

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.

### Guidance notes

1. If you have not registered for Business Cards OnLine and you would like to receive your statements and management information online, please complete sections 1, 2 and 4 only. If you would like to register someone other than yourself for the Report Administrator role, please also complete section 3.
2. If you have previously registered for Business Cards OnLine and you would like to register someone other than yourself for the role of Report Administrator, please complete sections 1, 3 and 4 only.
3. Complete and return this form to: Ulster Bank Commercial Cards, PO Box 4015, Dublin 2.

### 1. Business details

Company/Organisation name \_\_\_\_\_

Corporate Account number

4	7	1	5	5	9									
---	---	---	---	---	---	--	--	--	--	--	--	--	--	--

### 2. Business Cards OnLine Administrator details

The personal data collected here will be used for identification purposes only.

Name (title, first name and surname) \_\_\_\_\_

Preferred daytime contact number \_\_\_\_\_

Contact address \_\_\_\_\_

Address line 2 \_\_\_\_\_

Address line 3 \_\_\_\_\_

Address line 4 \_\_\_\_\_

Postcode \_\_\_\_\_

E-mail address used for Business Cards OnLine e-statement notifications and management information reports \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Security password \_\_\_\_\_

Date of birth  
(DDMMYYYY) \_\_\_\_\_

Signature

Date \_\_\_\_\_

If you want to register yourself as the Report Administrator place a cross in this box. If you want to register someone else for the Report Administrator role, please complete their details in section 3.

---

### 3. Business Cards OnLine Report Administrator details

The personal data collected here will be used for identification purposes only.

Name (title, first name and surname) \_\_\_\_\_

Preferred daytime contact number \_\_\_\_\_

Contact address \_\_\_\_\_

Address line 2 \_\_\_\_\_

Address line 3 \_\_\_\_\_

Address line 4 \_\_\_\_\_

Postcode \_\_\_\_\_

E-mail address used for Business Cards OnLine e-statement notifications and management information reports \_\_\_\_\_

Security password \_\_\_\_\_

Date of birth  
(DDMMYYYY) \_\_\_\_\_

Signature

Date \_\_\_\_\_

---

#### 4. Authorisation by the company/organisation

The named Business Cards OnLine Administrator and/or Report Administrator (if different) are authorised by the company/organisation to use Business Cards OnLine.

Authorised signature(s)

Name (title, first name and surname)

Date

Authorised signature(s)

Name (title, first name and surname)

Date

For further assistance visit [www.ulsterbank.ie/ri/purchasingcards](http://www.ulsterbank.ie/ri/purchasingcards)  
or telephone the Business Cards OnLine Helpdesk on 1850 812 888.