

Guidance notes to completing your Programme Administrator application form

If you need to add, remove or change the details of a Programme Administrator on your business account, please use this form.

If you need to add, remove or change the details of a Programme Administrator on your Unity Corporate Purchasing Card account, please use this form.

For your convenience, we have completed some sections of 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.

To **REMOVE** a Programme Administrator from your Unity Corporate Purchasing Card account, please complete sections **1, 2 and 5**.

To **ADD** a new Programme Administrator to your Unity Corporate Purchasing Card account, please complete sections **1, 3 and 5**.

To **MAKE CHANGES** to the personal details of an existing Programme Administrator on your Unity Corporate Purchasing Card account, please complete sections **1, 4 and 5**.

Filling in your form

Section 1

Business and programme details

This section must be completed. Make sure you provide your programme number.

Section 2

Removal of current Programme Administrator(s)

If you are removing one of the Primary or Secondary Programme Administrators, you must make sure you let us know who will replace them.

Please use Section 1 of the form to tell us the name of the new Primary or Secondary Programme Administrator.

Section 3

New Programme Administrator details

Make sure all information within this section is provided.

Anyone not listed on the account will need to provide 2 forms of ID.

Please let us know if the new Programme Administrator will require access to the Online Card Management System (OCMS).

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

Section 4

Changes to personal details for an existing Programme Administrator

All information within this section must be completed, including the existing information we hold for the Programme Administrator and the new details.

Section 5

Your declaration and authorisation

The declaration **must** be signed in accordance (SIA) or by one existing PA. Failure to do so may cause an unnecessary delay in processing your application.

Please note: These changes only relate to your Unity Corporate Purchasing Card account. If you need to make any changes to your Unity bank account, please complete the appropriate form, available at www.unity.co.uk/forms