Amendment Form



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.

How we will use your information

Before continuing with this application, please read the information below which explains how we and others will use your personal and financial information during this application process. When we use and share personal and financial information, we do so on the basis that we have a legitimate interest to prevent fraud and money laundering, to manage our risk and to protect our business and to comply with laws that apply to us (including verifying your identity and assessing the suitability of our products).

For full details about how we use the personal and financial information of our customers, please see our full Privacy Notice at www.natwest.com/privacy.

Who we are

The organisation responsible for processing your personal and financial information is National Westminster Bank Plc, a member of NatWest Group.

The personal information collected here will only be used to confirm your identity in the event that we have contact with you via telephone.

1. Billing Unit details

Business/ Organisation name

Billing Unit name

Billing Unit number* – please insert your 16 digit account number as shown on your Summary Statement:

*We are unable to process your application without the Billing Unit number. Please Note – This is the 16 digit account number, as shown on your Summary Statement. Please do not type a card number into this field.

Please cross the options below that apply and complete the relevant section:

Changes to Authorised Contacts - complete section 2 as required

Cardholder/Lodge Account changes - complete section 3 as required

Merchant Category Group blocking – complete section 4 as required

Change of Authorised Signatory – complete section 5 as required

Change of address - complete section 6 as required

2. Changes to Authorised Contacts

Please cross the option(s) below that apply and complete the relevant section(s):

Remove an authorised contact(s) - complete 2.1

Change the authority level of an

existing authorised contact(s) - complete 2.3

Add a new authorised contact(s) – complete 2.2

Important Note: For options 2.2 & 2.3 please note the authority levels as described below when considering the appointment of the Authorised Contact(s):

Programme Administrator

This person can request information about the card programme.

Authority Holder

This person can request information about the card programme and request changes to the account including amending limits, spend controls and account details.

Account Signatory

This person can request information and request changes to the account, **including authorising additional cardholders**, amending card limits, spend controls and account details.

2.1. Remove an Authorised Contact(s)

Please remove the following individual(s) as an Authorised Contact on the Billing Unit.

	Title	First Name	Middle Name	Last Name
1				
2				
3				
4				

2.2. Add a new Authorised Contact(s)

Please add the following individual(s) as an Authorised Contact on the Billing Unit.

New Authorised Contact

Please ensure **ALL** sections are completed.

Title	Mr	Mrs	Miss	Ms	Other
	lf 'Other', p	please specif	y		
First name					Middle name(s)
Surname					
Date of birth Preferred daytime contact number Business mobile number Business Email address					
Security password					
Signature					

Please indicate the authority level that will apply to the above individual by crossing the relevant box below. Only one authority level per individual can be selected:

Programme Administrator

Authority Holder

Account Signatory

Cross here if this is the person to whom statements and correspondence should be sent to in future.

New Authorised Contact

Please ensure ALL sec	ctions are co	ompleted.			
Title	Mr	Mrs	Miss	Ms	Other
If 'Other', please specify					
First name				Mide	dle name(s)
Surname					

Date of birth						
Preferred daytime contact number						
Business mobile number						
Business						
email address						
Security password						
Signature						
Please indicate the au below. Only one autho					dividual by crossing the relevant box	
Programme Administ	trator					
Authority Holder						
Account Signatory						
Cross here if this	is the per	rson to whor	n statemer	nts and corr	respondence should be sent to in future.	
New Authorised Cont	tact					
Please ensure ALL sec	tions are	completed.				
Title	Mr	Mrs	Miss	Ms	Other	
	If 'Other'	, please spea	cify			
First name				М	Middle name(s)	
Surname						
Date of birth Preferred daytime contact number Business mobile number						
Business Email address						
Security password						
Signature						

Please indicate the authority level that will apply to the above individual by crossing the relevant box below. Only one authority level per individual can be selected:

Programme Administrator

Authority Holder

Account Signatory

Cross here if this is the person to whom statements and correspondence should be sent to in future.

2.3. Change the authority level of an existing Authorised Contact(s) Existing Authorised Contact

J						
Title						
First name	Middle name(s)					
Surname						
	the new authority level that will apply to the above individual by crossing the relevant y one authority level per individual can be selected:					
Programme Ad	dministrator					
Authority Hold	ler					
Account Signa	tory					
Cross here	if this is the person to whom statements and correspondence should be sent to in future.					
Existing Autho	rised Contact					
Title						
First name	Middle name(s)					
Surname						
Please indicate the new authority level that will apply to the above individual by crossing the relevant box below. Only one authority level per individual can be selected:						
Programme Ad	dministrator					
Authority Hold	ler					
Account Signa	tory					
Cross here	if this is the person to whom statements and correspondence should be sent to in future.					

Existing Authorised Contact

Title

First name

Middle name(s)

Surname

Please indicate the new authority level that will apply to the above individual by crossing the relevant box below. Only one authority level per individual can be selected:

Programme Administrator

Authority Holder

Account Signatory

Cross here if this is the person to whom statements and correspondence should be sent to in future.

3. Cardholder/Lodge Account changes

Existing Cardholder/LodgeAccount name:

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_

Card/Lodge Account number:								
Please complete as required:								
3.1. Change of name New Cardholder/ Lodge Account name (title, first name and su	(e.g. upon marriage) rname or departmental name – maximum 19 characters including spaces)							
Email address								
3.2. Cancel a Card/Lodge Account – I/we confirm that any current cards will be destroyed.								
3.3. New monthly card limit required £								
If this is a temporary limit change, please indicate the date the limit is to revert back to the current limit								
Date								
3.4. New single transac	ction limit required £							
3.5. Card upgrade (one card customers only)								

Please issue a **one**card Gold to the cardholder named above to replace their existing **one**card

Please see NatWest onecard Charges sheet for details of card fees, and Your Insurance Policies for full details of benefits, levels of cover and significant exclusions.

4. Merchant Category Group blocking

If you require transaction blocking to apply to selected cards or lodge accounts, please complete section 4.2 and 4.3 below.

4.1. If you require the same transaction blocking **to apply to all cards/lodge accounts** please cross this box and complete section 4.3 only.

4.2. Card/Lodge Account details

By completing this section the cards/lodge accounts detailed below will not be authorised to make transactions in the categories marked in section 4.3.

Cardholder Name/ Lodge Account Name Card/Lodge	X X X X X X
Account Number	
Cardholder Name/ Lodge Account Name	
Card/Lodge Account Number	
Cardholder Name/ Lodge Account Name	
Card/Lodge Account Number	X X X X X X
Cardholder Name/ Lodge Account Name	
Card/Lodge Account Number	X X X X X X
Cardholder Name/ Lodge Account Name	
Card/Lodge Account Number	X X X X X X

4.3. Merchant Category Group blocking details

Mark all categories where cardholders or Lodge Accounts are NOT allowed to spend

- 1. Building services
- 2. Building materials
- 3. Estates and garden services
- 4. Utilities and non-automotive fuel
- 5. Telecommunication services
- 6. Catering and catering supplies
- 7. Cleaning services and supplies
- 8. Training and educational
- 9. Medical supplies and services
- 10. Staff temporary recruitment
- 11. Business clothing and footwear
- 12. Mail order/Direct selling
- 13. Personal services
- 14. Freight and storage
- 15. Professional services
- 16. Financial services
- 17. Clubs/Associations/Organisations
- 18. Statutory bodies

- 19. Office stationery, equipment and supplies
- 20. Computer equipment
- 21. Print and advertising
- 22. Books and periodicals
- 23. Mail and courier services
- 24. Miscellaneous industrial/commercial supplies
- 25. Vehicles, servicing and spares
- 26. Automotive fuel
- 27. Travel
- 28. Auto rental
- 29. Hotels and accommodation
- 30. Restaurants and bars
- 31. General retail and wholesale
- 32. Leisure activities
- 33. Miscellaneous
- 34. Cash cash withdrawal facility from ATM – cash over the branch counter/foreign currency outlets etc.

Please note that there may be some circumstances outside of the Bank's control where transactions with merchants are processed even though you have blocked that merchant category. Please refer to your Terms and/or your Relationship Manager for further information.

5. Change of Authorised Signatory

5.1. Remove an Authorised Signatory

Please remove the following individual as Authorised Signatory on the Billing Unit.

Title	
First name	Middle name(s)
Surname	

5.2. Add an Authorised Signatory

This will be the person(s) who can exercise all of those functions of a Programme Administrator, an Authority Holder, and an Account Signatory and, in addition, open and close billing units and appoint or remove Programme Administrators, Authority Holders, Account Signatories and Authorised Signatories.

The person nominated as an Authorised Signatory is authorised, in accordance with your existing signing authorisation.

I/We nominate the Authorised Signatory listed below to be an Account Signatory who can request information and request changes to the account, including authorising additional cardholders, amending card limits, spend controls and account details.

Title	Mr	Mrs	Miss	Ms	Other
	lf 'Other', p	lease specif	y		
First name				Mido	lle name(s)
Surname					
Date of birth					
Security password					
Email Address					
Mobile number Alternative telephone number					
Job title					
Signature					

6. Change of address

6.1. Change of business address

If you bank with Natwest please ensure that you have updated the address on your bank account.

New Address: Please ensure all fields are completed.

Address line 1
Address line 2
Address line 3
Town or City
Postcode
Preferred day time contact number
Business mobile number
Business email address
This amendment is to take place as soon as possible? Yes No
This amendment is to take place as soon as possible? Yes No 6.2. Change of cardholder address Ves Ves
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6.2. Change of cardholder address If you bank with Natwest please ensure that you have updated the address on your bank account.
 6.2. Change of cardholder address If you bank with Natwest please ensure that you have updated the address on your bank account. New Address: Please ensure all fields are completed. Existing cardholder /
 6.2. Change of cardholder address If you bank with Natwest please ensure that you have updated the address on your bank account. New Address: Please ensure all fields are completed. Existing cardholder / Lodge card name Existing cardholder /

Address line 3

Town or City

Postcode

Preferred day time contact number

Business mobile number

Business email address

This amendment is to take place as soon as possible? Yes No

Authority to accept requests for information and instructions.

- 1. For Programme Administrators the organisation agrees and confirms that NatWest is authorised to provide information on any of the Commercial Card accounts in the organisation's name to a Programme Administrator provided:
 - written, fax, email requests reasonably appear to be signed by a Programme Administrator
 verbal requests from a Programme Administrator can be identified by agreed security questions.
- 2. For Authority Holders the organisation agrees and confirms that NatWest is authorised to provide information and accept instructions on any of the Commercial Card accounts in the organisation's name from an Authority Holder provided:
 - written, fax, email requests reasonably appear to be signed by an Authority Holder
 - verbal requests from an Authority Holder can be identified by agreed security questions.
- 3. For Account Signatories the organisation agrees and confirms that NatWest is authorised to provide information and accept instructions on any of the Commercial Card accounts in the organisation's name from an Account Signatory provided:
 - written, fax, email requests reasonably appear to be signed by an Account Signatory
 - verbal requests from an Account Signatory can be identified by agreed security questions.
- 4. For Authorised Signatories the organisation agrees and confirms that NatWest is authorised to provide information and accept instructions on any of the Commercial Card accounts in the organisation's name from an Authorised Signatory provided:
 - written, fax, email requests reasonably appear to be signed by an Authorised Signatory.
- 5. If NatWest cannot identify a Programme Administrator, Authority Holder or Account Signatory by agreed security questions in relation to a verbal request or instruction (as the case may be) then NatWest may request such request or instruction to be made in writing.
- 6. The organisation will notify NatWest of any changes to an Authorised Signatory, Account Holder, Account Signatory & Programme Administrator. Such notifications must be in writing and reasonably appear to be signed by an Authorised Signatory.
- 7. The provisions of this Authority are in addition to and not in substitution for the provisions of the organisation's prevailing authorisation and the appropriate product Terms and Conditions.

Authorisation by the business/organisation

Signed in accordance with the card programme Application Form as amended by previously completed Amendment Forms.

Authorised signature(s)

Name (title, first name and surname)

Name	(title, firs	t name ar	nd surname	1

Authorised signature(s)

Date

Date

Once completed and signed, please scan the form and email to: Amendmentforms@natwest.com