

# Business Debit Card Application Form

## Make everyday payments easier to manage

The Isle of Man Bank Business Debit card enables you to access your available funds, pay for day-to-day goods and services and keep track of business expenses. It reduces the administration and paperwork associated with reconciling personal cards and cheques. The Business Debit card is the ideal choice to help you manage and control your business expenses, giving you more time to focus on growing your business. The Isle of Man Bank Business Debit card offers:

- **Easy payments**

Pay for goods and services online, on the high street or over the phone. You can also set up regular payments from your card, for example for membership or subscription fees.

- **Access to cash**

You can make free cash withdrawals (up to your daily limit) with your Business Debit card from any Isle of Man Bank, NatWest International, RBS International, NatWest or Royal Bank of Scotland cash machine (ATM). You can also withdraw up to £100 in a single transaction through the Cashback service offered by many retailers.

- **Worldwide acceptance**

Use your business Debit Mastercard® at millions of locations all over the World. You can make purchases or get cash wherever you see the Mastercard symbol.

- **Emergency cash**

If your card is lost, stolen or misused call us and we'll give you a code to withdraw up to £300 of your money from any Isle of Man Bank, NatWest International, RBS International, NatWest or Royal Bank of Scotland cash machine.

- **Online banking**

Track your purchases online any time with online banking.

- **Secure online shopping**

The Isle of Man Bank Secure system protects you when you shop on websites that use Verified by Mastercard. It's an extra level of security that helps prevent fraudulent use of your card.

## Important information about the Debit card

When you request a Debit card or cards for use on your account, on their sole authority every Cardholder will be able to:

- Withdraw cash up to the daily amount from ATMs (max £1,500 per day across all Cardholders on an account)
- Make purchases for any amount, up to the limit of the total available balance in the account in accordance with the terms and conditions and Debit card mandate below.

If your bank account mandate contains any rules or restrictions on the number of signatories required to make transactions of a certain value, these will not apply to transactions made by Cardholders with a Debit card.

Please consider this information carefully when deciding to request a Debit card.

## Debit card Terms

### 1. CARD ISSUE

- 1.1 The Bank may issue a Debit card for use on an Account, and a PIN for use with the card, to the Cardholder, who will be the Customer or someone else at the Customer's request.
- 1.2 Each card will bear the name of the Cardholder. Cardholders may only use the card issued with their name.

### 2. CARD USE

- 2.1 The Cardholder may:
  - 2.1.1 use a card with the PIN to obtain cash from cash machines or over the counter at any bank, or bureau de change displaying the logo on the card;
  - 2.1.2 use a card for purchases (and to obtain cash at the same time) from suppliers displaying the logo on the card.

The amount of cash that may be withdrawn is the lowest of:

    - any cash machine, bank, bureau de change or supplier restrictions
    - the Customer's agreed daily cash withdrawal limit
    - the available funds on the Account
- 2.2 The Customer will ensure that each Cardholder:
  - 2.2.1 complies with the Agreement and any security measures advised by the Bank;
  - 2.2.2 discloses the card number to third parties only in order to carry out a card transaction;
  - 2.2.3 signs any card issued immediately on receipt;
  - 2.2.4 memorises any PIN, never records the PIN in a way that might be recognised by someone else and does not disclose the PIN to any person;
  - 2.2.5 takes reasonable care of the card;
  - 2.2.6 does not use a card while it is suspended, after it has been cancelled or in breach of any restriction;
  - 2.2.7 only uses the card for business purposes.
- 2.3 The Bank may disclose information to any Cardholder. This information will include, but will not be restricted to details of the Account.
- 2.4 The Bank may disclose information to a third party where it is necessary to carry out card transactions or to comply with its obligations as a payment scheme member.
- 2.5 When the Bank issues a replacement card, it may be under a different payment scheme.
- 2.6 A card transaction is authorised by the Customer where a Cardholder follows the supplier's requirements which may include:
  - entering the PIN
  - signing a sales voucher
  - providing the card details and any other details requested
  - using a card reader
  - using a card and the PIN at a cash machine or any bank counter
  - providing the card details and requesting a transfer from the Account

Card transactions can be single payments or recurring transactions for a specified number of payments or indefinitely.
- 2.7 Future transactions can be authorised for certain or unspecified amounts. A Customer or Cardholder may sometimes use a card to authorise a payment where the amount that is to be paid is not known, for example when checking into a hotel or hiring a car. If this happens the Customer or Cardholder should be asked to confirm the exact amount that will be blocked on the account. If the Customer or Cardholder has agreed that an exact amount can be blocked, the Bank will reduce the available funds and that amount will not be available for use. Once the Bank becomes aware of the amount of the transaction, the Bank will restore the available funds. If the Customer or Cardholder makes the

payment using a different card or payment method, the Bank will not know that payment has been made and it may take the Bank longer to restore the available funds, but the Bank will usually release the blocked funds after 7 days.

- 2.8 A supplier may ask the Bank for authorisation before accepting payment by card. The Bank may decide not to give authorisation if:

- 2.8.1 the card has been reported as lost, stolen or misused, or the Bank has reason to suspect it is lost, stolen or misused;
- 2.8.2 the Customer or Cardholder has broken the Agreement;
- 2.8.3 there are insufficient funds available on the Account. If the supplier is not able to request immediate authorisation, a transaction may be declined.

### 3. TRANSACTIONS

- 3.1 Card transactions will normally be applied to the Account on the same day or the next Business Day.
- 3.2 We'll convert any payment made in a foreign currency using your card into pounds sterling using the Mastercard Payment Scheme Exchange. If you'd like to see the most up-to date rates you can visit [mastercard.co.uk/convert-currency](https://www.mastercard.co.uk/convert-currency). All card payments made in a currency other than Sterling will be converted into Sterling by us on the date the transaction is processed, using the Mastercard Payment Scheme Exchange Rate. We will then charge the Non Sterling Transaction Fee on the value of the transaction.

The exchange rate may not be the same as the rate which applied on the date the transaction was made, if the payment is processed by the relevant payment scheme after that date. Additional charges on transactions abroad will apply depending on the transaction method as shown in the cardholder guide.
- 3.3 The Bank does not guarantee that a Cardholder will always be able to use the card.
- 3.4 If the Customer claims a refund from the merchant, the Bank will credit the Account with the amount of the refund when the Bank has received the refund advice from the merchant.
- 3.5 Once the Cardholder has carried out a transaction, the Customer cannot ask the Bank to stop that transaction.
- 3.6 If a card transaction overdraws the Account or exceeds an agreed overdraft limit it will create an unarranged overdraft.

### 4. LOST STOLEN OR MISUSED CARDS

- 4.1 The Customer or Cardholder must notify the Bank without undue delay at a branch or by phoning 01624 637290\* (or +44 1624 637290 from abroad).
  - 4.1.1 card is lost, stolen or has been misused;
  - 4.1.2 PIN is known to an unauthorised person;
  - 4.1.3 card has been used without authorisation;
  - 4.1.4 reported card has been found. A card which is later found must be destroyed.
- 4.2 If the Customer or Cardholder is unable to give notice in any other way, they must write without undue delay to the Account holding branch or to Isle of Man Bank Card Loss Centre, PO Box 13, Howard Pearson House, Summerhill Business Park, Victoria Road, Douglas, Isle of Man IM2 4RP.
- 4.3 The Bank may disclose relevant information to a third party if it is in connection with the loss, theft or possible misuse of the card or PIN.
- 4.4 When using the card on the internet the Customer or Cardholder may be required to enter a One Time Passcode to complete the transaction. This One Time Passcode will be sent by text message to the mobile number the Customer has provided to the Bank.

### 5. PAYMENTS AND CHARGES

- 5.1 The Customer will meet all expenditure, charges and interest incurred through the use of all cards including where the Bank has suspended, cancelled or restricted their use or where the details on the sales voucher are wrong or where no

sales voucher is signed, if the Cardholder has authorised the transaction.

- 5.2 The Customer will pay charges as agreed and confirmed at account opening which are set out in detail in Term 8, Debit card charges.

## **6. NOTIFICATION/CANCELLATION**

- 6.1 The Customer will:
- 6.1.1 notify the Bank immediately of any change of a Cardholder's details;
- 6.1.2 cut through the magnetic strip and the chip of any card which a Cardholder is no longer permitted to use and destroy it;
- 6.1.3 notify all suppliers with a continuing payment authority that a card has been cancelled.

## **7. ENDING THE USE OF THE CARD**

- 7.1 The Customer may, at any time, end the use of a card by written notice to the Bank and returning the card to the Bank cut through the magnetic strip and the chip.
- 7.2 The Bank may suspend or terminate the use of a card with immediate effect:

- 7.2.1 for security reasons;
- 7.2.2 where the Customer materially breaches the Agreement;
- 7.2.3 where the Bank suspects unauthorised or fraudulent use of the card;
- 7.2.4 if any other circumstances occur which cause the Bank to believe that the Customer's obligations to the Bank may not be met. Unless there is a security or other legal reason not to, the Bank will notify the Customer either before it takes action, or immediately after, and give reasons for doing so.
- 7.3 If the use of a card is terminated, the Customer must cut through the magnetic strip and the chip of the card and destroy it.
- 7.4 If the Account is closed the Customer must not use a card for any further transactions or to guarantee payment of cheques.

\*Calls may be recorded. Call charges from residential lines, business lines and mobiles vary and depend on your telephone operator's tariffs.

## **8. DEBIT CARD CHARGES**

This section sets out our charges for the transaction types listed below. It does not reflect any charges which a third party might charge you (for example, commission rates or ATM fees).

Transaction type	Charges
Cash withdrawal in pounds from any UK, Channel Islands, Isle of Man or Gibraltar cash machine (ATM) and Branches	
Cash withdrawal in pounds in the UK, Channel Islands, Isle of Man or Gibraltar in any bank, travel agent, bureau de change or other outlet displaying the Mastercard logo	No charge
Purchase of foreign currency in the UK, Channel Islands, Isle of Man or Gibraltar	
Cash withdrawal in foreign currency in the UK, Channel Islands, Isle of Man or Gibraltar	<p>We will charge a Foreign Cash Fee of 2% of the value of the transaction (minimum £2, maximum £5). We will also charge a Non-Sterling Transaction Fee of 2.75% of the value of the transaction</p> <p>If you elect for the transaction to be converted into Sterling at the point of sale or withdrawal, we will not charge a Non-Sterling Transaction Fee, however the transaction handler may charge you a separate fee</p>
Debit card payment in pounds outside the UK, Channel Islands, Isle of Man or Gibraltar (for example, purchasing goods in a shop)	
Debit card payment in foreign currency (for example, online/telephone purchases made in or outside the UK, Channel Islands, Isle of Man or Gibraltar)	We will charge a Foreign Purchase Fee of 2.75% of the value of the transaction (minimum £1)

Where a charge in the table above is stated as a percentage, this is a percentage of the Sterling transaction amount.

### Mastercard Payment Scheme Exchange Rate

We'll convert any payment made in a foreign currency using your card into pounds sterling using the Mastercard Payment Scheme Exchange. If you'd like to see the most up-to date rates you can visit [mastercard.co.uk/convert-currency](https://mastercard.co.uk/convert-currency).

# Business Debit card Application Form

## Debit card eligibility and application requirements

### Eligibility

Debit cards are not available to Cardholders who are not a party to the bank account or Cardholders who are not named as an authorised signatory under the mandate provided to operate the bank account.

Before completing this application, please read the accompanying Terms and Conditions and:

- the Business Account Terms;
- the Business Account Charges; and
- any other documents containing contractual terms relating to your card or your account
- which together form the “Agreement”

Please read these documents carefully as they contain all the information you need to be aware of before applying for your card. If there is anything that you do not understand please ask for further information.

### Your information

We collect and process various categories of personal and financial information throughout your relationship with us, to allow us to provide our products and services and to run our business. For more information about how we use your personal information, the types of information we collect and process and the purposes for which we process personal information, please read our Privacy Notice provided on our website at [iombank.com/global/privacy-notice.html](http://iombank.com/global/privacy-notice.html).

We may update this from time to time and would encourage you to visit our website regularly to stay informed of the purposes for which we process your information and your rights to control how we process it.

## 1. Account details

Bank Account holder's name	<input type="text"/>		
Account number	<input type="text"/>	Sort code	<input type="text"/>
Business/Organisation's name as you wish it to appear on the card			
Business/ Organisation's name	<input type="text"/>	Daily ATM cash withdrawal limit (max £1,500)	<input type="text"/>
(max 15 characters incl. spaces)			

Please note – the daily ATM cash withdrawal limit is set at the account level and not at individual card level.

## 2. Card details

Please note a maximum of four cards can be made available, please provide the name(s) of cardholders.

### First cardholder

Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other <input type="checkbox"/>	If other, please specify <input type="text"/>
Surname	<input type="text"/>					
First name(s)	<input type="text"/>					
Middle name(s)	<input type="text"/>					
Name as you wish it to appear on the card	<input type="text"/>					
Full residential address line 1	<input type="text"/>					

Address line 2	<input type="text"/>
Address line 3	<input type="text"/>
Address line 4	<input type="text"/>
Postcode	<input type="text"/> <input type="text"/>
Date of birth	<input type="text"/>
Country of birth	<input type="text"/>
Town of birth	<input type="text"/>
Country of permanent residence	<input type="text"/>
Nationality	<input type="text"/>

We are required to obtain cardholder's telephone number and email address to verify suspicious transactions.

Mobile number	<input type="text"/>
Email address	<input type="text"/>
Security password	<input type="text"/>

(Please choose a memorable word of no more than 15 characters. This may be used to confirm certain transactions.)

### Credit Assessment

Your application will be assessed using credit reference agency records relating to anyone with whom you have a joint account or similar financial association. If this is a joint application and such a link does not already exist then one may be created now. These links will remain until you file a 'notice of disassociation' at the credit reference agencies.

However, for this application, you can choose to be treated as financially independent of any person, (except for another party to this application). If you do, by signing this application you declare that you believe your associate's finances will not affect our decision and agree that we may check your declaration. We may decline this application if we find that your declaration is inaccurate. If you want to be treated as financially independent for this application, please place a cross in this box. ☒

### Marketing information

Isle of Man Bank would like to keep you informed about products, services and offers that we believe may be of interest to you. If you would prefer not to receive this information by any or all of the methods below, please place a cross in the relevant boxes (if you leave these boxes blank we will assume that you are happy to be contacted by these methods):

Letter ☒ Phone ☒ Email ☒ Text ☒

Isle of Man Bank will not share your information with third parties for their own marketing purposes without your permission.

### Communications about your account

Notwithstanding your marketing choices above, we will contact you with information relevant to the operation and maintenance of your account by a variety of means including online banking, mobile banking, email, text message, post and/or telephone.

Confirming your agreement

By signing this application you confirm that you have read and understood how we may use your information in the way described in this form and in the associated Privacy Notice at iombank.com/privacynotice.

All applicants sign here

Main applicant

Cardholder signature

Name (in full)

Date

DDMMYYYY

Second cardholder

Title

MrMrsMissMsOther

If other, please specify

Surname

First name(s)

Middle name(s)

Name as you wish it to appear on the card

Full residential address line 1

Address line 2

Address line 3

Address line 4

Postcode

Date of birth

DDMMYYYY

Country of birth

Town of birth

Country of permanent residence

Nationality

We are required to obtain cardholder’s telephone number and email address to verify suspicious transactions.

Mobile number

Email address

Security password

(Please choose a memorable word of no more than 15 characters. This may be used to confirm certain transactions.)

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Confirming your agreement

By signing this application you confirm that you have read and understood how we may use your information in the way described in this form and in the associated Privacy Notice at iombank.com/privacynotice.

Cardholder signature

Name (in full)

Date

D

D

M

M

Y

Y

Y

Y

Third cardholder

Title

Mr

☒

Mrs

☒

Miss

☒

Ms

☒

Other

☒

If other, please specify

Surname

First name(s)

Middle name(s)

Name as you wish it to appear on the card

Full residential address line 1

Address line 2

Address line 3

Address line 4

Postcode

Date of birth

D

D

M

M

Y

Y

Y

Y

Country of birth

Town of birth

Country of permanent residence

Nationality

We are required to obtain cardholder’s telephone number and email address to verify suspicious transactions.

Mobile number

Email address

Security password

(Please choose a memorable word of no more than 15 characters. This may be used to confirm certain transactions.)

Isle of Man Bank will not share your information with third parties for their own marketing purposes without your permission.



Confirming your agreement

By signing this application you confirm that you have read and understood how we may use your information in the way described in this form and in the associated Privacy Notice at iombank.com/privacynotice.

Cardholder signature

Name (in full)

Date

D

D

M

M

Y

Y

Y

Y

Fourth cardholder

Title

Mr

☒

Mrs

☒

Miss

☒

Ms

☒

Other

☒

If other, please specify

Surname

First name(s)

Middle name(s)

Name as you wish it to appear on the card

Full residential address line 1

Address line 2

Address line 3

Address line 4

Postcode

Date of birth

D

D

M

M

Y

Y

Y

Y

Country of birth

Town of birth

Country of permanent residence

Nationality

We are required to obtain cardholder’s telephone number and email address to verify suspicious transactions.

Mobile number

Email address

Security password

(Please choose a memorable word of no more than 15 characters. This may be used to confirm certain transactions.)

Isle of Man Bank will not share your information with third parties for their own marketing purposes without your permission.

## Confirming your agreement

By signing this application you confirm that you have read and understood how we may use your information in the way described in this form and in the associated Privacy Notice at [iombank.com/privacynotice](https://iombank.com/privacynotice).

Cardholder signature

Name (in full)

Date

DDMMYYYY

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### 3a. Sole Traders

#### Declaration and signature:

- I apply to The Royal Bank of Scotland International Limited trading as Isle of Man Bank (Isle of Man Bank) (the Bank) for a Debit card to be issued to each requested cardholder for use on the account detailed above (the Account).
- I confirm that the information given is true and complete and I authorise you to make any enquiries you may think necessary in connection with this application.
- By signing I agree to the attached Debit card Terms which form part of the Terms and Conditions for the Account, a copy of which is available from the Bank on request.

Customer signature

Name (in full)

Official position

Date

DDMMYYYY

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### 3b. Partnerships, Limited Companies and Limited Liability Partnerships, Clubs & Societies, Unincorporated Charities and Charitable Incorporated Organisations

#### Resolution:

**This resolution must be passed at a Meeting of the members of the relevant management committee of the Business/Organisation who holds the Bank Account listed in Section 1 ("Customer")**

It was resolved that:

- the Cardholders (who are also Authorised Signatories to the bank account listed in Section 1) are authorised to request and be issued with Debit card(s) and/or Debit card details (including replacement cards, card details and security details) for use in relation to the operation and the giving instructions in relation to the bank account
- the Signing Rules contained in the mandate provided to operate the bank account listed in Section 1 above be supplemented (but not replaced) by the additional Card Transaction Authorisation Rules which will apply to the operation of the bank account using a Debit card or Debit card details. The current mandate to operate the bank account shall accordingly continue as supplemented and amended
- the Customer agrees to be bound by the Debit card Terms contained in this Application Form and any amendments made to them from time to time. These terms apply in addition to the terms and conditions for the bank account, which shall not be prejudiced or affected by the Debit card Terms
- the Customer agrees that all transactions authorised by a duly authorised Debit card should be debited to the bank account in Section 1 and that the Customer accepts liability for any unarranged overdraft resulting from any such transactions that Cardholders may use their Debit card to order cheque books and statements and to obtain details of the balance on an account
- the Bank may continue to rely upon this Resolution until it is revoked in writing by a suitably authorised notice to the Bank.

The Bank may act on instructions provided, on behalf of the Customer, where a transaction on the Bank Account is authorised by the use of a Debit card in any manner permitted under the Debit card Terms by any one of the Cardholders listed in Section 2. Such transactions will be authorised even if the mandate otherwise requires two or more authorised signatories for other types of bank transactions.

## 5. Certificate

DDMMYYYY

- all the signatures are genuine;
- the information given is correct; and
- we have initialled all corrections

[illegible][illegible]

DDMMYYYY

[illegible][illegible]

D	D	M	M	Y	Y	Y	Y
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[illegible][illegible]

D	D	M	M	Y	Y	Y	Y
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[illegible][illegible]

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

- for a Partnership, minimum of two Partners\*
- for a company, the Chairman of the meeting (who must be a Director) and the Secretary if any\*
- for an LLP, the Chairman of the meeting (who must be a Member) and one other Member\*
- for a Club or Society, Unincorporated Charity or CIO, the Chairman of the meeting and the Secretary\*
- for a Trust, the Chairman of the meeting (who must be a Trustee) and all other Trustees\*
- for a general partner acting on behalf of a limited partnership\*

\*Delete as appropriate