

Guidance notes to completing your Unity Corporate Purchasing business application form

The business application form must be completed by any organisation wishing to make use of the Unity Corporate Purchasing card for its employees. This application form will set up the business account.

For your convenience we have completed some sections on this form. Please do not change or amend these sections.

Make sure you provide all the information requested on this form. Any missing or incomplete information may lead to a delay in your application being processed.

Please check the correct form is being completed with 13346_U_CPC-0825 in the right hand corner, this must be displayed on all pages when returned to us.

Filling in your form

Section 1

Customer Data Privacy Notice

Please ensure you read carefully.

Section 2

Business details

Complete this section in relation to your business or organisation.

You must allocate at least one Programme Administrator on your account but we recommend having a minimum of two.

If the requested PA is not listed on the account we do require two forms of identification for said individual.

The role of the Programme Administrator

The Programme Administrator (PA) is the point of contact between the organisation, your organisation's cardholders and Unity Trust Bank/Lloyds.

The PA runs the card programme, via the Online Card Management System (OCMS), on a day-to-day basis and is the first point of contact for cardholders.

Key tasks include:

Managing applications and amendments

- Identifying new cardholders and assisting with the application process
- Checking and authorising cardholder applications before they are submitted
- Preparing and publishing a guide for cardholders (if applicable)

- Training cardholders to use the card in line with the organisation's requirements
- Can increase cardholder limits within the set agreed cooperate limit
- Access and download statements for free
- Managing specified cardholder parameters, e.g. spending limit, Merchant Category Group blocking
- Submitting amendments for existing cardholders' accounts
- Submitting amendments that may be required at programme level

Managing card security

- Cardholder records
- Lost or stolen cards
- Guidance for cardholders

Reviewing management information

- Statements
- Cardholder transaction data – using the OCMS

Additional Programme Administrators can be added to the account by completing an application form, available to download at assets.unity.co.uk/Unity-Trust-Bank-Programme-Administrator-Form-1.pdf

Section 3

Statement dates

Please select the date you would like your Unity Corporate Purchasing card statements to be produced and tell us who should receive them.

Tell us whether you would like to receive electronic or paper statements.

Note: For full account flexibility, we recommend you opt to manage your account via the OCMS, where transactions can be viewed by the PA at any time.

Section 4

Payment by Direct Debit

A Direct Debit form must be completed and returned with your application form.

Please make sure that you use your Unity Trust Bank current account number for your Direct Debit instruction and that the instruction is signed in accordance with your Unity bank mandate.

The Direct Debit form is located on page 5.

Section 5

Card details

All new cards are automatically sent to the Programme Administrator named on the account. Renewal and replacement cards will also be dispatched to the Primary Programme Administrator.

Please make sure you fill in the business or organisation name to appear on the card (maximum 21 characters including spaces, no special characters).

Section 6

Cash access and cardholder limits

Please set the maximum single transaction limit to be applied across the organisation for all business cardholders.

Note: Using the Online Card Management System, individual cardholder transaction limits can be changed at any time. If you wish cardholders to be able to withdraw cash, please indicate this here. Charges apply to cash withdrawals. The service fees can be found [here](#).

Section 7

Online Card Management System (OCMS)

Lloyds online portal.

Section 8

Expense confirmation form

For use by Businesses who do not have an electronic expense management system.

Section 9

Merchant Category Group blocking

Your Unity Corporate Purchasing card allows you full control of employee spending. If you wish to block any merchant category across the organisation, please indicate this here.

A full list of Merchant Category Groups, and what is included within each, can be found at www.unity.co.uk/business-banking/payment-services/corporate-purchasing-card/.

Note: Using the OCMS, merchant category blocking can be managed by the PA at both organisation and cardholder level at any time.

Section 10

Declaration, authorisation and business purposes exemption

Please read section 10 fully, complete details and sign.

This section **must** be signed in accordance with your Unity Trust Bank current account mandate.

If three signatories are required, please use the grey space below the signatory boxes for the third signatory to sign and date.

Please note:

We only require up to page 5 to be returned back to us, no further pages on this application need to be completed.

Contact us:  Call us: 0345 140 1000  Email us: us@unity.co.uk  Visit us: www.unity.co.uk