Ulster Bank **One**Card Cardholder Schedule of Names



SECTION 1

Guidance Notes:

Programme Administrators please print a copy of the completed Cardholder Schedule of Names and forward to your Relationship Manager. If you do not bank with Ulster Bank please return to Ulster Bank Group Head Office, Commercial Cards, 5th Floor, Donegall Square East, BT1 5UB.

All fields in Section 1 of the Cardholder Schedule of Names are mandatory.

Please ensure that each cardholder is provided with their Security Password.

This Schedule of Names has had special formatting applied to it. If you need to add more cardholders than the current formatting allows, please copy a blank row from the formatted section and paste into the first unformatted row. If copying data from another spreadsheet, ensure that the cells you are copying from are formatted to wrap text.

Company Name and One Card Account number (if an existing customer)	
---	--

Additional Forms

If you have an individually billed **One**Card programme and a cardholder wishes to settle their account by direct debit, please visit the website below to obtain a Direct Debit Mandate (form 4). Should you wish to block certain merchant category groups for any of your cardholders, please complete the Diversion Billing and Individual Blocking Form 3 Section A and C (one form per cardholder required). The form is available from the website below.

www.ulsterbank.ie/onecard

Cardholder Name as you wish it to appear on the card Title, first name and surname (max 21 characters incl. spaces)	Cardholder Correspondence Address (mandatory if individually billed)	Daytime Contact No.	Security Password (max.15 characters)	Date of Birth (DD/MM/YYYY)	Nationality	Cash Withdrawal Facility Required (Y/N)	Monthly Credit Limit Required for Cardholder	Single Transaction Limit € for Authorisation (if required)	Individual Blocking (Y/N)



SECTION 2

Please issue an Ulster Bank **One**Card to the persons named in Section 1. Such persons are authorised by the Business to undertake Card Transactions (as defined in the Terms and Conditions). The Business agrees that it will meet all expenditure and other charges and interest incurred through the use of the Card(s).

The Business, undertakes to ensure that each and every Cardholder listed in Section 1 shall be provided with the notification in Section 3 prior to the receipt of their card, and agrees to fully indemnify the Bank on demand and hold the Bank harmless from each and every liability and loss of any kind which is incurred by the Bank as a result of our failure to do so. Furthermore we agree that the obligations expressed above are fair and reasonable.

Name of principal Business authorised signatory (title, first name and surname of person authorised by the Business to open the One Card account)	Name of secondary Business authorised signatory (title, first name and surname of person authorised by the Business to open the One Card account)
Signature	Signature
×	X
Date	Date





Data Protection Act

Wording which must be provided by the Business to each Cardholder

Please note that by using the card, the cardholder accepts that their information will be used in the ways outlined.

Your information

Your account is with Ulster Bank Ireland Limited. We are a member of the Royal Bank of Scotland Group (the Group). For information about our Group of companies please visit www.rbs.com and click on 'About Us', or for similar enquiries please telephone 0044 131 556 8555 or Textphone 00 44 845 900 5960.

How we use your information and who we share it with.

Your information comprises all the details we hold about you and your transactions, and includes information obtained from third parties

We may use and share your information with other members of the Group to help us and them:

- assess financial and insurance risks;
- recover debt:
- prevent and detect crime;
- understand our customers' requirements;
- develop and test products and services.

We do not disclose your information to anyone outside the Group except:

- where we have your permission; or
- where we are required or permitted to do so by law; or
- to credit reference and fraud prevention agencies and other companies who provide a service to us or you
- where we may transfer rights and obligations under this agreement.

We may transfer your information to other countries on the basis that anyone to whom we pass it provides an adequate level of protection. However such information may be accessed by law enforcement agencies and other authorities to prevent and detect crime and comply with legal obligations.

From time to time we may change the way we use your information. Where we believe you may not reasonably expect such a change we shall write to you. If you do not object to the change within 60 days, you consent to that change.

If you would like a copy of the information we hold about you, please write to: Ulster Bank Ireland Limited, Commercial Cards Division, PO Box 4015, Dublin 2. A fee may be payable.

Credit Reference Agencies

We may make periodic searches at credit reference agencies and will provide information to the Group to manage and take decisions about your accounts.. This may include information about how you manage your account including your account balance, credit limit and any arrears. We will also provide this information to credit reference agencies who may make this information available to other organisations so that they can take decisions about you, you associates and members of your household. the information may also be used for tracing purposes.

Fraud prevention agencies

If false or inaccurate information is provided and fraud is identified or suspected, details may be passed to fraud prevention agencies.

Law enforcement agencies may access and use this information.

We and other organisations may also access and use this information to prevent fraud and money laundering, for example when:

- checking applications for, and managing credit or other facilities and recovering debt;
- checking insurance proposals and claims;
- checking details of job applicants and employees.

We, and other organisations that may access and use information recorded by fraud prevention agencies, may do so from other countries.

We can provide the names and addresses of the agencies we use if you would like a copy of your information held by them. Please contact Ulster Bank Ireland Limited, Commercial Cards Division, PO Box 4015, Dublin 2. The agencies may charge a fee.

For Bank use only



Relationship Manager's name and Portfolio Code (title, first name and surname)	Telephone number (incl. Area Code)			
Relationship Manager's signature				
X	Date of signature			
	Sort Code			
Account Number	Sort Code			

RM Notes: This work-book must be printed off and returned in the blue pre-addressed envelope. ULST2017

CCO Notes: All cardholder accounts must be set up as marketing suppressed