



# Government Procurement Card

## Cardholder Application Form

### What you need to do

**To ensure your application is not delayed:**

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

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

### Where to send form:

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

Alternatively, you can scan and e-mail a copy of the completed form to:

[BBIAAdditionalcards@barclaycard.co.uk](mailto:BBIAAdditionalcards@barclaycard.co.uk)

For more information, please visit [www.barclaycard.co.uk/commercial](http://www.barclaycard.co.uk/commercial)

#### Organisations Details

Organisations name (as registered)

NORFOLK COUNTY COUNCIL

Customers trading name (if applicable)

N/A

If you are an existing customer, please complete your Barclaycard Commercial account number  
 16 digits

471532064906

(This can be found at the top of your statement)

Business address for statements and correspondence

FES PAYMENTS - PAYMENTS OFFICER

THE ANNEXE, GROUND FLOOR, COUNTY HALL

MARTINEAU LANE, NORWICH

Postcode N R 1 2 D H

Country

UNITED KINGDOM

**Please send the card and PIN to cardholder's**

Address above

Address overleaf

**Internal reference number**

e.g. cost centre number

(complete only if you wish cardholder statements to include the internal reference number)

**Expenditure limit requested for named cardholder**

(the expenditure limit should be sufficient for 6 weeks' requirements)

(minimum 250)

**Single transaction limit**

If you wish to allocate a spending control to the named cardholder

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## Merchant category groupings

The named cardholder is authorised to use his/her card in: (Please tick a, b or c)

- a) All of the merchant category groupings, including cash; OR
- b) All merchant categories below (excluding cash which will automatically be blocked unless (a) is ticked); OR
- c) Only the merchant category groupings indicated by me (with a tick) below.

If you are unsure about completing this section or would like additional information please contact us on 0844 822 2140 or speak to your Barclaycard Commercial Manager.

- |  |   |
|--|---|
| <input type="checkbox"/> 1) Building Services              | <input type="checkbox"/> 2) Building materials                |
| <input type="checkbox"/> 3) Estate and garden services     | <input type="checkbox"/> 4) Utilities and non-automotive fuel |
| <input type="checkbox"/> 5) Telecommunication services     | <input type="checkbox"/> 6) Catering and catering supplies    |
| <input type="checkbox"/> 7) Cleaning services and supplies | <input type="checkbox"/> 8) Training and educational services |
| <input type="checkbox"/> 9) Medical supplies and services  |   |
| <input type="checkbox"/> 10) Employ - recruitment          |   |

- |  |  |
|--|--|
| <input type="checkbox"/> 11) Business clothing and footwear            | <input type="checkbox"/> 12) Mail order/direct selling   |
| <input type="checkbox"/> 13) Personal services                         | <input type="checkbox"/> 14) Freight and storage   |
| <input type="checkbox"/> 15) Professional services                     | <input type="checkbox"/> 16) Financial services  |
| <input type="checkbox"/> 17) Clubs/ associations/ organisations        | <input type="checkbox"/> 18) Statutory bodies  |
| <input type="checkbox"/> 19) Office stationery, equipment and supplies | <input type="checkbox"/> 20) Computer equipment and services   |
| <input type="checkbox"/> 21) Print and advertising services            | <input type="checkbox"/> 22) Books and periodicals   |
| <input type="checkbox"/> 23) Mail and courier services                 | <input type="checkbox"/> 24) Miscellaneous industrial/commercial supplies  |
| <input type="checkbox"/> 25) Vehicles, servicing and spares            | <input type="checkbox"/> 26) Automotive fuel   |
| <input type="checkbox"/> 27) Travel - air/rail/road                    | <input type="checkbox"/> 28) Auto rental   |
| <input type="checkbox"/> 29) Hotels and accommodation                  | <input type="checkbox"/> 30) Restaurants and bars  |
| <input type="checkbox"/> 31) General retail and wholesale              | <input type="checkbox"/> 32) Leisure activities  |
| <input type="checkbox"/> 33) Miscellaneous                             | <input type="checkbox"/> Cash (ATM/Branch), money orders, foreign currency, travellers cheques. Blocked unless specifically requested. |

## To Barclays Bank PLC

The organisation requests Barclays Bank PLC to issue a Card with an expenditure limit as specified above and subject to the terms and conditions of the organisation's Account to the person named in the New Cardholder section.

## Signature(s) of person(s) authorised to nominate cardholders

(as indicated in your organisation application form or as subsequently advised to us)

### Declaration

By signing this agreement, you confirm that:

- You are duly authorised to enter into this agreement for and on behalf of the organisation
- The cardholder is employed by or contracted to this organisation
- The details you have given us are correct
- You want us to give the cardholder a company card and PIN for which the cardholder is eligible and from time to time replace the card with any company card covered by this agreement.

1) Full name

PAM MOORFIELD

Business title

CORPORATE CARD ADMINISTRATOR

Signature X

Date

d d / m m / y y y y

2) Full name

VANESSA LEVESLEY

Business title

CORPORATE CARD ADMINISTRATOR

Signature X

Date

d d / m m / y y y y

## New Cardholder Details (please complete all fields)

Employee number

e.g. A staff number allocated to you by your company

Title

Mr  Mrs  Miss  Ms  Other

First name

Middle name(s)

Surname

Sex

Male  Female

The following information is required to comply with Anti-Money Laundering legislation and Anti-terrorist Financial Crime regulations.

Home address




Postcode

Nationality

Date of birth

d d / m m / y y y y

Email address

In the event that we may need to contact you to administer and manage your account, please provide:

Home telephone number

Inc STD and Country code (if applicable)

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Business telephone number

Inc STD and Country code (if applicable)

Mobile telephone number

Inc STD and Country code (if applicable)

Email address

### 1.0 How We Use Your Cardholder Information (Privacy Statement)

Your personal information

1.1 By 'your information' we mean personal and financial information about you, that we need to collect, use, share and store. This includes information we may:

- (a) obtain at any time from you or from third parties such as the Corporate Account Holder and/or your employer, fraud prevention agencies or other organisations, through any type of communication with you (verbal or written including letters, calls, emails), through our websites, registrations, researches, promotions and competitions or through accounts or products you have or previously had with us;
- (b) learn from the way you use and manage your account(s), from the transactions you make such as the date, amount, currency and the name and type of supplier (e.g. travel services, supermarket services, medical services, retail services) you use and from the payments which are made to your account.

How we use your personal information

1.2 We and other companies in the Barclays Group and/or other organisations as described below may collect, use, share and store your information:

- (a) to check your eligibility when you apply for any financial product we offer, check your details and verify your identity;
- (b) to administer and manage your application and account(s), give you statements and provide you with products and services, inform you about changes to the features of those products or services or their operation;
- (c) for assessment, testing (including systems tests) and analysis, including credit and/or behaviour scoring, statistical, market and product analysis in order to generate statistical reports to be shared internally or externally with non Barclays' companies for their own purposes. These reports are aggregated and will not contain any information that identifies you;
- (d) to prevent, detect and prosecute money laundering, fraud and other crimes;
- (e) to improve the accuracy of our records;
- (f) to develop and improve our services to you and other customers;
- (g) to respond to your inquiries or complaints;
- (h) to carry out regulatory checks or other work to meet our obligations to any regulatory authority;
- (i) to protect our interests, including locate you and recover any debts you owe, cross-check details on proposals or claims for all types of insurance, to process and collect charges;
- (j) to manage and provide any rewards and offers and administer any promotions and competitions; and
- (k) in any other ways described below.

1.3 We will keep information about you and how you manage your account(s) private and confidential, but may share it as follows:

- (a) with other companies within the Barclays Group;
- (b) with people who provide a service to you (when you use your card to make payments), with people who provide a service to us, or who are acting as our agents, on the understanding that they will keep the information confidential;
- (c) with any company that we are providing products or services in conjunction with;
- (d) with the Corporate Account Holder or subsidiaries, parent and affiliated companies including their agents and processes, or companies contracted to perform services for them or on their behalf;
- (e) with anyone whose name or logo appears on the card issued to you;
- (f) with anyone to whom we transfer or may transfer our rights and duties under this agreement;
- (g) with any third party as a result of any restructure, sale, merger or acquisition of any company within the Barclays Group, provided that any recipient uses your information for the same purposes as it was originally supplied to us and/or used by us;
- (h) if you have consented;
- (i) if we have a duty to do so or if the law, public interest, or this agreement allows us to do so.

1.4 We may use automated processes when we use your information for any of the purposes listed in this Privacy Statement and/or elsewhere in the Terms and Conditions.

1.5 We will retain information about you after the closure of your account for as long as permitted for legal, regulatory, fraud prevention and legitimate business purposes.

1.6 We and other companies in the Barclays Group may, from time to time, provide further details about how your personal information may be used. This information will be made available on [www.barclaycard.co.uk](http://www.barclaycard.co.uk)

International Transfers

1.7 If we transfer your information to a person, office, branch, organisation, service provider or agent in another country, we will make sure that they agree to apply the same levels of protection as we are required to apply to information held in the UK and to use your information only for the purposes that we have permitted.

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### Further information

1.8 You can ask us for a copy of the information we keep about you. A fee will be charged for this service.

1.9 If you believe that any information we hold about you is incorrect or incomplete, you should write to us immediately. If we find that any information is incorrect or incomplete we will correct it promptly.

1.10 You agree that calls between us may be recorded and/or monitored in the interest of security, for quality control and to ensure better customer servicing, staff training and account operation.

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