

Please complete this form in conjunction with a new account opening form or additional billing unit application.

When filling out this form by hand, please complete in BLOCK CAPITALS and in black ink. When filling out this form on screen, please use the tab key to move between the relevant fields. Ensure you do **not** use the return or enter keys.

Business/
Organisation name

Billing Unit name

Please indicate below and complete the relevant section for the option required:

The following features are available with **onecard & Corporate Card** only:

Individual billing – section 1

Lodge Account – section 2

Declining Balance card – section 3

The following feature is available with **onecard & Purchasing Card** only:

Virtual Account – section 4

Please refer to your Relationship Manager if you have any questions or require further details about these product features.

Section 1. Individual billing (onecard & Corporate Card only)

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Statements are sent to each cardholder.</p> <p>Important note: Although the cardholder is authorised to settle the balance on the business/organisations' behalf, the business/organisation is wholly liable for the outstanding amounts until it is repaid.</p> | <p>Payment grace period</p> <p>Please choose the payment grace period required. (Mark one box only.)</p> <p>Please note fees apply for payment grace periods of more than 14 days (see RBS Charges sheet for details)</p> <p>14 days <input checked="" type="checkbox"/></p> <p>21 days* <input type="checkbox"/></p> <p>28 days* <input type="checkbox"/></p> <p>*Fees apply</p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

You will need to complete a Cardholder Schedule* (Excel) in order to provide details of each cardholder (including their business correspondence address) to be issued with a card.

*please request from your Relationship Manager or download at [rbs.co.uk](https://www.rbs.co.uk)

For **individually billed** card programmes cards & PINs are by default sent to the **cardholder's** business correspondence address.

Alternatively, the following option is available:

- If you require cards & PINs to be sent to your business address, please place a cross in this box

Section 2. Lodge Account (onecard & Corporate Card only)

A Lodge Account is a comprehensive travel payment method and data capture service that provides flexible reporting analysis of travel expenditure through a Lodge capable Travel Management Company.

Enhanced Lodge combines the standard Lodge product which uses a single Lodge account through an Enhanced Lodge capable Travel Management Company to book Scheduled Airlines, with Virtual Card Number technology for booking all other travel related spend.

2.1 Please select the Lodge option required:

Standard Lodge

Enhanced Lodge This feature is available with **onecard** only.
Additional transaction fees apply, please refer to RBS **onecard** Charges sheet.

2.2 Travel Agent information

Travel Agency Name

Travel Agent contact

Contact email address

Contact Telephone number

Section 3 – Declining Balance Card (onecard & Corporate Card only)

A Declining Balance card is particularly suitable for organisations who want to enhance their expenditure controls within a specified time frame. Declining Balance cards are ideal for travel and expense management and overseeing spending on projects, meetings and events.

Please indicate the required option for the Declining Balance cards opened under this billing unit:

| Refresh Credit Limit | Please tick one box only |
|---------------------------------------------------------------------------------------------------------|--------------------------|
| Option 1 – Annual budget The credit limit is restored on the anniversary of the card opening. | <input type="checkbox"/> |
| Option 2 – One time budget The credit limit not restored to the card. | <input type="checkbox"/> |
| Option 3 – Quarterly budget The credit limit is restored quarterly after the card opening. | <input type="checkbox"/> |

You will need to complete a Cardholder Schedule* (Excel) in order to provide details of each cardholder.

*please request from your Relationship Manager or download at rbs.co.uk

Section 4. Virtual Account (onecard & Purchasing Card only)

A Virtual Account allows for purchasing spend at frequently used suppliers to be consolidated through a single account in the name of a department. The account details can be hosted with suppliers for convenience allowing authorised users to make telephone, online and mail order purchases only. No physical plastic or PIN is issued, instead account details are notified to the organisation to advise to its preferred suppliers. Cash and cash like transactions e.g. purchases of foreign currency are prohibited.

4.1. Virtual Account details (Not available for individuals)

Virtual Account name (Department Name – max 21 character incl. spaces)

Email address

(Usually Authorised Users Department Email box)

Security password

4.2 Virtual Account details

Is a single transaction limit required for authorisation purposes? Yes No

If 'Yes', how much?

£

Monthly credit limit required

£

(This should equal one month's anticipated spend)

Authorisation by the business/organisation

Signed in accordance with the card programme Account Opening Form, or as amended by previously completed Amendment Forms.

Authorised signature(s)

Authorised signature(s)

Name (title, first name and surname)

Name (title, first name and surname)

Date

Date