

All your day-to-day postal purchases at your local Post Office™ branch made easier

Introducing the new cheque authority card for your business, from the Post Office™.

Whatever postal service or product you want from your local Post Office™ branch, you can now pay with a simple company cheque. If you're buying postal items or services for your business, your authority card instantly validates your cheque. So this way, you avoid the hassle of carrying cash.

And there's no new account to set up. You simply give us your existing bank details, select the Post Office™ branch that you want to make your postal purchases at and we do the rest.



It's easier at the Post Office™ with a cheque authority card

Simpler with your cheque authority card you can pay for your postal services with a simple business cheque, at your chosen local Post Office™ branch

Safer paying by cheque means you don't have to worry about carrying cash

More secure all business cheques must be accompanied by your cheque authority card from the Post Office™ to be accepted.

Simply complete the application form and hand it in to a member of staff at your chosen branch or send it to Cheque Authority Team, First Floor, 1 Future Walk, West Bars, Chesterfield S49 1PF.

For general enquiries, please call 08457 223344 (calls charged at local rate).

Apply now to enjoy
easier and **safer**
business postal purchases



The Post Office™ is able to supply customers with this leaflet, free of charge, in an alternative format for people who are visually impaired. To obtain a copy, call the Post Office™ helpline on 08457 22 33 44 or Textphone 08457 22 33 55.

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PS796AS

Application form for your cheque authority card for your business inside

Important Information.

Please read these terms and conditions carefully and retain a copy for your reference.

POST OFFICE LTD CHEQUE AUTHORITY CARD ("CARD") TERMS AND CONDITIONS

Applying for a Card

1. These Terms and Conditions apply to use of the Card. When you sign the Card application form, your Business accepts these Terms and Conditions. 2. We may make enquiries about your Business with your bank and with credit reference agencies in order to assess your application. If your bank charges a fee in relation to our enquiry, your Business will pay that fee. 3. Post Office Ltd reserves the right to decline your application.

Use of your Card

1. The Card may only be used to support purchases of Royal Mail services (e.g. stamps and postage) by your Business cheque up to the guaranteed limit recorded on the Card. The Card may not be used for any other purpose. 2. The Card must be produced whenever payment is made by business cheque. 3. Cheques must be made payable to "Post Office Ltd" and crossed "A/C Payee". 4. The Card may only be used at the Post Office™ branch recorded on the front of the Card. In the event that this Post Office™ branch is closed or relocated, Post Office Ltd will contact your Business to arrange an alternative Post Office™ branch and may provide your Business with a replacement Card. 5. The particulars on the Card must not be altered or erased in any way. 6. All Cards are and remain the property of Post Office Ltd at all times. 7. The Card will be valid until the expiry date recorded on the Card. Your Business will be required to apply for a new Card on expiry of your existing Card. 8. Post Office Ltd may request the return of the Card at any time for the following reasons: a. any business cheque from your Business is unpaid on presentation; b. if you give us false or inaccurate information in relation to this application or if Post Office Ltd becomes aware of any change to the details provided in your application which you have not notified to us; or c. if required for any other valid reason. 9. If you no longer wish to use the Card or otherwise wish to terminate this agreement, you will return the Card to Post Office Ltd immediately in accordance with Paragraph 10. 10. On request by Post Office Ltd for return of the Card or if return of the Card is required for any other reason, you shall immediately return the Card to your Post Office™ branch cut in two. The liability

of your Business will continue in respect of use of the Card until receipt of the Card by Post Office Ltd. 11. Post Office Ltd may make periodic enquiries to credit reference agencies about your Business in order to assess any application to renew the Card or to determine ongoing entitlement to a Card. 12. The maximum amount of any business cheque that you present must not exceed the guaranteed limit recorded on the Card. If you require an increase to your guaranteed limit, you will need to apply for a new card.

Your Business' Undertaking

1. Your Business undertakes that it will: a. adhere to these Terms and Conditions and any variations, additions or amendments as notified to your Business by Post Office Ltd from time to time; b. not use the Card after the expiry date recorded on the Card or after any notification of its cancellation or withdrawal as given to your Business by Post Office Ltd; c. take every possible care to prevent loss, theft, or fraudulent use of the Card, including without limitation not storing the Card with your Business' cheque book; d. notify your Post Office™ branch immediately if the Card is lost or stolen or in the possession of a person who is not authorised to use it; and e. notify Post Office Ltd of any change in the details of your Business as recorded on the Card application form, or any material change in the financial status of your Business. Your Business will be required to apply for a new Card if any such change occurs. 2. Post Office Ltd shall not be liable for any losses incurred as a result of the Card being lost, stolen and/or misused.

General

1. Post Office Ltd reserves the right to add to or vary any or all of these Terms and Conditions from time to time and will notify your Business of any such addition or variation. 2. Telephone calls that you make to our customer service helpline may be monitored or recorded. 3. These terms and conditions are governed by and interpreted in accordance with the laws of England and Wales. 4. Post Office Ltd shall comply at all times with the provisions and obligations of the Data Protection Act 1998 and the principles set out in that Act in processing personal data.



Cheque authority card application (to be used for Royal Mail services only)

When filling out this form, please write in BLOCK CAPITALS and be careful not to write outside the white boxes.

Name	
Title (Mr/Mrs/Ms/Miss)	Surname
Initials	
Company Details	
Company Name	Telephone
Address Line 1	Postcode
Address Line 2	
Nature of business	
<input type="checkbox"/> Media, Publishing, Photography	<input type="checkbox"/> Education
<input type="checkbox"/> Home Services, Plumber, Electrician	<input type="checkbox"/> Professional Services
<input type="checkbox"/> Government	<input type="checkbox"/> Manufacturing Retail
<input type="checkbox"/> Other	
Are you a sole trader?	Yes <input type="checkbox"/> No <input type="checkbox"/>
How many employees does the company have?	0-9 <input type="checkbox"/> 10-49 <input type="checkbox"/> 50-249 <input type="checkbox"/> 250+ <input type="checkbox"/>
Is this a first time application	<input type="checkbox"/> or a renewal <input type="checkbox"/>
Existing reference number	
Purchases	
Customer Purchase Limit	At which Post Office™ branch will these purchases be made?
Cheque authority limit required	Address Line 1
£250 <input type="checkbox"/> £500 <input type="checkbox"/> £1000 <input type="checkbox"/>	Address Line 2
Likely number of visits per month	Address Line 3
	Postcode
FOR BRANCH USE ONLY	
FAD Code	
Bank details	
Name of bank or building society	Name of account holder(s)
Branch	
Sort code	I have no objection to my bank being asked for a reference for this application
Account number	Signature of customer
	Date
	D D M M Y Y

The information you provide will be held under the Data Protection Act 1998 and will be used by Royal Mail Group plc and other businesses in its group, including Royal Mail, Parcelforce Worldwide, and Post Office Ltd. We may want to contact you from time to time with details of other products and services available from us. If you do not want this, tick here We may want to make your information available to other companies so they can send you details of their products and services that may be of interest to you. If you do not want this, tick here

**Take the completed application form to the Post Office™ branch where you want to use the card.
Or send it to Cheque Authority Team, First Floor, 1 Future Walk, West Bars, Chesterfield S49 1PF.**