## 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 *	Date of birth*  D D M M Y Y Y Y  Password (for security purposes) *
	Specimen signature *
Business contact numbers and area dialling codes  Telephone *	
Mobile	Date *
E-mail address *	
If you have multiple programmes that will need change, please complete Section 5 of this form.	

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	New details
Title, name and position *	Title, name and position *
Business contact numbers and area dialling codes  Telephone *	Business contact numbers and area dialling codes  Telephone *
Mobile	Mobile
E-mail address *	E-mail address *
Password (for security purposes) *	Password (for security purposes) *
Date of birth * D D M M Y Y Y Y	Date of birth * D D M M Y Y Y Y
Specimen signature *	Specimen signature *
Date *	Date *
5 Changes to multiple programmes	
If you have multiple programmes that will need change, please complete this sec	tion with changes required and the team will action using the main details supplied.
Business name	Company/Programme number

5 Changes to multiple programmes	continued	
Business name	Company/Programme number	
6 Your declaration and authorisation		
I/We confirm these details are correct and authorise the amendment of the programme/travel administrator details.	For and on behalf of (Business name) *	
This form may be signed by an existing Programme/Travel Administrator and the completed form returned to <b>BankofScotlandCorpCards@tsysmsemea.com</b> or to the address on page 1 of this form.	Your signature(s) *	
If an existing Programme/Travel Administrator is not able to sign, it must be signed in accordance with your existing Bank mandate or a Resolution and the completed form should be sent to your Relationship Manager.		
	Date *	
Please send completed form to Bank of Scotland Card Services at the address on page 1 of this form or to your Relationship Manager, where the form has been signed in accordance with your existing Bank mandate or a Resolution.		
For bank use only		
I confirm the form has been signed in accordance with the Bank Mandate.	Relationship Manager email address	
Your signature		
	Relationship Manager contact number	
Date		
Name of Relationship Manager		

## www.bankofscotlandbusiness.co.uk

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

If you have a hearing or speech impairment you can use Relay UK. More information on the Relay UK Service can be found at: relayuk.bt.com

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 our quality of service. Please remember we cannot guarantee security of messages sent by e-mail.

We adhere to The Standards of Lending Practice which are monitored and enforced by the LSB: www.lendingstandardsboard.org.uk and apply to businesses which have an annual turnover of no more than £25 million.

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