

### 1. Company information (mandatory)

- 1a Company name
- 1b Company account number   
11 Digit reference number shown on the top of the company statement.

### 2. Cardholder information

#### Cardholder information (mandatory)

- 2a ING Corporate Card number   
Last 4 digits of card number.
- 2b Surname and initials

#### Change cardholder information (optional)

- 2c Change existing cardholder name on the ING Corporate Card (do not use for a new cardholder)   
New name. Maximum 21 characters (including spaces). If a replacement card is required, the current card will be blocked (security procedure to prevent two live cards in circulation).
- 2d New address
- 2e Postal code
- 2f Town/City
- 2g Country

### 3. Change cardholder bank account details (optional)

- 3a Old IBAN
- 3b Old BIC
- 3c New IBAN
- 3d New BIC

### 4. Change limit and blocking (optional)

- 4a Permanent change of card limit   
New card limit (minimal 1.500). Currency initially chosen at company level.
- 4b Temporary change of card limit (max. 3 months)   
New card limit (minimal 1.500). Currency initially chosen at company level.
- 4c until (date)  -  -  dd-mm-yyyy
- 4d Change cash withdrawal  Allowed  
 Not allowed
- 4e Early card reissue  Yes  
In case the cardholder is absent during the regular replacement, a new card with the same number will be issued earlier.

Please continue on the next page.

## 5. Change other particulars (optional)

- 5a Change correspondence language
- Dutch
  - English
  - French
  - German
  - Spanish
  - Italian

5b Mobile number (incl. country code) +

5c Landline (incl. country code) +

5d New e-mail address

The login credentials for the ING Commercial Card portal will be send to this e-mail address. No email address from a colleague or a general email address such as info@, admin@, etc.

5e Cancel the ING Corporate Card  Yes

5f Replace the ING Corporate Card  Yes

If a replacement card is required, the current card will be blocked. (Security procedure to prevent two live cards in circulation).

5g Provide PIN code reminder  Yes

## 6. Signature Programme Administrator (mandatory)

6a Date  -  -  dd-mm-yyyy

6b Town/City

6c Surname and initials

6d Signature

## 7. Mailing address and what to send

Checklist of items to be sent:

- This form completed and duly signed
- If you have chosen for the direct debit payment option, a direct debit form completed and duly signed

Please send all items to:  
ING Corporate Card  
PO Box 22005  
8900 KA Leeuwarden  
The Netherlands

or scan everything and mail to [corporate.card.backoffice.nl@ing.com](mailto:corporate.card.backoffice.nl@ing.com)



**1. Account owner**

**1a** Name \_\_\_\_\_  
Name of company (Corporate Pay) or person (Individual Pay) to whom the statement is addressed.

**1b** Address \_\_\_\_\_

**1c** Postal code \_\_\_\_\_

**1d** Town/City \_\_\_\_\_

**1e** Country \_\_\_\_\_

**2. Creditor**

**2a** Name \_\_\_\_\_

**2b** Address \_\_\_\_\_

**2c** Creditor ID \_\_\_\_\_

**3. Reference of payment**

**3a** Reference \_\_\_\_\_

**3b** Type of payment \_\_\_\_\_

**3c** Collection frequency \_\_\_\_\_

**4. Bank information**

If you have chosen Corporate Pay, please fill out the company's bank data here. For an Individual Pay Mandate, please fill out the cardholder bank data here.

**4a** IBAN \_\_\_\_\_

**4b** BIC \_\_\_\_\_

**4c** Bank name \_\_\_\_\_

## 5. Authorisation direct debit

By signing this mandate form, you authorise (A) ING Corporate Card to send instructions to your bank to debit your account and (B) your bank to debit your account in accordance with the instructions from ING Corporate Card. As part of your rights, you are entitled to a refund from your bank under the terms and conditions of your agreement with your bank. A refund must be claimed within 8 weeks starting from the date on which your account was debited.

5a Date  -  -  dd-mm-yyyy

5b Town/City

5c Surname and initials  
account owner

5d Signature account owner

5e Surname and initials  
2<sup>nd</sup> account owner\*

5f Signature 2<sup>nd</sup> account owner\*

\* If applicable.

## 6. To be completed by the creditor (ING)

6a Mandate reference

## 7. Mailing address

Please send this form together with the application or mutation form to:  
ING Corporate Card  
PO Box 22005  
8900 KA Leeuwarden  
The Netherlands

or scan all documents and mail to [corporate.card.backoffice.nl@ing.com](mailto:corporate.card.backoffice.nl@ing.com)

