

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.

Guidance notes

1. If you have not registered for Business Cards OnLine and you would like to receive your statements and management information online, please complete sections 1, 2 and 4 only. If you would like to register someone other than yourself for the Report Administrator role, please also complete section 3.
2. If you have previously registered for Business Cards OnLine and you would like to register someone other than yourself for the role of Report Administrator, please complete sections 1, 3 and 4 only.
3. Complete and return this form to: Ulster Bank Commercial Cards, Belfast BT2 7AY.

 **Your information**

For details of how we will use your information, please look for the padlock symbol below.

1. Business details

Company/Organisation name _____

Corporate Account number

4	7	1	5	5	8						
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2. Business Cards OnLine Administrator details

 The personal data collected here will be used for identification purposes only.

Name (title, first name and surname) _____

Preferred daytime contact number _____

Contact address _____

Address line 2 _____

Address line 3 _____

Address line 4 _____

Postcode _____

E-mail address used for Business Cards OnLine e-statement notifications and management information reports _____

Security password _____

Date of birth
(DDMMYYYY) _____

Signature

Date _____

If you want to register yourself as the Report Administrator place a cross in this box. If you want to register someone else for the Report Administrator role, please complete their details in section 3.

3. Business Cards OnLine Report Administrator details

 The personal data collected here will be used for identification purposes only.

Name (title, first name and surname) _____

Preferred daytime contact number _____

Contact address _____

Address line 2 _____

Address line 3 _____

Address line 4 _____

Postcode _____

E-mail address used for Business Cards OnLine e-statement notifications and management information reports _____

Security password _____

Date of birth
(DDMMYYYY) _____

Signature

Date _____

4. Authorisation by the company/organisation

The named Business Cards OnLine Administrator and/or Report Administrator (if different) are authorised by the company/organisation to use Business Cards OnLine.

Authorised signature(s)

Name (title, first name and surname)

Date _____

Authorised signature(s)

Name (title, first name and surname)

Date _____

For further assistance visit www.ulsterbank.co.uk/ni/purchasingcards
or telephone the Business Cards OnLine Helpdesk on 0845 300 4476.