ING Corporate Card Programme
Corporate Pay
Change company details

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. 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

3. Change Programme Administrator details 1 (optional)

3a Add/delete Programme Administrator or change information ◯ Add ◯ Change information ◯ Delete ◯ Read-only access to the ING Commercial Card portal

3b Surname and initials

3c Gender ◯ Male ◯ Female

3d Date of birth – – dd-mm-yyyy

3e Password

We will ask for your password whenever you call us. Your password should have no more than 12 characters.

3f Mobile number (incl. country code) +

3g Landline (incl. country code) +

3h New E-mail 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.

Please continue on the next page.

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3. Change Programme Administrator details 1 (optional) (continuation)

3i Signature*

4. Change Programme Administrator details 2 (optional)

4a Add/delete Programme Administrator or change information

- ◯ Add
- ◯ Delete
- ◯ Change information
- ◯ Read-only access to the ING Commercial Card portal

4b Surname and initials

4c Gender ◯ Male ◯ Female

4d Date of birth – – dd-mm-yyyy

4e Password

We will ask for your password whenever you call us. Your password should have no more than 12 characters.

4f Mobile number (incl. country code) +

4g Landline (incl. country code) +

4h New E-mail 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.

4i Signature*

5. Change limit (optional)

Currency as used in original application.

5a Permanent change company monthly limit

5b Temporary change company monthly limit (max. 3 months)

5c from (date) – – dd-mm-yyyy

5d until (date) – – dd-mm-yyyy

* 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).

Please continue on the next page.

6. Other particulars (optional)

6a Change correspondence language

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

6b Change of destination for card dispatch

- ◯ Employee
- ◯ Programme Administrator, name

_____

6c Cancel ING Corporate Card Programme (all cards)

- ◯ Yes

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

7. Signature Programme Administrator (mandatory)

7a Date ◯◯ – ◯◯ – ◯◯◯◯ dd-mm-yyyy

7b Town/City _____

7c Surname and initials _____

7d Signature*

8. Signature company (Mandatory in case of adding a Program Administrator)

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).

8a Date ◯◯ – ◯◯ – ◯◯◯◯ dd-mm-yyyy

8b Town/City _____

8c Name authorised signatory of the contracting party _____

8d Position _____

8e Signature authorised signatory*

* **Sign**

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Please continue on the next page.

8f Date ☐☐ – ☐☐ – ☐☐☐☐ dd-mm-yyyy

8g Town/City

8h Name authorised signatory 2

8i Position

8j Signature authorised signatory 2*

9. 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

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