

Business Credit Card User amendment application

Please provide the details of the main business current account, we will use these to check the information you have provided in the form.

Business name:

Business account name:

Business current account number and sort code:

Please read before completing the form:

- This is not a form to update us on a change to the signatories within your business. If you need to tell us about a new signatory or an amendment you can download the relevant form on our website:
www.co-operativebank.co.uk/business/help-and-support/managing-your-account/useful-forms
- The individual completing the form must have the authority to do so on behalf of the business and must also have the cardholders consent to provide their personal information.
- The Co-operative Bank Business Credit Card can only have one primary cardholder with multiple additional cardholders
- All cardholders must be aged 18 (or over) and must be a UK Resident. There is no charge to add secondary cardholders to this Co-operative Bank Business Credit Card

In this form, there is the option to:

- Add a cardholder (section 1)
- Change a cardholder (section 2)
- Remove a cardholder (section 3)

Section 1 – Add a cardholder

In this section, you'll provide the details of each cardholder you would like to add. The information you provide will assist us with processing day to day transactions i.e. using the card online. If you intend this cardholder to be the 'primary' cardholder please go to section 2 where you can 'change a cardholder'.

Cardholder 1

Name (as you'd like it to appear on the card – max 19 characters):

Mobile number:

Email address:

Cardholder 2

| | |
|--|----------------------|
| Name (as you'd like it to appear on the card – max 19 characters): | Mobile number: |
| <input type="text"/> | <input type="text"/> |
| Email address: | |
| <input type="text"/> | |

Cardholder 3

| | |
|--|----------------------|
| Name (as you'd like it to appear on the card – max 19 characters): | Mobile number: |
| <input type="text"/> | <input type="text"/> |
| Email address: | |
| <input type="text"/> | |

Section 2 – Change a cardholder

In this section, you'll provide the details of each cardholder you would like to change.

By change, we mean the cardholder status i.e. switching a primary to a secondary cardholder or vice versa.

If by changing these cardholders the account is left with no primary cardholder we will not be able to proceed with this change. If we do not recognise the cardholder details in this section, we cannot proceed with the change. We'll notify you if either of these instances occur to advise of the next steps. At the top of this form is information of how to make us aware of person that is new to the business.

Cardholder 1

| | |
|---|----------------------|
| Name (as it appears on the card): | Mobile number: |
| <input type="text"/> | <input type="text"/> |
| Email address: | |
| <input type="text"/> | |
| <input type="checkbox"/> Change this cardholder from a primary to a secondary | |
| <input type="checkbox"/> Change this cardholder from a secondary to a primary | |

Please note, there can only be one primary cardholder per account. If you are changing a secondary cardholder to a primary cardholder this person will receive a new card, please dispose of the old one. This cardholder will then need to re-register for mobile wallet

Cardholder 2

| | |
|---|----------------------|
| Name (as it appears on the card): | Mobile number: |
| <input type="text"/> | <input type="text"/> |
| Email address: | |
| <input type="text"/> | |
| <input type="checkbox"/> Change this cardholder from a primary to a secondary | |
| <input type="checkbox"/> Change this cardholder from a secondary to a primary | |

Please note, there can only be one primary cardholder per account. If you are changing a secondary cardholder to a primary cardholder this person will receive a new card, please dispose of the old one. This cardholder will then need to re-register for mobile wallet

Cardholder 3

| | |
|---|----------------------|
| Name (as it appears on the card): | Mobile number: |
| <input type="text"/> | <input type="text"/> |
| Email address: | |
| <input type="text"/> | |
| <input type="checkbox"/> Change this cardholder from a primary to a secondary | |
| <input type="checkbox"/> Change this cardholder from a secondary to a primary | |

Please note, there can only be one primary cardholder per account. If you are changing a secondary cardholder to a primary cardholder this person will receive a new card, please dispose of the old one. This cardholder will then need to re-register for mobile wallet

Section 3 – Remove a cardholder

In this section, you'll provide the details of each cardholder you would like to remove.

Cardholder 1

| |
|---|
| Name of the cardholder to remove (as it appears on the card): |
| <input type="text"/> |

Cardholder 2

| |
|---|
| Name of the cardholder to remove (as it appears on the card): |
| <input type="text"/> |

- The documents ‘How we use your personal information’ and ‘Business Credit Card terms and conditions’ are available on our website, www.co-operativebank.co.uk/business/products/lending/business-credit-card
 - I have documented the consent of each secondary cardholder named to include their details within this form.
- To authorise the issuing of cards to the users detailed overleaf, please sign below.
This form should be signed in accordance with your Business Current account mandate.

| | |
|------------|-------|
| Signature: | |
| Role: | Date: |

| | |
|------------|-------|
| Signature: | |
| Role: | Date: |

| | |
|------------|-------|
| Signature: | |
| Role: | Date: |

| | |
|------------|-------|
| Signature: | |
| Role: | Date: |

Please return this document to:

The Co-operative Bank, Business Lending Services, PO Box 4931, Swindon SN4 4PL.

Please call 03457 213 213* (lines open 8am to 8pm Monday to Friday and 9am to 12 noon Saturday) if you would like to receive this information in an alternative format such as large print, audio or Braille.

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*Calls to 03 numbers from a UK landline cost up to 16p per minute and from a mobile cost between 3p and 65p if outside any inclusive minutes. Charges for calls made outside of the UK will be determined by your network provider. Calls may be monitored or recorded for security and training purposes. Information correct as at 03/2026.