ING Corporate Card Programme
Corporate and Individual 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 cardholder bank account details (optional)

3a Old IBAN

3b Old BIC

3c New IBAN

If you opt for direct debit at section **5h**, please send a completed and duly signed direct debit form with this form.

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 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.

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 Reason replacement card

5h Provide PIN code reminder ◯ Yes

5i Change payment method Individual Pay

- ◯ Credit transfer
- ◯ Direct debit

From the date of the monthly statement, a payment term of 25 days applies as per standard for a program based on Individual Pay practice, and 28 days for a direct debit (unless otherwise agreed). In the case of direct debit, send a completely filled in and properly signed direct debit form together with this form.

6. Signature Programme Administrator (mandatory)

6a Date – – dd-mm-yyyy

6b Town/City

6c Surname and initials

6d Signature*

* **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.

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
You can also email it to: corporate.card.backoffice.nl@ing.com

ING Bank N.V. has its registered office at Bijlmerdreef 106, 1102 CT 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).

ING Corporate Card Programme
SEPA direct debit mandate

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: ING Bank N.V./ ING Corporate Card

2b Address: Bijlmerdreef 106, 1102 CT Amsterdam, The Netherlands

2c Creditor ID: NL92ZZZ330314310200

3. Reference of payment

3a Reference: ING Corporate Card

3b Type of payment: Recurrent

3c Collection frequency: Monthly

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

Please continue on the next page.

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 2nd account owner** _____

5f Signature 2nd 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
You can also email it to: corporate.card.backoffice.nl@ing.com

* Sign

There are two ways to sign this form:
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