your address but don't tell us.</p> <p>Where English law applies, we may be able to apply to the court for a charging order on any home or other property that you own to enforce the judgment if you do not pay. A charging order on a property normally means that on its sale what is owed must be paid out of the sale proceeds first. In exceptional cases, steps could be taken to possess your home or other property and force its subsequent sale to pay what you owe.</p> <p>Where Scots law applies, we may apply to the court for an inhibition against you which will mean you won't have the right to sell your home, or any other property you own, or take out a secured loan (such as a second mortgage) against your property, unless you repay what you owe.</p>

#### 4. Other important legal aspects

Right of withdrawal.	You have the right to withdraw from the credit agreement within a period of 14 calendar days beginning the day after we inform you of your credit limit.
Early repayment.	You have the right to repay the whole or part of the credit early at any time.
Consultation with a Credit Reference Agency.	Unless we have good reason preventing disclosure, for example where disclosure is legally prohibited, we must inform you immediately and without charge of the result of a consultation with a credit reference agency if your credit application is rejected on the basis of such a consultation. If this happens you will be provided with details of the credit reference agency consulted.
Right to a draft credit agreement.	You have the right to ask for and be provided with a free copy of the draft credit agreement unless we are unwilling to enter into the credit agreement with you at the time you ask.
The period of time during which the creditor is bound by the pre-contractual information.	This document is not an offer and we are not bound by its contents.

#### 5. Additional information in the case of distance marketing of financial services

##### (a) concerning the creditor

Registration number.	Financial Services Register Number: 114724
The supervisory authority.	The Financial Conduct Authority of 12 Endeavour Square, London E20 1JN.

<b>(b) concerning the credit agreement</b>	
The law taken by the creditor as a basis for the establishment of relations with you before the conclusion of the credit agreement.	If the address of your business provided in the application form is in Scotland, Scots law applies. If the address is elsewhere, English law applies.
The law applicable to the credit agreement and/or the competent court.	If the address of your business provided in the application form is in Scotland, Scots law applies. If the address is elsewhere, English law applies. Court proceedings under the agreement require to be raised in the county court in England and Wales and sheriff court in Scotland.
Language to be used in connection with the credit agreement.	English will be used in all matters relating to the agreement.
<b>(c) concerning redress</b>	
Access to out-of-court complaint and redress mechanism.	If you are not satisfied with our service in providing the credit, we have a complaint handling procedure that you can use to resolve such matters. You can get more information and details of the procedures from our address quoted on the agreement or by phoning us. If you're not satisfied with our response then you may be able to refer your complaint to the Financial Ombudsman Service if you meet the relevant eligibility criteria. The Financial Ombudsman Service can be contacted at Exchange Tower, London E14 9SR, by telephone on 0800 023 4567 or 0300 123 9123, or you can visit their website: <a href="http://financial-ombudsman.org.uk">financial-ombudsman.org.uk</a>

## TO BE RETAINED BY THE CUSTOMER

### Business Credit Card

#### CREDIT CARD AGREEMENT REGULATED BY THE CONSUMER CREDIT ACT 1974

This is your card agreement. It is made up of two parts:

- your Terms; and
- your General Conditions.

**It's important that you read both parts.**

#### Part 1 – Terms

<b>We</b>	The Royal Bank of Scotland Plc, Commercial Cards Division, Cards Customer Services, PO Box 5747, Southend-on-Sea SS1 9AJ whose head office is at 36 St Andrew Square, Edinburgh EH2 2YB.
<b>You</b>	The business customer(s) named on the application form.
<b>Card</b>	When we refer to your Card we are referring to your plastic credit card, any additional cards on your account and your credit card account and credit card details (including any online or mobile banking log-in information or security details).

#### 1. Your Business Credit Limit and Cash Limit

Use of your Card is subject to your Business Credit Limit and your Cash Limit. If you want to know what your limits are at any time, please ask us.

##### 1.1 What is your Business Credit Limit?

Your Business Credit Limit is the maximum amount that you can owe on your Card at any time and you must not exceed it. We'll tell you your Business Credit Limit and we may change this limit.

##### 1.2 What is your Cash Limit?

Your Cash Limit is the maximum amount of Cash Transactions you can owe on your Card and you must not exceed it. Your Cash Limit will be lower than your Business Credit Limit and it is 50% of your Business Credit Limit unless we tell you otherwise. We may also tell you that we have set a maximum amount of Cash Transactions or ATM withdrawals that you can make in a day or other period. If we do this we may refuse any Cash Transactions or ATM withdrawals that exceed that amount.

##### 1.3 What is the Cardholder Credit Limit?

Where we agree to issue additional cards to cardholders nominated by you we will limit the amount that can be owed on each card. The maximum amount that can be owed on any one individual card is the Cardholder Credit Limit; we will inform you and the cardholder of this limit. You must ensure cardholders do not exceed their Cardholder Credit Limit.

##### 1.4 Changing your Business Credit Limit, Cash Limit or your Cardholder Credit Limit(s)

We can change your Business Credit Limit, Cash Limit or your Cardholder Credit Limit at any time. We will only reduce these limits for a good reason, such as a change in your financial circumstances. If we

increase the Business Credit Limit or your Cardholder Credit Limit we will give you at least 30 days' notice.

You can ask us not to increase your Business Credit Limit in the future.

You can ask to increase or decrease your Business Credit Limit or your Cash Limit at any time. Before agreeing an increase we'll assess your ability to repay.

#### 2. How you can use your Card

##### 2.1 Use of your Card

Cards are only available for business use and must not be used for any personal spend.

We will only issue Cards to customers with a business address in the United Kingdom and who are registered for tax in the United Kingdom.

We may allow a Balance Transfer to the Card. If we do this we will tell you the interest rate, any charges and any additional terms that apply. There is a minimum amount of £100 for all Balance Transfers.

You must not use a Card if it has been suspended or cancelled, or for any illegal purpose.

##### 2.2 Transactions you can carry out with your Card

There are three different types of transactions you can make using your Card:

<b>Purchases</b>	You can pay for goods and services with your Card. These will be treated as Purchases unless they fall within any of the types of transactions below.
<b>Cash Transactions</b> Cash Transactions include transactions which you might not realise are classed as cash, so please read the list carefully.	Cash Transactions are when you: <ul style="list-style-type: none"><li>• withdraw cash using your Card;</li><li>• buy payment cards, vouchers, travellers' cheques and foreign currency;</li><li>• repay borrowing (excluding Balance Transfers) – for example making a loan repayment; or</li><li>• undertake a gambling transaction.</li></ul> <p><b>Please note that a Cash Fee of 3% (minimum £3) is charged for all Cash Transactions. Please see Condition 6.1 of your General Conditions.</b></p>
<b>Balance Transfers</b>	Balance Transfers are when we allow you to use part of your Business Credit Limit to pay off a card debt with another lender (minimum £100).

#### 3. Your interest rates

The interest rates you need to pay on different types of transactions are set out in the table below:

Transaction type	Monthly Rate	Annual Rate
<b>Purchases</b>	1.408%	16.9%
<b>Balance Transfers</b>	1.408%	16.9%
<b>Cash Transactions</b>	1.408%	16.9%

All rates shown are variable, unless stated as fixed. They will apply until we change them.

We may change any variable interest rates at any time. We will give you at least 2 months' written notice before any change automatically takes effect, unless it's a rate reduction or a change you've asked for and we've agreed to, in which case we may make it immediately and confirm it to you in writing within 30 days. You can opt out of any rate increase by giving us notice to close your account.

If you take up any special offer, the terms of that offer, including any transaction fee, will apply. If you break the terms of this agreement we may reduce or end any special offer by giving you written notice.

#### 4. **Paying what you owe on your Card**

We'll issue you with a monthly statement showing all amounts charged to your Card since your previous monthly statement and your Card balance. You can pay the whole balance or part of it, but you must pay at least the minimum amount on your monthly statement by the payment date. Your monthly statement will explain how to make payments. We may not issue a monthly statement if the balance is zero and there have been no entries since the previous monthly statement.

You must make the minimum payment each month from a business account in your name.

The minimum payment will be either:

- (i) the greater of £5 or 5% of the full amount outstanding;
- (ii) the full amount, where the sum outstanding is less than £5; or
- (iii) the full outstanding balance in circumstances set out in Part 2, Condition 10 (b) and (c).

Any overdue amounts, which will be included in the total amount you are required to pay, are payable immediately. When we ask, you must immediately pay us any amount you owe over your Business Credit Limit.

We encourage you to pay more than the minimum amount each month. You will clear your balance more quickly and pay less interest. If you're finding it difficult to make payments please tell us so that we can try to help.

You must not make payments to your Card that create a positive balance on your account. We may return any credit balance to you or apply it to a current account you hold with us.

You can also access details of your up to date balance, payments and other transactions by calling us or by using Cards OnLine. Please give us a call or visit our website if you'd like more information on this service.

#### 5. **Your APR and Total Amount Payable**

APR means the Annual Percentage Rate of charge. The APR is calculated using a formula laid out in Financial Conduct Authority rules and takes into account not just the interest on money borrowed but also other charges you have to pay, such as the annual card fee.

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[Purchases]

**24.3% APR** (variable)

Your APR doesn't take account of any future changes to interest rates, fees or charges or the terms of any special offers.

**£1,339.85** is the Total Amount Payable under this agreement.

The APR and the Total Amount Payable are calculated on the assumption that at account opening you make a Purchase with your Card that costs £1,200. We assume that the annual fee will be paid on the same day that the Purchase is taken from your Card. The balance on your Card is reduced to zero by 12 equal monthly repayments (which include interest). The first repayment is taken one month after the Purchase. It is assumed that no other transactions are made and the interest rate charged on the Purchase won't change.

#### 6. **Your right to cancel**

You have 14 days to cancel this agreement, without giving us a reason.

That 14 day period starts the day after we inform you of your credit limit and ends 14 days afterwards.

You can cancel by:

- writing to The Royal Bank of Scotland Plc, Commercial Cards, PO Box 5747, Southend-on-Sea SS1 9AJ; or
- calling us on 0345 301 6264 (Minicom 0370 154 1192).

You must pay your full balance and interest without delay and within 30 days of telling us you would like to cancel. If you do this you will not have to pay any fees or other charges. You can get details of what you owe, including any interest payable on any balance (and the amount of interest payable per day) by calling us on the number above.

You can pay your balance and interest by:

- sending a cheque payable to The Royal Bank of Scotland Plc, Commercial Cards, Milton Keynes, MK77 1SE;
- or we can advise you of alternative payment options on request.

#### **Warning – Missing Payments**

If you miss payments it could make obtaining credit more difficult and we may take court action. If you still do not pay what you owe, a court order could be enforced against you and your home may be repossessed.

## Part 2 – General Conditions

Your General Conditions should be read with your Terms which, together, form your card agreement.

### Getting in touch

If you need to contact us for any reason (including to notify us of a lost or stolen card or suspected misuse), these are our contact details:

**Phone** us on: 0345 301 6264  
**Lost or stolen cards** (24 hours):  
0800 0964 743 (or if you're overseas  
+44 1268 500 813)

(Minicom: 0800 141 3999). You can also let us know about a lost or stolen card by visiting your nearest branch.

Or **write** to us at: Royal Bank of Scotland Commercial Cards, PO Box 5747, Southend-on-Sea SS1 9AJ.

## 1. Features of your Card

### 1.1. Your Card

We'll issue you a Card and a PIN (personal identification number). You must sign the back of the Card and follow any activation procedures we tell you about before using the Card.

We may, at any time, reissue a Card or issue you a different type of Card to the one you applied for and we may change the payment scheme of your Card (such as Visa or MasterCard®).

### 1.2. Additional cardholders

You can apply to add someone else as an additional cardholder on your account. If we agree to issue a Card to an additional cardholder, you will be responsible for paying for all transactions they make and any other actions they take in relation to your credit card account. Any references in this agreement to things that you must do in relation to your Card (in particular, when it's lost or stolen) apply equally to other Cards issued on your account and references to use of the Card apply in the same way to additional cardholders.

You must ensure that any additional cardholder reads and complies with the terms of this agreement. Any additional cardholder must only use the Card issued with his/her name and only for the purposes of your business.

We may limit the number of additional Cards we'll issue to you, and we might refuse to issue a Card to someone if we can't verify their identity.

You must tell us as soon as possible if there are any changes to an additional cardholder's details or if they are no longer authorised to have a Card.

## 2. Making transactions with your Card

### 2.1. Authorising transactions

All transactions you make will be charged to your Card. A transaction is authorised where you:

- follow the procedures required by the merchant, which may include:

- o entering the PIN or your Card details;
- o providing any other security code;
- o signing something;
- o using a card reader;
- o using a contactless payment unit; or
- o providing any other details requested;
- use your Card to withdraw cash;
- use your Card to request a Balance Transfer or;
- by any other means we tell you are available.

Authorisation can cover single transactions or recurring transactions. Recurring transactions are regular payments that you authorise a third party to collect from your Card in future on a regular basis (for example, for an insurance policy or car breakdown cover). Recurring transactions differ from a Direct Debit because they are set up by you directly with a third party, without our involvement and they are not covered by the Direct Debit Guarantee. You may cancel recurring transactions either by calling us or contacting the merchant which is collecting the payments, in each case by the end of the business day before the next transaction is due to be made. If you ask us to cancel a recurring transaction, you should also inform the merchant because your cancellation doesn't affect any on-going payment obligations you may have to them.

### 2.2. Stopping a transaction

Generally, once authorised, a transaction cannot be stopped so it's important that you don't authorise a transaction unless you are absolutely sure you want to make it. If you want us to try to stop the transaction you must contact us as soon as possible.

You can stop a transaction that is due to take place on a date after the date you authorised it if you tell us by the close of business on the day before the transaction is due to take place.

### 2.3. When we may refuse to process a transaction

We may refuse to authorise a transaction for any of the following reasons:

- any of the reasons in Condition 10 below;
- you'd go over your Business Credit Limit, Cardholder Credit Limit or Cash Limit if we authorised it;
- there are systems or software failures;
- there are errors, failures or refusals by merchants or third parties involved in processing transactions;
- you have requested any relevant restriction on the Card or transactions;
- we think the transaction is suspicious or may be illegal, including where we reasonably believe that you did not authorise it; or
- the merchant involved falls within a category that we've determined poses a high risk of not providing the goods or services you are expecting, or we determine that the transaction falls within a category that poses a high risk of financial loss to our customers.

If we refuse to process a transaction we will notify you. You may be able to correct any information which led to the refusal. If we can we'll give you

the reason for the refusal, unless there's a legal or security reason which means we can't. Please give us a call if you have any queries. Depending on the type of transaction we may tell you the reason for the refusal at the point of transaction or online. We will not be liable if any merchant, bank or ATM does not accept a Card.

## 2.4. When transactions will take place

If we authorise a Card transaction, this will immediately reduce the total amount of credit available within the Business Credit Limit and the relevant Cardholder Credit Limit. We will transfer funds to cover authorised transactions over to the merchant acquirer by the next business day after we've received the instruction to make the payment. This may take an extra day if authorised using a paper based authorisation process.

For Purchases and ATM transactions, a transaction (the payment order) will be received when we receive the transaction instruction from the merchant acquirer or ATM operator.

For Balance Transfers or other transactions that are communicated directly to us, a transaction (the payment order) will be received when you or a cardholder asks us to complete the transaction. If we receive a transaction on a non-business day or after 6pm on a business day, the transaction or request will be treated as having been received by us on the next business day. The receiving bank account is usually credited on the day that your account is debited (and always within 1 business day of us receiving the payment instruction, although this may take an extra day if authorised using a paper based authorisation process). If it is not possible to send a payment by the Faster Payments Service, you will be given the option to make payment via an alternative payment method if available (e.g. CHAPS). We will tell you if there are any charges for this.

## 2.5. How you can give us instructions

When you open your account, you will appoint an authorised signatory who can request changes to your Card and the details we hold for you. We will accept instructions from the authorised signatory in writing (including by fax and email). We may also accept instructions from you which are consistent with the authority held by us. Provided that the signature on the written instructions appears to be that of an authorised signatory or is consistent with the authority held by us, then we are entitled to assume that the instructions are accurate and are entitled to comply with them.

We may also accept instructions over the telephone if we agree this with you. Before taking instructions over the telephone, we will ask the person on the telephone certain agreed security questions. If the person is able to provide the correct answers, we will assume that the person is an authorised signatory or other person entitled to provide instructions to us, assume the accuracy of the instructions and comply with them. The Bank may also accept instructions through any digital platform that the Bank makes available to the Customer, subject to the terms of

that platform. When accepting instructions via a digital platform, the Bank may assume that any such instructions are provided with the Customer's full authority.

You can also give us instructions through third party providers that you have authorised to act on your behalf (like account aggregator services, which let you view information about all your accounts held with different banks in one place).

For Balance Transfers and other instructions that are communicated directly to us, you must give us correct details for the recipient account, including, for a Balance Transfer, the credit card number.

## 2.6. Transactions where the amount is not known at authorisation

You may sometimes use a Card to authorise a transaction where the amount to be paid is not known, for example when you check into a hotel or hire a car. If this happens:

- you should be asked to confirm the exact amount that will be blocked on your account. If you have agreed that an exact amount can be blocked, we will reduce the available credit and that amount will not be available for you to use. Once we become aware of the amount of the transaction, we will release the blocked funds and restore the available credit. Please note that if you make the payment using a different card or payment method (for example, cash), we will not know that payment has been made and it may take us longer to restore your available credit, but we will usually release the blocked funds within 7 days; and
- you may be entitled to a refund where the final amount charged is more than the amount you could reasonably have expected taking into account normal spending patterns on the Card or the circumstances of the transaction. A claim for a refund in these circumstances will not be accepted if:
  - o the amount of the transaction was made available to you at least 4 weeks before the transaction date; or
  - o the claim is made more than 8 weeks after being debited to the Card.

## 3. Keeping your Card safe

### 3.1. What you need to do to keep your Card safe

You must:

- keep all of your security details safe (including your PIN and any passwords or log-in details for telephone, mobile or online banking). This means that you mustn't give these details to any person who is not authorised to access your account or record them in a way that could allow another person to access them;
- be aware that if you give your online security details to a third party provider, we're not responsible for what they do with your details or account information;
- keep your Card secure at all times and not let anyone else use it;

- if you're logged on to online or mobile banking, not leave the device (for example, the mobile phone or computer) you're using unattended and make sure that any information stored or displayed on your device is kept secure;
- not let anyone add their fingerprint to your device (for example, your mobile phone or tablet) if you use that device to log-in to mobile banking or make contactless mobile payments;
- notify us immediately of any change of your or any cardholder's details, including names, your address, telephone number or email address;
- return to us or destroy any Card where a cardholder is no longer permitted to use it;
- notify all suppliers with a continuing payment authority that a Card has been cancelled; and
- help us to recover any Cards and to investigate any loss, theft or any disclosure of a PIN, password or other security details.

**We'll never ask you to disclose your full security details to us or to any other person or organisation.**

Even if the person requesting your details is using our name and logo and appears to be genuine, you must not share your details with them.

Some third party providers might ask you for your online security details to provide their service to you. If you decide to give them this information, this means that they'll be able to see and do anything you can on your account.

### 3.2. What you must do in the event of a lost or stolen Card

You must tell us without delay if you know or suspect that:

- a card is lost or stolen;
- your PIN, password or other security details are known to an unauthorised person;
- a transaction was not authorised;
- a card that was reported lost or stolen has been found.

How to get in touch is set out in the "Getting in touch" section above.

We may disclose information to third parties in relation to lost or stolen Cards.

### 3.3. How we'll tell you about suspected fraud on your account or other security threats

If we suspect or become aware that your account may be subject to fraud or security threats, we'll contact you using the most recent details we hold for you. We may do so using any of the means of communication set out in Condition 12 below. Remember, we'll never ask you to disclose your full security details to us or to any other person or organisation.

### 3.4. What you have to pay if someone else uses your Card

If a Card is misused before you report its loss or theft, or that someone else knows the PIN, password or other security details, you will only have to pay up to £25 for any misuse, but you will not be liable for anything if:

- the loss, theft or misuse is our fault; or
- except where you have acted fraudulently:
  - o you were not able to detect the loss, theft or misuse before the unauthorised transaction(s) took place; or
  - o the transaction was carried out on the internet, by telephone or mail order.

If, however, you give someone permission to use your Card, you will have to pay for any transactions they make, even if they use it for more than you have agreed to.

Once you have given us notice of loss, theft or possible misuse, we will cancel the Card and you will not be liable for any further transactions.

If you are not liable for a transaction, you are entitled to a refund of the amount and any related interest or charges by no later than the end of the next business day.

## 4. Errors with payments

### 4.1. All transactions

If a transaction from, or payment to, your account is not correctly made on time, you must tell us without delay and in any case no later than 13 months after the date on which the transaction was debited to your account or the payment debited to the payer's account.

If the error was our fault, we will be liable to refund you, including to refund any interest and account charges that you incur as a result of the payment or transaction not being made correctly on time.

### 4.2. Balance transfers and other payments initiated by us

If you provide incorrect details for a Balance Transfer or other instruction that is communicated directly to us, the transaction may not be completed or may go to the wrong account. We will make reasonable efforts to recover the payment and may charge you our reasonable costs for doing so. If we are unable to recover the payment, you can ask us to send you available information on it so that you can attempt recovery.

If you provide us with correct details, but there is an error, then Condition 4.1 above applies. You can also ask us to:

- investigate what has happened to the payment; and
- request, if the payment arrives late, that the other bank treats it as made on time (this may require them to refund interest and charges incurred on the account receiving the payment).

### 4.3. Mistaken payments made to your account

Where a payment is made to your account by mistake, we will hold the money and contact you to tell you what has happened. We will ask you to confirm if the payment was sent to you incorrectly. If we can't contact you within 15 business days, then we will return the payment to the payer. You consent to us sharing information about you with the payer's bank to help them recover the payment.

## 5. Protection for purchases made with your Card

If you have received unsatisfactory goods or services paid for with your Card, costing over £100 but not more than £30,000, or if a merchant has otherwise broken their agreement with you or misrepresented these goods or services, you may have a claim against us as well as the merchant under section 75 of the Consumer Credit Act 1974.

Except where section 75 of the Consumer Credit Act 1974 applies, we will not be responsible in any way for goods, services or information supplied to you in relation to the use of your Card.

## 6. Charges and tax

### 6.1. You must pay the charges set out below in the Charges Tariff

<b>CHARGES TARIFF</b>	
<b>Annual charges</b>	
Annual Fee	<b>£30*</b>
Additional Card Annual Fee (per card)	<b>£30*</b>
<b>*unless the Spend-Based Fee Waiver is met. See General Conditions 6.2 and 6.3 below for details.</b>	
<b>Default charges</b>	
Overlimit fee: if your Card is over the Business Credit Limit at any time during the statement period	<b>£12</b>
Late payment fee: if you don't pay the minimum payment by the day after the payment due date shown on your monthly statement	<b>£12</b>
<b>Charge for making a Cash Advance</b>	
Cash Fee	<b>3%</b> of the value of the transaction (£3 minimum charge)
<b>Making a transaction in a foreign currency</b>	
Purchases made anywhere in a foreign currency (for example, online purchases made in or outside the UK)	<b>Non-Sterling Transaction Fee</b> of 2.95% of the value of the transaction
Cash Transaction in a foreign currency	<b>Cash Fee</b> of 3% of the value of the transaction in sterling; <b>AND Non-Sterling Transaction Fee</b> of 2.95% of the value of the transaction. (If you ask for the transaction to be converted into sterling at the point of sale or withdrawal we won't charge a Non-Sterling Transaction Fee.)

Any transaction in a foreign currency will be converted to sterling at the exchange rate used by the payment scheme shown on your Card (the rate provided by Visa, MasterCard or another payment scheme), at the date that the transaction is charged to your Card. This may not be the same day that you make the transaction. The rate may change at any time and without notice. If you want to know what the exchange rate is for the currency your transaction is in you can visit the website of the payment scheme shown on your Card.

#### **Other charges**

If a payment to us bounces or is otherwise returned unpaid	<b>£12</b>
Providing duplicate statements	<b>£1 per page (maximum charge £40)</b>
Emergency card replacement overseas	<b>£75</b>

### 6.2. Annual Fee

The Annual Fee will be waived for the first 12 months, starting from the date that your credit card account is opened (**Account Opening Date**). Following this, the Annual Fee for the coming year will be charged on your statement after each anniversary of your Account Opening Date unless you have spent £6,000 or more on Purchases, excluding spend on additional cards, within the previous 12 month period. If so, the Annual Fee for the year ahead will be waived (**Spend-Based Fee Waiver**).

### 6.3. Annual Fee for each additional card we provide

The Additional Card(s) Annual Fee will be waived for the first 12 months, starting from the date that each additional card(s) is opened (**Additional Card Opening Date**). Following this, the Additional Card(s) Annual Fee for the coming year will be charged on the statement after each anniversary of the Additional Card Opening Date(s) unless the relevant additional cardholder has spent £6,000 or more on Purchases within the previous 12 month period. If so, the Annual Fee for the additional card will be waived for the year ahead (**Spend-Based Fee Waiver**).

### 6.4. Spend-Based Fee Waiver conditions

You will not be eligible for the Spend-Based Fee Waiver if the total value of refunds cause the total value of actual Purchases to fall below £6,000 in the relevant 12 month period. Each cardholder is eligible for the Spend-Based Fee Waiver, which is assessed on an individual card basis. Cardholders cannot combine their total value of Purchases to qualify for the Spend-Based Fee Waiver. Unless we tell you otherwise, eligibility for the Spend-Based Fee Waiver will continue annually for the duration of the agreement.

### 6.5. Tax

If you owe tax (or other charges) to an authority in connection with your Card, we may take this payment from your Card.

## 6.6. Other costs

If you don't make the payments due on your Card and we need to take steps to enforce this agreement against you, you will need to pay any reasonable costs (including legal costs) we incur in enforcing payment. These costs could be incurred before or after we obtain a court order against you for payment. This may include the cost of finding you if you change your address but don't tell us.

## 7. Interest

### 7.1. What you need to pay

Interest charged will be added to your account each month and shown on your monthly statement.

### 7.2. How we calculate and charge interest

Your interest rates for each transaction type are set out in this agreement at section 3 of Part 1: Terms.

Interest is charged on all transactions (Purchases, Cash Advances and Balance Transfers) at the rate applicable to each transaction.

Interest is also charged at the Purchases rate on the fees and charges in the Charges Tariff, except the fees and charges in Condition 7.3 below.

Your monthly statement will show your balance and your payment date. If you pay your full balance on time and you paid your full balance on the monthly statement before on time, you won't be charged interest on Purchases.

Interest is charged from the date a transaction or charge is applied to your Card until you repay it in full or, for Purchases, until the date of the next statement for which the full outstanding balance is cleared by the payment due date, if that is sooner.

Interest charges for a statement period are applied to your Card on the statement date but, when necessary, an adjustment (to include interest on Purchases) will be made on the next statement date.

Interest is calculated using a daily interest rate (derived from the relevant Annual Rate) on your average daily balance for each statement period.

Interest on interest is charged at the same rate as the category of transaction, fee or charge on which the original interest was charged, from the date that interest is applied to your Card.

Interest will continue to be charged after any court order for payment until the order is satisfied.

### 7.3. Things we don't charge interest on

We don't charge interest on:

- Annual fees, overlimit fees, late payment fees, and fees for payments returned to us; or
- Purchases where you have paid your full balance on your previous and current monthly statement in full by the relevant payment dates.

## 8. Making payments to your Card

Payments to your Card will not reduce your balance until the payment has cleared. Your monthly statement includes information about how long it takes for payments to clear.

We use any payments we receive to pay off:

- any overdue amounts from previous monthly statements;
- any minimum payment; and
- any overlimit amount on your Card.

You can't choose how a payment is applied to your Card. We apply any payments you make to your Card in the following order:

- to reduce sums shown on your most recent monthly statement, according to their interest rates, with the highest rate paid first; and
- if any payment exceeds your most recent monthly statement balance, the excess will then be applied to reduce sums charged to your Card but not yet shown on any monthly statement. This is also done according to interest rates, with the highest interest rate paid first.

If parts of either of the balances referred to above have the same interest rate, sums on which interest is charged on interest will reduce first.

We may give written notice allowing you not to make a minimum payment. If so, interest will still accrue.

## 9. Using money in another account with us to repay money you owe us

If there is outstanding money owed to us on your Card, we may take money from any account you have with us to repay some or all of the money you owe us on your Card. This is called 'set-off'.

## 10. Restricting the use of your Card

We may suspend, restrict or withdraw your ability to use your Card and/or reduce the Business Credit Limit and Cash Limit at any time if we reasonably consider it necessary due to any of the following:

- (a) we are concerned about the security of your account;
- (b) we believe that the Card is being used or might be used in breach of this agreement or in an unauthorised or fraudulent manner; or
- (c) as a result of a change in the way you operate your account or in your financial circumstances (including missing payments), we reasonably believe that you may have difficulty in meeting your commitments. This might include where you propose a voluntary arrangement with your creditors or where bankruptcy, administration or other insolvency proceedings are proposed or commenced against you or your business in any jurisdiction (except as part of a business reorganisation agreed with us).

We'll tell you before we take any of these steps and we'll explain why we've done so, unless we're unable to contact you or there's a legal reason or other circumstance beyond our control that stops us from doing so. If we can't get hold of you beforehand, we'll tell you and explain our reasons afterwards. If you believe that we've made a mistake and want us to reactivate your Card, please contact us.

## **11. Making changes to the agreement**

### **11.1. Types of changes we may make to the agreement**

We may unilaterally make changes to this agreement at any time, including:

- any interest rate;
- any of the terms of this agreement (this includes changing or introducing new fees or charges); or
- any of the benefits or services associated with your Card (this includes removing or changing the provider of those benefits or services).

### **11.2. Notice we'll give you**

We'll give you at least 2 months' written notice before any change is made unless:

- the change is to your advantage (such as a reduced interest rate), or
- you've requested the change and we've agreed to it,

in which case we may make the change immediately.

Any change we make will automatically take effect and you will be treated as having accepted the change unless, before the date the change is due to take effect, you contact us to tell us you don't agree to it. If you do that we will treat this as notice that you want to immediately terminate the agreement. You will not have to pay any extra charges for doing this, provided that you pay off everything that you owe under the agreement.

If you tell us that you want to close your account within 60 days of the date shown on any notice we send advising you of an interest rate increase, the increase won't apply. We'll close your account and you can pay off the outstanding balance at the existing interest rate but you won't be able to use your account for any other transactions.

If we make any other products, additional features or benefits available to you, these do not form part of the agreement unless we tell you they do and we may withdraw or change them at any time.

### **11.3. Transferring rights or obligations under this agreement**

We may transfer our rights or responsibilities under the agreement to another person or organisation in the future. You agree that we may give that person or organisation (or their agent) information about you. You may not assign or transfer your rights or obligations under this agreement.

## **12. How we will contact you**

We will contact you and provide notices and information to you (including monthly statements and notices of changes to this agreement) by:

- post;
- phone;
- email to the email address you gave us;
- secure message to online banking; or
- text message to the mobile phone number you gave us.

Any documentation we send you by email or secure message may be sent as an electronic attachment (for example, as a PDF or other similar electronic

attachment). You should ensure that your electronic device(s) are set up to receive our communications (for example, they have the correct hardware, software, operating system and browser).

If any of your contact details change, you must tell us promptly to ensure you receive all communications. If you don't tell us we'll continue to use your old contact details.

All communications between us will be in English.

## **13. Financial information**

You must promptly provide us with any information regarding your business (including audited financial statements) that we reasonably request.

## **14. Ending this agreement**

### **14.1. How to end your agreement**

This agreement has no fixed or minimum duration. You can end this agreement at any time by:

- telling us that you want to close your account; and
- paying everything that you owe including all interest, fees and charges.

We will refund a proportionate part of any Annual Fee.

We may allow you to pay back what you owe over a longer period of time. If we do, the agreement will not end immediately but we will restrict your ability to use your Card as described in Condition 10. Interest and charges will continue to be applied until you have repaid everything that you owe in full.

### **14.2. How we can end your agreement**

We can end this agreement:

- for any reason, by telling you in writing, at least two months before the date we want to end the agreement; or
- if you breach the terms of this agreement in a material way, by giving you notice in accordance with any legal requirements.

In all cases, you'll be required to pay everything that you owe, including all interest, fees and charges (but we will refund a proportionate part of any Annual Fee). We may allow you to pay back what you owe over a longer period of time but if we do the agreement will not end immediately but we will restrict your ability to use your Card as described in Condition 10. Interest and charges will continue to be applied until you have repaid everything that you owe in full.

### **14.3. Other ways your agreement may end**

We may take immediate steps to end this agreement if:

- you die;
- you enter into, or propose to enter into, a voluntary arrangement with your creditors; or
- bankruptcy, administration, liquidation or other insolvency proceedings are proposed or commenced against you or your business in any jurisdiction.

These steps will include serving notices on you and obtaining a court order if required by the law.

## 15. Making a complaint

If you're not happy with our service, we'd like you to let us know so that we can resolve your complaint as quickly as possible. You can contact us by:

- visiting your nearest branch;
- calling 0345 600 2230 (Minicom 0800 9005961) or your Relationship Manager if you have one;
- visiting [rbs.co.uk](http://rbs.co.uk); or
- writing to Business Complaints Team, 5th Floor, 8 Brindley Place, Birmingham, B1 2TZ.

For information about our complaints handling procedure you can get a leaflet from one of our branches or request one by calling us.

We'll do our best to respond to your complaint and resolve it as soon as we can but if you're not satisfied with our response then you may be able to refer your complaint to the Financial Ombudsman Service if you meet the relevant eligibility criteria. The Financial Ombudsman Service is an independent organisation which tries to resolve complaints between customers and financial organisations where we've not been able to resolve the complaint ourselves. Our response to your complaint will outline any deadlines you have to contact the Financial Ombudsman Service. The Financial Ombudsman Service can be contacted at Exchange Tower, London E14 9SR, by telephone on 0800 023 4567 or 0300 123 9123, or you can visit their website: [financial-ombudsman.org.uk](http://financial-ombudsman.org.uk).

## 16. Waiver

If we waive any of our rights, that doesn't mean that we'll waive that right in the future.

## 17. Exclusion of liability

We won't be liable to you for loss arising from:

- anything we must do to comply with law or regulation;
- any unforeseeable circumstances beyond our control with consequences that were unavoidable;
- the loss or corruption of data, unless this was caused by our negligence or deliberate default;
- interruption of your business, loss of revenue, goodwill, opportunity or anticipated savings; or
- any indirect or consequential loss.

Nothing in the agreement excludes liability for fraudulent misrepresentation, death or personal injury.

## 18. Severability

If any term of this agreement is found to be unlawful or unenforceable, the term will be severed from the agreement. This means the agreement will continue in full effect as if the relevant term has been deleted.

## 19. The law which applies to this agreement

If the address of your business provided in the application form is in Scotland, Scots law applies and the Scottish courts have non-exclusive jurisdiction over any disputes between us. If the address is elsewhere, English law applies and English courts have non-exclusive jurisdiction over disputes between us.

## 20. Liability of partnerships and unincorporated associations

If you are a partnership, each partner is jointly and severally liable. This means that we can ask all or just one of the partners to repay the full amount you owe and not just a share.

If membership of the partnership changes, you must tell us immediately.

Where you are an unincorporated association (such as a club, charity, society or other form of association) then each authorised signatory according to the rules governing the unincorporated association is separately responsible for complying with this agreement and is jointly and severally liable for money owed to us. This means that we have the right to demand repayment of the full amount owed to us, and not just a share of it, from all or any of the authorised signatories according to the rules governing the unincorporated association.

## 21. Regulatory information and right to copy agreement

The Financial Conduct Authority, 12 Endeavour Square, London E20 1JN is the supervisory authority under the Consumer Credit Act 1974. We are entered on the Financial Services Register and our registration number is 114724.

Our registered address is 36 St Andrew Square, Edinburgh, EH2 2YB.

You may request a copy of this agreement at any time by writing to us at the address in the "Getting in touch" section above.

## 22. Confidentiality

22.1. We are a member of The Royal Bank of Scotland Group ("RBS"). For more information about other RBS companies please visit [rbs.com](http://rbs.com) or contact your branch or Relationship Manager.

22.2. We collect and process various categories of personal and financial information throughout your relationship with us, to allow us to provide our products and services and to run our business. This includes basic personal information such as your name and contact details, and information about your financial circumstances, your accounts and transactions. We have a duty to keep customer information confidential. This section sets out how we may share your information with other RBS companies and third parties.

22.3. In respect of any personal information relating to a third party that you provide to us, you must:

22.3.1. notify the third party that you are providing their personal information to us and obtain their permission;

22.3.2. provide the third party with a copy of these terms; and

22.3.3. ensure that, to the best of your knowledge, the personal information is accurate and up to date, and promptly notify us if you become aware that it is incorrect.

- 22.4.** Your information may be shared with and used by other RBS companies. We will only share your information where it is necessary for us to carry out our lawful business activities, or where it is necessary to comply with laws and regulations that apply to us.
- 22.5.** We will not share your information with anyone outside RBS except:
- 22.5.1.** where we have your permission;
  - 22.5.2.** where required for your product or service;
  - 22.5.3.** where we are required by law and to law enforcement agencies, judicial bodies, government entities, tax authorities or regulatory bodies around the world;
  - 22.5.4.** with other banks and third parties where required by law to help recover funds that have entered your account as a result of a misdirected payment by such a third party;
  - 22.5.5.** with third parties providing services to us, such as market analysis and benchmarking, correspondent banking, and agents and sub-contractors acting on our behalf, such as the companies which print our account statements;
  - 22.5.6.** with other banks to help trace funds where you are a victim of suspected financial crime and you have agreed for us to do so, or where we suspect funds have entered your account as a result of a financial crime;
  - 22.5.7.** with debt collection agencies;
  - 22.5.8.** with credit reference and fraud prevention agencies;
  - 22.5.9.** with third party guarantors or other companies that provide you with benefits or services (such as insurance cover) associated with your product or service;
  - 22.5.10.** where required for a proposed sale, reorganisation, transfer, financial arrangement, asset disposal or other transaction relating to our business and/or assets held by our business;
  - 22.5.11.** in anonymised form as part of statistics or other aggregated data shared with third parties; or
  - 22.5.12.** where permitted by law, it is necessary for our legitimate interests or those of a third party, and it is not inconsistent with the purposes listed above.
- 22.6.** If you ask us to, we will share information with any third party that provides you with account information or payment services. If you ask a third party provider to provide you with account information or payment services, you're allowing that third party to access information relating to your account. We're not responsible for any such third party's use of your account information, which will be governed by their agreement with you and any privacy statement they provide to you.
- 22.7.** In the event that any additional authorised users are added to your account, we may share information about the use of the account by any authorised user with all other authorised users.
- 22.8.** RBS will not share your information with third parties for their own marketing purposes without your permission.
- 22.9.** We may transfer your information to organisations in other countries (including to other RBS companies) on the basis that anyone to whom we pass it protects it in the same way we would and in accordance with applicable laws. We will only transfer your information if we are legally obligated to do so, or where the other country has laws that adequately protect your information, or where we have imposed contractual obligations on the recipients that require them to protect your information to the same standard as we are legally required to.

#### 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 plc will notify you 3 working days in advance of your account being debited or as otherwise agreed. If you request The Royal Bank of Scotland plc 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 plc 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 plc 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.

### SUMMARY BOX

The information contained in this table summarises key product features and is not intended to replace any terms and conditions.

<b>Purchase APR</b>	<b>Representative 24.3% APR (Variable)</b>		
<b>Interest rates</b>		<b>Monthly Rate</b>	<b>Annual Rate</b>
	Purchases	1.408%	16.9%
	Balance Transfers	1.408%	16.9%
	Cash Advances	1.408%	16.9%
<b>Interest free period</b>	<ul style="list-style-type: none"> <li>• Maximum 56 days for purchases if you pay your balance in full and on time.</li> <li>• No interest-free period on Balance Transfers and Cash Advances.</li> </ul>		
<b>Interest charging information</b>	You will not pay interest on new purchases shown on your statement if you pay your balance in full and on time. Otherwise, the period over which interest is charged will be as follows:		
		<b>From</b>	<b>Until</b>
	Purchases	date debited to your account	paid in full or the date of the first statement you pay in full and on time if that is sooner
	Cash Advances	date debited to your account	paid in full
	Balance Transfers	date debited to your account	paid in full
<b>Allocation of payments</b>	<p>We apply any payments in the following order:</p> <ul style="list-style-type: none"> <li>• to reduce sums shown on your most recent monthly statement, according to their interest rates, with the highest rate paid first; and</li> <li>• if any payment exceeds your most recent monthly statement balance, the excess will then be applied to reduce sums charged to your card but not yet shown on any monthly statement. This is also done according to interest rates, with the highest interest rate paid first.</li> </ul> <p>If parts of either of the balances referred to above have the same interest rate, sums on which interest is charged on interest will reduce first.</p> <p>For further details, please refer to your credit card terms.</p>		
<b>Minimum repayment</b>	<p>(i) the greater of £5 or 5% of the full amount outstanding;</p> <p>(ii) the full amount, where the sum outstanding is less than £5; or</p> <p>(iii) subject to any notice required by law, the full outstanding balance if: we believe that the card is being used or might be used in breach of the agreement or in an unauthorised or fraudulent manner; or as a result of a change in the way you operate your account or in your financial circumstances (including missing payments), we reasonably believe that you may have difficulty in meeting your commitments.</p> <p><b>If you only make the minimum payment it will take longer and cost more to clear your balance.</b></p>		
<b>Credit Limit</b>	Minimum credit limit	£500	
	Maximum credit limit	Subject to status	
<b>Fees</b>	Annual Card Fee (for each card issued) £30 For further details, please refer to your credit card terms.		
<b>Charges</b>	Cash Advances: a Cash Fee of 3%, minimum £3.00 Copies of statements: £1 per page (maximum charge £40) For further details, please refer to your credit card terms.		
<b>Foreign usage</b>	Transactions in foreign currencies (including purchase of foreign currency and travellers' cheques): Non-Sterling Transaction Fee of 2.95%. Where the transaction is a non Sterling Cash Advance you will also be charged the Cash Fee as above. To see the up-to-date rates used please visit the website of the payment scheme shown on your card. For further details, please refer to your credit card terms.		
<b>Default charges</b>	Over limit fee	£12.00	
	Administration Fee: If the Minimum Payment is not received by the due date	£12.00	
	Administration Fee: If a payment is returned unpaid	£12.00	



# Application Form – Business Credit Card

## Sole Traders, Partnerships (of up to 3 partners) or unincorporated associations (such as some Charities, Clubs, Societies or Associations)



### Note to customer

Please complete **ALL** sections on pages 19–27 in **BLOCK CAPITALS** and **BLACK INK**, or your application may be delayed. This information is used to determine whether we can provide you with a Business Credit card and to allocate an appropriate credit limit.

- Only to be signed by the business owner named on the Business Current Account.
- Your registered business address must be in the United Kingdom and you should be registered for tax purposes in the United Kingdom.

The Royal Bank of Scotland subscribes to the Standards of Lending Practice for Business Customers. The Standards of Lending Practice can be found at [www.lendingstandardsboard.org.uk](http://www.lendingstandardsboard.org.uk)

### 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 customers, please see our full Privacy Notice at [www.rbs.co.uk/privacy](http://www.rbs.co.uk/privacy).

### Who we are

The organisation responsible for processing your personal and financial information is The Royal Bank of Scotland plc, a member of The Royal Bank of Scotland Group (“RBS”)

## 1. Business details

Business name in full	<input type="text"/>		
Business name as you wish it to appear on the card	<input type="text"/>	(max 19 characters)	
Business address for all correspondence	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
Postcode	<input type="text"/>	<input type="text"/>	Average turnover per annum £ <input type="text"/>
Time in business (years)	<input type="text"/>	Preferred statement date (between 3rd to 28th of month) <input type="text"/>	No. of employees <input type="text"/>
Business contact no. (inc STD code)	<input type="text"/>		
Mobile phone number	<input type="text"/>		
Email address	<input type="text"/>		
Sort code	<input type="text"/>	Account number	<input type="text"/>
Type of entity	Sole Trader <input type="checkbox"/>	Partnership <input type="checkbox"/>	Charity <input type="checkbox"/> Club, Society or Association <input type="checkbox"/>

**2. Personal & financial details – Sole Trader/Partner 1 / Official 1**

Title Mr  Mrs  Miss  Ms  If 'Other', please specify

First name

Middle name(s) (in full)

Surname

Date of birth (mandatory field) (DD/MM/YYYY)

Nationality (mandatory field)

Security password (memorable word)

Only complete the credit limit requirement below if your entity type is a Charity/Club/Society or Association.

Credit limit required on card  (£500 minimum – maximum subject to status)

We will endeavour to give you the limit you have requested, subject to our credit assessment.

Are you? Home owner  Private tenant  Council tenant  Living with parents  Other

Your home address

Postcode

Date moved to present address (mandatory field) (MM/YYYY)

We are required to obtain cardholder's telephone number and email address to verify suspicious transactions.

Mobile number

Email address

Previous address (if less than 2 years at present address)

Address

Postcode   Date moved to previous address (MM/YYYY)

**Please complete personal financial information for Sole Trader/Partner 1 (not required for Charities, Clubs, Societies or Associations)**

**Please provide your personal Bank/Building Society account details below**

Sort code

Account number

Personal annual income before tax (mandatory field)

£

**OPTIONAL SECTION: Request for Card for Partner 2 / 3 Official 2 / 3.**

By completing this application you are asking the Bank to issue Cards to all the Cardholders named there. If we approve the application for a Business Credit Card for cardholder (1), this does not mean that we have also approved the request for Cards to be issued to Cardholder (2 / 3) (if any). Separate checks may be carried out in respect of Cardholder (2 / 3) after your Business Credit Card Agreement for Cardholder (1) has been made. Please note a second / third card is only available to Card Accounts granted £1,000+ Credit Limits.

Title

Mr

Mrs

Miss

Ms

If 'Other',

please specify

First name

Middle name(s)  
(in full)

Surname

Date of birth  
(mandatory field)  
(DD/MM/YYYY)

Nationality  
(mandatory field)

Your home address

Postcode

We are required to obtain cardholder's telephone number and email address to verify suspicious transactions.

Mobile number

Email address

Security password  
(memorable word)

Only complete the credit limit requirement below if your entity type is a Charity/Club/Society or Association.

Credit limit  
required on card

(£500 minimum – maximum subject to status)

We will endeavour to give you the limit you have requested, subject to our credit assessment.

**Personal details for Partner 3 / Official 3**

Title Mr  Mrs  Miss  Ms  If 'Other', please specify

First name

Middle name(s) (in full)

Surname

Date of birth (mandatory field) (DD/MM/YYYY)

Nationality (mandatory field)

Your home address

Postcode

We are required to obtain cardholder's telephone number and email address to verify suspicious transactions.

Mobile number

Email address

Security password (memorable word)

Only complete the credit limit requirement below if your entity type is a Charity/Club/Society or Association.

Credit limit required on card  (£500 minimum – maximum subject to status)

We will endeavour to give you the limit you have requested, subject to our credit assessment.

## How we will use and share your information

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

We may request information about your business and the proprietors of that business from credit reference agencies to help verify your identity, and to check your credit status to help assess what product you are most suitable for and/or your ability to repay any credit. Those agencies may keep a record of our request(s) and this may affect your ability to obtain credit elsewhere.

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.

This application will be treated as financially independent of any person (except for another party to this application). By completing this application you declare that you believe that the finances of any individual(s) with whom you remain financially connected 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.

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: Experian ([www.experian.co.uk](http://www.experian.co.uk)), Equifax ([www.equifax.co.uk](http://www.equifax.co.uk)) and Callcredit ([www.callcredit.co.uk](http://www.callcredit.co.uk)). 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 at [www.rbs.co.uk/privacy](http://www.rbs.co.uk/privacy) or contact us at The Royal Bank of Scotland- 03457 24 24 24, Overseas - +44 131 549 8888, Minicom - 0800 404 6160.

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.

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

### (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 to assess your suitability for our products.

If your application is declined we will normally keep your information for up to 5 years, but we may keep it for longer 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, 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 to HM Revenue and Customs (“HMRC”).

HMRC may exchange this information with other countries’ tax authorities.

## Confirming your agreement

By continuing with this application, you confirm you have read and understood how we may use your information in the ways described above and are happy to proceed.

## Marketing information

RBS would like to keep you informed by letter, phone, email and text message about products, services and offers that we believe may be of interest to you.

If you do not wish us to contact you for these purposes, please place a cross in the box.

RBS will not share your information with third parties for their own marketing purposes.

## Communications about your account

Notwithstanding your marketing choices above, we will contact you with information relevant to the operation and maintenance of your account by a variety of means including online banking, mobile banking, email, text message, post and/or telephone.

## CREDIT CARD AGREEMENT REGULATED BY THE CONSUMER CREDIT ACT 1974

This is your card agreement. It is made up of two parts:

- your Terms; and
- your General Conditions.

**It's important that you read both parts.**

### Part 1 – Terms

<b>We</b>	The Royal Bank of Scotland Plc, Commercial Cards Division, Cards Customer Services, PO Box 5747, Southend-on-Sea SS1 9AJ whose head office is at 36 St Andrew Square, Edinburgh EH2 2YB.				
<b>You</b>	Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>
	First name (in full)	<input type="text"/>			
	Surname	<input type="text"/>			
	Name of business	<input type="text"/>			
	Business address	<input type="text"/>			
	Address line 2	<input type="text"/>			
	Address line 3	<input type="text"/>			
	Address line 4	<input type="text"/>			
Postcode	<input type="text"/>	<input type="text"/>			
<b>Card</b>	When we refer to your Card we are referring to your plastic credit card, any additional cards on your account and your credit card account and credit card details (including any online or mobile banking log-in information or security details).				

#### 1. Your Business Credit Limit and Cash Limit

Use of your Card is subject to your Business Credit Limit and your Cash Limit. If you want to know what your limits are at any time, please ask us.

##### 1.1 What is your Business Credit Limit?

Your Business Credit Limit is the maximum amount that you can owe on your Card at any time and you must not exceed it. We'll tell you your Business Credit Limit and we may change this limit.

##### 1.2 What is your Cash Limit?

Your Cash Limit is the maximum amount of Cash Transactions you can owe on your Card and you must not exceed it. Your Cash Limit will be lower than your Business Credit Limit and it is 50% of your Business Credit Limit unless we tell you otherwise. We may also tell you that we have set a maximum amount of Cash Transactions or ATM withdrawals that you can make in a day or other period. If we do this we may refuse any Cash Transactions or ATM withdrawals that exceed that amount.

##### 1.3 What is the Cardholder Credit Limit?

Where we agree to issue additional cards to cardholders nominated by you we will limit the amount that can be owed on each card. The maximum amount that can be owed on any one individual card is the Cardholder Credit Limit; we will inform you and the cardholder of this limit. You must ensure cardholders do not exceed their Cardholder Credit Limit.

#### 1.4 Changing your Business Credit Limit, Cash Limit or your Cardholder Credit Limit(s)

We can change your Business Credit Limit, Cash Limit or your Cardholder Credit Limit at any time. We will only reduce these limits for a good reason, such as a change in your financial circumstances. If we increase the Business Credit Limit or your Cardholder Credit Limit we will give you at least 30 days' notice.

You can ask us not to increase your Business Credit Limit in the future.

You can ask to increase or decrease your Business Credit Limit or your Cash Limit at any time. Before agreeing an increase we'll assess your ability to repay.

#### 2. How you can use your Card

##### 2.1 Use of your Card

Cards are only available for business use and must not be used for any personal spend.

We will only issue Cards to customers with a business address in the United Kingdom and who are registered for tax in the United Kingdom.

We may allow a Balance Transfer to the Card. If we do this we will tell you the interest rate, any charges and any additional terms that apply. There is a minimum amount of £100 for all Balance Transfers.

You must not use a Card if it has been suspended or cancelled, or for any illegal purpose.

## 2.2 Transactions you can carry out with your Card

There are three different types of transactions you can make using your Card:

<b>Purchases</b>	You can pay for goods and services with your Card. These will be treated as Purchases unless they fall within any of the types of transactions below.
<b>Cash Transactions</b> Cash Transactions include transactions which you might not realise are classed as cash, so please read the list carefully.	Cash Transactions are when you: <ul style="list-style-type: none"><li>• withdraw cash using your Card;</li><li>• buy payment cards, vouchers, travellers' cheques and foreign currency;</li><li>• repay borrowing (excluding Balance Transfers) – for example making a loan repayment; or</li><li>• undertake a gambling transaction.</li></ul> <p><b>Please note that a Cash Fee of 3% (minimum £3) is charged for all Cash Transactions. Please see Condition 6.1 of your General Conditions.</b></p>
<b>Balance Transfers</b>	Balance Transfers are when we allow you to use part of your Business Credit Limit to pay off a card debt with another lender (minimum £100).

## 3. Your interest rates

The interest rates you need to pay on different types of transactions are set out in the table below:

Transaction type	Monthly Rate	Annual Rate
<b>Purchases</b>	1.408%	16.9%
<b>Balance Transfers</b>	1.408%	16.9%
<b>Cash Transactions</b>	1.408%	16.9%

All rates shown are variable, unless stated as fixed. They will apply until we change them.

We may change any variable interest rates at any time. We will give you at least 2 months' written notice before any change automatically takes effect, unless it's a rate reduction or a change you've asked for and we've agreed to, in which case we may make it immediately and confirm it to you in writing within 30 days. You can opt out of any rate increase by giving us notice to close your account.

If you take up any special offer, the terms of that offer, including any transaction fee, will apply. If you break the terms of this agreement we may reduce or end any special offer by giving you written notice.

## 4. Paying what you owe on your Card

We'll issue you with a monthly statement showing all amounts charged to your Card since your previous monthly statement and your Card balance. You can pay the whole balance or part of it, but you must pay at least the minimum amount on your monthly statement by the payment date. Your monthly statement will explain how to make payments. We may not issue a monthly statement if the balance

is zero and there have been no entries since the previous monthly statement.

You must make the minimum payment each month from a business account in your name.

The minimum payment will be either:

- (i) the greater of £5 or 5% of the full amount outstanding;
- (ii) the full amount, where the sum outstanding is less than £5; or
- (iii) the full outstanding balance in circumstances set out in Part 2, Condition 10 (b) and (c).

Any overdue amounts, which will be included in the total amount you are required to pay, are payable immediately. When we ask, you must immediately pay us any amount you owe over your Business Credit Limit.

We encourage you to pay more than the minimum amount each month. You will clear your balance more quickly and pay less interest. If you're finding it difficult to make payments please tell us so that we can try to help.

You must not make payments to your Card that create a positive balance on your account. We may return any credit balance to you or apply it to a current account you hold with us.

You can also access details of your up to date balance, payments and other transactions by calling us or by using Cards OnLine. Please give us a call or visit our website if you'd like more information on this service.

## 5. Your APR and Total Amount Payable

APR means the Annual Percentage Rate of charge. The APR is calculated using a formula laid out in Financial Conduct Authority rules and takes into account not just the interest on money borrowed but also other charges you have to pay, such as the annual card fee.

[Purchases]

**24.3% APR** (variable)

Your APR doesn't take account of any future changes to interest rates, fees or charges or the terms of any special offers.

**£1,339.85** is the Total Amount Payable under this agreement.

The APR and the Total Amount Repayable are calculated on the assumption that at account opening you make a Purchase with your Card that costs £1,200. We assume that the annual fee will be paid on the same day that the Purchase is taken from your Card. The balance on your Card is reduced to zero by 12 equal monthly repayments (which include interest). The first repayment is taken one month after the Purchase. It is assumed that no other transactions are made and the interest rate charged on the Purchase won't change.

## 6. Your right to cancel

You have 14 days to cancel this agreement, without giving us a reason.

That 14 day period starts the day after we inform you of your credit limit and ends 14 days afterwards.

You can cancel by:

- writing to The Royal Bank of Scotland Plc, Commercial Cards, PO Box 5747, Southend-on-Sea SS1 9AJ; or
- calling us on 0345 301 6264 (Minicom 0370 154 1192).

You must pay your full balance and interest without delay and within 30 days of telling us you would like to cancel. If you do this you will not have to pay any fees or other charges. You can get details of what you owe, including any interest payable on any balance (and the amount of interest payable per day) by calling us on the number above.

You can pay your balance and interest by:

- sending a cheque payable to The Royal Bank of Scotland Plc, Commercial Cards, Milton Keynes, MK77 1SE;
- or we can advise you of alternative payment options on request.

### Warning – Missing Payments

If you miss payments it could make obtaining credit more difficult and we may take court action. If you still do not pay what you owe, a court order could be enforced against you and your home may be repossessed.

**By signing, you agree to be bound by the agreement, which comprises both the Terms above together with the General Conditions enclosed on pages 9-16 of this pack.**

This is a Credit Agreement regulated by the Consumer Credit Act 1974. Sign it only if you want to be legally bound by its terms. In the case of a business owned by a sole trader or a partnership, the application must be made and signed by the sole trader/partner(s).

Signature of Sole Trader/Partner 1 / Official 1\*

Date of signature (DD/MM/YYYY)

Signature of Partner 2 / Official 2\*

Date of signature (DD/MM/YYYY)

Signature of Partner 3 / Official 3

Date of signature (DD/MM/YYYY)

\*Signed in accordance with the authority held by the Bank.

### FOR CREDIT CARD CENTRE USE ONLY – BANK SIGNATURE AND DATE STAMP

Signed for and on behalf of The Royal Bank of Scotland Plc

Date (DD/MM/YYYY)

**Direct Debit details PLEASE ENSURE YOU COMPLETE THE DIRECT DEBIT INSTRUCTIONS BELOW.**

The minimum monthly payment or full monthly payment will be collected by Direct Debit from your business account. Any amounts owed over your Business Credit limit will also be collected by Direct Debit from your Business Account – see section 4 of the Terms within your credit card agreement for full details. Direct Debit payments are subject to the safeguard assured by the Direct Debit Guarantee. Please refer to Page 16 in this pack.

**Please tick the appropriate Direct Debit option (if no box is ticked, we will set your account up as a Minimum Payment):**

**Minimum Payment**                       **Full Payment**



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



**Service user number**

Please fill in the whole form using a ball point pen and send to – Commercial Cards Division, PO Box 5747, Southend-on-Sea SS1 9AJ.

**Name(s) of account holder(s)**

  

**Branch sort code**

**Bank/building society account number**

**Instructions to your bank or building society**

Please pay The Royal Bank of Scotland plc 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 plc and if so, details will be passed electronically to my bank/building society.

**FOR The Royal Bank of Scotland plc OFFICIAL USE ONLY**

This is not part of the instruction to your bank or building society.

New Business Credit Card 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.

**Reference**

     

**Signature(s)**

X

Date (DD/MM/YYYY)

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

Once completed please return the application (pages 19 to 28) as per the instructions below:

For sole traders and partnerships, please send to

**Royal Bank of Scotland Commercial Cards, PO Box 5474, Southend-on-Sea, Essex SS1 9AJ.**

For unincorporated associations (such as some Charities, Clubs, Societies or Associations), please send to **Royal Bank of Scotland Business Banking, 5th Floor, 7-10 Brindley Place, Birmingham, B1 2TZ.**

Alternatively hand the form in at any Royal Bank of Scotland branch or return it to your Relationship Manager.

**BANK USE ONLY**

**Important:**

The application will be delayed if any documents are missing or the boxes are not ticked, as the forms **WILL** be returned to you for completion.

Confirmation of checks completed. Please ensure the following two boxes are completed. I confirm that:

- the customer has a registered business address in the UK and is registered for tax purposes in the UK.
- the product was sold in the jurisdiction in which the business is registered

Tick one of the following boxes to confirm the customer's legal entity:

- Sole Trader  Charity   
 Partnership  Club, Society or Association

**Business Manager Information**

Business Manager name (in BLOCK CAPITALS)

Telephone number

Email address

Salary reference number

Portfolio code

Office address

**Customer information**

CIN 1 -  Bank of England/Institution Code

**Campaign Codes**

(Campaign Code ASC-AACE Screen):

1 9 1 R E Z UKCCA regulated  Y CDF24 W M Response Code K 0 0 3 1 4 B K R A

Signed for and on behalf of The Royal Bank of Scotland plc

Date of signature (DD/MM/YYYY)

Before forwarding the application, please confirm that you have taken the following action and enclosed the correct documentation.

- Verbal Adequate Explanation script read out to customer   
 Standard European Consumer Credit Information (SECCI) sheet provided to customer   
 Credit Agreement signed by all cardholders where applicable and in accordance with the Bank mandate   
 Direct Debit Instruction complete   
 For all applications for Unincorporated associations, BAPS/BLU/RMP sanctioning paperwork attached

BAPS/RMP reference

Scan and email application to ~ **Business Credit Card Applications**

If you are not able to scan and email the application, then please refer to the Business Credit Card product toolkit for further instructions.