

Programme/Nominated Travel Administrator form



For Corporate Cards

Useful information

Please write clearly in the white spaces with capital letters or cross the boxes.

For changes to existing administrator's details, see overleaf.

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

References to "I" / "we" / "our" or "the Business" in Sections 1 to 6 are the Business named below and (as the context requires) to the Business and financial and other affairs of that Business.

Once completed please send to:

Bank of Scotland Card Services, PO Box 6061, Milton Keynes, MK7 8LE.

1 Business details

Business name *

Company/Programme number *

2 Removal of current programme/travel administrator(s)

Complete this section if you are removing a current programme/travel administrator.

If a programme/travel administrator being removed received correspondence and bulk cards please tell us the new programme/travel administrator name and address in Section 3.

Changes will be effective from the date provided on this form.

If you have multiple programmes that will need change, please complete Section 5 of this form.

Programme/travel administrator(s) to be removed

Full name *

Full name *

3 New programme/travel administrator details

Complete this section if you are adding a new programme/travel administrator. Details of the terms and conditions and the conditions of use must be provided to the new programme/travel administrator.

Title, name and position *

Business contact numbers and area dialling codes

Telephone *

Mobile

E-mail address *

If you have multiple programmes that will need change, please complete Section 5 of this form.

Date of birth*

Password (for security purposes) *

Specimen signature *

Date *

4

Changes to personal details for an existing programme/travel administrator

Only complete this section if an existing programme/travel administrator's details have changed.

If you have multiple programmes that will need change, please complete Section 5 of this form.

Existing details

Title, name and position *

Text input field for title, name and position.

Business contact numbers and area dialling codes

Telephone *

Text input field for telephone number.

Mobile

Text input field for mobile number.

E-mail address *

Text input field for e-mail address.

Password (for security purposes) *

Text input field for password.

Date of birth *

Date of birth input field with DDMMYYYY format.

Specimen signature *

Text input field for specimen signature.

Date *

Text input field for date.

New details

Title, name and position *

Text input field for title, name and position.

Business contact numbers and area dialling codes

Telephone *

Text input field for telephone number.

Mobile

Text input field for mobile number.

E-mail address *

Text input field for e-mail address.

Password (for security purposes) *

Text input field for password.

Date of birth *

Date of birth input field with DDMMYYYY format.

Specimen signature *

Text input field for specimen signature.

Date *

Text input field for date.

5

Changes to multiple programmes

If you have multiple programmes that will need change, please complete this section with changes required and the team will action using the main details supplied.

Business name

Table with 10 rows for business name input.

Company/Programme number

Table with 10 rows and 8 columns for company/programme number input.

