

# Purchasing Card Cardholder application

## Useful information

All changes made to this form must be made in manuscript by striking out and/or adding appropriate wording and initialling the changes.

Please cross through all sections that are not completed. If you have any queries, please contact your programme administrator.

**\* Fields marked with an asterisk must be completed.**

Once completed, please forward this entire form to your cost centre manager/ programme administrator for approval.

Once approval has been gained, please send to your Relationship Manager.

## 1 Customer Data Privacy Notice

### Who looks after your personal information

Your personal information will be held by Lloyds Bank plc, part of the Lloyds Banking Group. More information on the Group can be found at [www.lloydsbankinggroup.com](http://www.lloydsbankinggroup.com)

### How we use your personal information

We will use your personal information:

- to provide products and services, manage your relationship with us and comply with any laws or regulations we are subject to (for example the laws that prevent financial crime or the regulatory requirements governing the products we offer).
- for other purposes including improving our services, exercising our rights in relation to agreements and contracts and identifying products and services that may be of interest.

To support us with the above we analyse information we know about you and how you use our products and services, including some automated decision making. You can find out more about how we do this, and in what circumstances you can ask us to stop, in our full privacy notice.

### Who we share your personal information with

Your personal information will be shared within Lloyds Banking Group and other companies that provide services to you or us, so that we and any other companies in our Group can look after your relationship with us. By sharing this information it enables us to better understand our customers' needs, run accounts and policies, and provide products and services efficiently. This processing may include activities which take place outside of the European Economic Area. If this is the case we will ensure appropriate safeguards are in place to protect your personal information. You can find out more about how we share your personal information with credit reference agencies below and can access more information about how else we share your information in our full privacy notice.

### Where we collect your personal information from

We will collect personal information about you from a number of sources including:

- information given to us on application forms, when you talk to us in branch, over the phone or through the device you use and when new services are requested.
- from analysis of how you operate our products and services, including the frequency, nature, location, origin and recipients of any payments.
- from or through other organisations (for example card associations, credit reference agencies, insurance companies, retailers, comparison websites, social media and fraud prevention agencies).
- in certain circumstances we may also use information about health or criminal convictions but we will only do this where allowed by law or if you give us your consent.

You can find out more about where we collect personal information about you from in our full privacy notice.

### Do you have to give us your personal information

We may be required by law, or as a consequence of any contractual relationship we have, to collect certain personal information. Failure to provide this information may prevent or delay us fulfilling these obligations or performing services.

### What rights you have over your personal information

The law gives you a number of rights in relation to your personal information including:

- the right to access the personal information we have about you. This includes information from application forms, statements, correspondence and call recordings.
- the right to get us to correct personal information that is wrong or incomplete.
- in certain circumstances, the right to ask us to stop using or delete your personal information.
- from 25 May 2018 you will have the right to receive any personal information we have collected from you in an easily re-usable format when it's processed on certain grounds, such as consent or for contractual reasons. You can also ask us to pass this information on to another organisation.

You can find out more about these rights and how you can exercise them in our full privacy notice.

Other Individuals you have financial links with

We may also collect personal information about other individuals who you have a financial link with. This may include people who you have joint accounts or policies with such as your partner/spouse, dependents, beneficiaries or people you have commercial links to, for example other directors or officers of your company.

We will collect this information to assess any applications, provide the services requested and to carry out credit reference and fraud prevention checks. You can find out more about how we process personal information about individuals you have a financial link in our full privacy notice.

### How we use credit reference agencies

In order to process your application we may supply your personal information to credit reference agencies (CRAs) including how you use our products and services and they will give us information about you, such as about your financial history. We do this to assess creditworthiness and product suitability, check your identity, manage your account, trace and recover debts and prevent criminal activity.

We may also continue to exchange information about you with CRAs on an ongoing basis, including about your settled accounts and any debts not fully repaid on time, information on funds going into the account, the balance on the account and, if you borrow, details of your repayments or whether you repay in full and on time. CRAs will share your information with other organisations, for example other organisations you ask to provide you with products and services. Your data will also be linked to the data of any joint applicants or other financial associates as explained above.

You can find out more about the identities of the CRAs, and the ways in which they use and share personal information, in our full privacy notice.

### How we use fraud prevention agencies

The personal information we have collected from you and anyone you have a financial link with may be shared with fraud prevention agencies who will use it to prevent fraud and money laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance or employment. Further details of how your information will be used by us and these fraud prevention agencies, and your data protection rights, can be found in our full privacy notice.

### Our full privacy notice

It is important that you understand how the personal information you give us will be used. Therefore, we strongly advise that you read our full privacy notice, which you can find at <http://commercialbanking.lloydsbank.com/privacy/> or you can ask us for a copy.

### How you can contact us

If you have any questions or require more information about how we use your personal information please contact us using [https://secure.lloydsbank.com/retail/contact\\_us/how-we-can-help.asp](https://secure.lloydsbank.com/retail/contact_us/how-we-can-help.asp)

You can also call us on, 0345 602 1997 or from abroad +1733 347 007.

If you feel we have not answered your question Lloyds Banking Group has a Group Data Privacy Officer, who you can contact on 0345 602 1997 or from abroad +1733 347 007 and tell us you want to speak to our Data Privacy Officer.

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Details of new cardholder

Title \* Mr  Mrs  Miss  Ms  Other (please specify)

Address for correspondence\*  
  
  
 Postcode

Cardholder's full name\*

Cardholder's date of birth \*  
  /   /

Password \*

Staff number

Contact numbers and area dialling codes\*  
 Telephone   
 Work\*   
 Fax   
 Mobile\*   
 E-mail address (if you have one)

Cardholder's name as you would like it to appear on the card (maximum of 21 characters including title, spaces and no symbols)\*

3

Next steps

Once completed, please forward this form to your cost centre manager/ programme administrator.

Your card will normally be sent out within 15 days of receipt of this application.

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Line manager/Internal approval (this section is optional)

This section is for internal approval only.

Cost centre name and number

Manager's title: Mr  Mrs  Miss  Ms  Other (please specify)

Manager's name

Manager's contact number and area dialling code

Manager's signature

Date   /   /

For bank use only

Client Development Manager initials (if applicable)

Additional service needs

Client Services Team's File ID (if applicable)

**To be completed by either the programme administrator or cost centre manager.**

Merchant Category Group (MCG) blocking will prevent cardholder spend on certain goods and services. This functionality is optional, but you can tailor it to your cardholder requirements through our bespoke option selection.

Will you require MCG blocking?

Yes  No

**Standard**

Blocks the following categories:

- Travel
- Personal Services
- Auto Rentals
- Restaurants and Bars
- Professional Services
- Vehicles Servicing and Spares
- Automotive Fuel
- Hotels and Accommodation
- Leisure Activities

Will you require standard MCG blocking?

Yes  No

This section must be completed and authorised by the Programme Administrator.

Business Account number \*

Business name\*

Programme number (if known)

TBR/Hierarchy Unit (Only required if advanced OCMS is selected)\*

Level 1

level 1 is usually the company number

Level 2

Level 3

Level 4

Programme Administrator's title:

Mr Mrs Miss Ms Other title

    

Programme Administrator's full name \*

Address\*

  
  
  


Postcode

**Financial limits**

Monthly cardholder limit (£)\*

Single transaction limit(s) (£) \*

Cash withdrawals\*

(if permitted by your business. If cash is blocked at programme level, cash will not be allowed at cardholder level.)

Yes  No

To Lloyds Bank plc, I request you to issue a card to the proposed Cardholder named in this Purchasing Card, subject to the Terms and Conditions agreed between us and subject to the specified limits.

Your signature \*

Date DD / MM / YYYY

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Please complete this mandate and forward it with your Application form to your programme administrator.

**To the Manager**

Name and full postal address of your Bank/Building Society \*

Postcode

The name(s) on your account \*


Branch sort code \*

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Bank/Building Society account number \*

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Service User Number

8	3	0	7	2	9
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Reference number \*

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**Instruction to your Bank or Building Society**

Please pay Lloyds Bank plc re: Lloyds Bank Purchasing Card 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 Lloyds Bank plc re: Lloyds Bank Purchasing Card and, if so, details will be passed electronically to my Bank/Building Society.

Your signature (s) \*

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Date DD / MM / YYYY

Banks and Building Societies may not accept Direct Debit Instructions for some type of accounts.

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 Lloyds Bank plc will notify you 14 working days in advance of your account being debited or as otherwise agreed. If you request Lloyds Bank 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 Lloyds Bank 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 Lloyds Bank 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.

Please detach this Guarantee and keep it for your records.

[www.lloydsbankcommercial.com](http://www.lloydsbankcommercial.com)

Please contact us if you'd like this in Braille, large print or on audio tape.

We accept calls via Text Relay.

We may monitor or record phone calls with you in case we need to check we have carried out your instructions correctly and to help improve the quality of our service.

Lloyds Bank plc. Registered Office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales no. 2065.

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

Eligible deposits with us are protected by the Financial Services Compensation Scheme (FSCS).

We are covered by the Financial Ombudsman Service (FOS).

Please note that due to FSCS and FOS eligibility criteria not all business customers will be covered.

We aim to provide the highest level of customer service possible. If you do experience a problem, we will always seek to resolve this as quickly and efficiently as possible.

If you would like a copy of our complaint procedures, please contact your relationship manager or any of our offices.

You can also find details on our website, at [www.lloydsbankcommercial.com/contactus](http://www.lloydsbankcommercial.com/contactus)