ING Corporate Card Programme
Corporate Pay
Change cardholder information

1. Company information (mandatory)

1a Company name

1b Company account number

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

1c Country of incorporation

2. Cardholder information

Cardholder information (mandatory)

2a ING Corporate Card number — Last 4 digits of card number.

2b Surname and initials

2c Full first names as they are shown on your identity document

Change cardholder information (optional)

2d 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).

2e New address

2f Postal code

2g Town/City

2h Country

3. Change limit and blocking (optional)

3a Permanent change of card limit

New card limit (minimal CZK 37.500). Currency initially chosen at company level.

3b Temporary change of card limit (max. 3 months)

New card limit (minimal CZK 37.500). Currency initially chosen at company level.

3c until (date) – – dd-mm-yyyy

3d Change cash withdrawal

- ◯ Allowed
- ◯ Not allowed

3e 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.

4. Change other particulars (optional)

4a Change correspondence language

- ◯ Dutch
- ◯ English
- ◯ French
- ◯ German
- ◯ Spanish
- ◯ Italian

4b Mobile number (incl. country code) +

4c Landline (incl. country code) +

4d New email address

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

4e Cancel the ING Corporate Card ◯ Yes

4f 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).

4g Reason replacement card

4h Provide PIN code reminder ◯ Yes

5. Signature Programme Administrator (mandatory)

5a Date – – dd-mm-yyyy

5b Town/City

5c Surname and initials

5d Signature*

6. Mailing address and what to send

Checklist of items to be sent:
- This form completed and duly signed

Please send all items to:
ING Corporate Card
PO Box 22005
8900 KA Leeuwarden
The Netherlands
You can also email it to: corporate.card.backoffice.nl@ing.com

* Sign

There are two ways to sign this form:
- Print the form, sign it, scan the signed form and return it by email.
- Alternatively, sign the form directly using your pointing device (mouse), touchpad (laptop) or tablet, save it and return it to us by email.

The form can be signed digitally using a program such as Adobe Acrobat Reader (available free of charge).

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