

1. Company information (mandatory)

1a Company name

1b Company account number

11 Digit reference number shown on the top of the company statement

2. Change company contact details (optional)

2a New company name

Change of company name is only possible when the Chamber of Commerce number does not change. Please also send in a recent certificate of registry

2b New name on cards

Maximum 21 characters (including spaces)

2c New name on existing cards? No Yes

If you would like the new name on your existing cards, all cards will be blocked first before replacement. This means your cardholders are temporarily unable to use their cards

2d New address

2e Postal code

2f Town/City

2g Country

7g Paper statement for all cardholders

Yes

No

For the cost of paper statements see brochure 'Tariffs ING Corporate Card'.

7h Change of destination for card dispatch

Employee

Programme Administrator, name _____

7i Cancel ING Corporate Card Programme (all cards)

Yes

All cards will be blocked immediately and can no longer be used

8. Signature Programme Administrator (mandatory)

8a Surname and initials

8b Date

□□□□□□□□

dd-mm-yyyy

8c Town/City

8d Signature

9. Signature company (optional)

This form must also be signed by the authorised signatory/signatories of the company in case of adding a Programme Administrator (the company declares that it established the identity and the signature of the added Programme Administrator(s) on the basis of a valid identity document)

9a Name authorised signatory of the contracting party

9b Position

9c Date

□□□□□□□□

dd-mm-yyyy

9d Town/City

9e Signature authorised signatory

9f Name authorised signatory 2

9g Position

9h Date

□□□□□□□□

dd-mm-yyyy

9i Town/City

9j Signature authorised signatory 2

10. Mailing address and what to send

Checklist of items to be sent:

- This form completed and duly signed
- Company name change: a recent certificate of registry
- If you have chosen for the direct debit payment option, a direct debit form, has to be completed and duly signed. Please send the original direct debit form to ING by postal mail!

Please send all items to:

ING Corporate Card
PO Box 22005
NL-8900 KA Leeuwarden
The Netherlands

or scan everything and e-mail to corporate.card.backoffice.nl@ing.com

Send the direct debit form by mail!

ING Corporate Card Programme

Instruction to your bank or building society to pay by direct debit (UK)

1. Beneficiary

ING Bank N.V.
Bijlmerplein 888
1102 MG Amsterdam
the Netherlands

Service user number

4 3 2 7 8 5



2. Name(s) of account holder(s)

Name

3. Bank or building society account number

Account number

○○○○○○○○○○○○○○

4. Branch sort code

Branch sort code

○○○○○○

5. Name and full postal address of your bank or building society branch

To: The Manager: bank/building society

Address

Post code

6. Reference of payment (to be completed by ING)

Reference

7. Instruction to your bank or building society

Please pay ING Bank N.V. direct debits from the account detailed in this instruction subject to the safeguards assured by the direct debit guarantee. I understand that this instruction may remain with ING Bank N.V. and, if so, details will be passed electronically to my bank/building society.

Date

○○ - ○○ - ○○○○

Signature(s)

8. For ING Bank N.V. Official use only

This is not part of the instruction to
your bank or building society

Banks and Building Societies may not accept direct debit instructions for some types of account.

ING Bank N.V. has its registered office at Bijlmerplein 888, 1102 MG Amsterdam, the Netherlands, commercial register no. 33031431 in Amsterdam. ING Bank N.V. is registered with De Nederlandsche Bank (DNB) and the Financial Markets Authority (AFM) in the Credit Institutions and Financial Institutions Register. ING Bank N.V. is also subject to the supervision of the Authority for Consumers & Markets (ACM). For more information regarding the supervision of ING Bank N.V., please contact DNB (www.dnb.nl), the AFM (www.afm.nl) or the ACM (www.acm.nl).



This guarantee should be detached and retained by the payer

The direct debit guarantee

- This guarantee is offered by all banks and building societies that accept instructions to pay direct debits.
- If there are any changes to the amount, date or frequency of your direct debit, ING Bank N.V. will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request ING Bank N.V. to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your direct debit by ING Bank N.V. or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.
- You can cancel a direct debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.



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