

## Merchant Solutions Application Form

### Important Information

First Data Merchant Solutions is a trading name of First Data Europe Limited, a private limited company incorporated in England (company number 02012925) with a registered address at Janus House, Endeavour Drive, Basildon, Essex, SS14 3WF. First Data Europe Limited is authorised and regulated by the UK Financial Conduct Authority (FCA register No. 582703).

First Data Europe Limited has appointed FDR Limited as payment and collection agent for the services provided under your Merchant Agreement. FDR Limited is a company incorporated in the State of Delaware, United States, under registration number 22692 35, registered in England as a branch of an overseas company with limited liability (company number FC015955) and branch number BR001147, whose registered office in the United Kingdom is at Janus House, Endeavour Drive, Basildon, Essex, SS14 3WF.

Capitalised terms in this Application Form, unless otherwise defined in this Application Form, have the meanings defined for those terms in the Merchant Conditions.

### Merchant Information

Type of Application	<input type="checkbox"/> New <input type="checkbox"/> Additional Outlet <input type="checkbox"/> Additional Facilities for Existing Outlets			
URN	<input type="text"/>			
Merchant's full legal name	<input type="text"/>			
Merchant's trading name (if different)	<input type="text"/>			
Type of Business	<input type="checkbox"/> Limited <input type="checkbox"/> Sole Trader <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Partnership			
Existing First Data Merchant Solutions Merchant Number (if applicable)	<input type="text"/>			
Card acceptance method	<input type="checkbox"/> Cardholder Present <input type="checkbox"/> Cardholder Not Present - eCommerce <input type="checkbox"/> Cardholder Not Present – Mail/Telephone order			
Existing account type	<input type="checkbox"/> Group	<input type="checkbox"/> Chain	<input type="checkbox"/> Outlet	Number of existing outlets <input type="text"/>
New account type	<input type="checkbox"/> Group	<input type="checkbox"/> Chain	<input type="checkbox"/> Outlet	Number of existing outlets <input type="text"/> (multiple outlets – complete details on Appendix A)
American Express account number	<input type="text"/>			
<b>REGISTERED ADDRESS DETAILS:</b>				
Street name and number	<input type="text"/>			
Town	<input type="text"/>			
County	<input type="text"/>			
<b>TRADING ADDRESS DETAILS:</b>				
VAT registered	<input type="checkbox"/> Yes/No (if yes please complete VAT no.)			<input type="text"/>
Contact name	<input type="text"/>			
Position in company	<input type="text"/>			
Street name and number	<input type="text"/>			
Town	<input type="text"/>			
County	<input type="text"/>	Post code	<input type="text"/>	
Business telephone number	<input type="text"/>	Fax number	<input type="text"/>	
Email address	<input type="text"/>			
Internet web address (if applicable)	<input type="text"/>			
Store name and number (if applicable)	<input type="text"/>			

## Business Profile (to be completed in all circumstances)

Please fully describe the exact nature of your business and specifically what card payments will be taken			
Will you or do you accept transactions over the internet?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Total annual Company turnover	£	Actual (last 12 months)	£ Projected (next 12 months)
Total annual Card turnover*	£	Actual (last 12 months)	£ Projected (next 12 months)
Average Transaction value			
Maximum Card Transaction value		Actual (last 12 months)	
Minimum Card Transaction value		Actual (last 12 months)	*if Application Form is for an additional outlet, only include total card turnover for the additional outlet.

## Statement Delivery

Statements	<input type="checkbox"/> Paper Statements	<input type="checkbox"/> E Statements
Email address (required for E Statement)		

## Banking Information

Name on Bank Account						
Deposits – Account Number		Sort Code				
Charges/Billing – Account Number		Sort Code				

## Funding Method

<input type="checkbox"/> Standard Funding	<input type="checkbox"/> Express Funding (available for daily funding below £100K). Select one option below: <input type="checkbox"/> Processing Day <input type="checkbox"/> Processing Day +1 <input type="checkbox"/> Processing Day +2
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## Floor Limit

Your floor limit will be set to zero unless prior agreement.

## Charges Schedule

	Merchant Service Charge per Qualifying Transaction	Merchant Service Charge per Non Qualifying Transaction
Visa Credit	%	%
Visa Debit	p / %	p / %
Visa Business, Corporate & Purchasing	%	%
Visa Business Debit	p / %	p / %
Visa Premium Cards	%	%
Visa UK Electron	p / %	p / %
Visa International Electron	%	%
VPay	%	%
MasterCard Credit	%	%
Debit MasterCard	p	p
Maestro	p	p
MasterCard Business, Corporate & Purchasing	%	%
MasterCard Premium Cards	%	%
Diners	%	
Refund charge	p	
Interchange Plus Merchant Service Charge per Transaction	Credit p / %	Debit p / %
p	<b>Authorisation Fee</b> – this is charged in respect of each electronic request for Authorisation of a Card Transaction.	
£	<b>Cashback Fee</b> – this is charged monthly where we permit you to offer cashback to Cardholders.	
£	<b>Chargeback Fee</b> – this is charged in respect of each Card Transaction which is subject to a charge back by the Card Issuer.	
£	<b>Joining Fee</b> – this is charged when your Application Form is accepted.	
£	<b>Minimum Monthly Charge</b> – this is charged for each month in which the amount of the processing fees in respect of Card Transactions do not exceed this amount.	
£	<b>PCI DSS Management Fee</b> – this is charged monthly per outlet, for the monitoring and reporting of PCI DSS compliance status.	
£	<b>Polling Fee</b> – this is charged monthly for each Terminal for which polling is used.	
£	<b>ClientLine Fee</b> – this is charged monthly for online access to transaction, bank deposit and chargeback data history.	
£	<b>Merchant Alerts</b> – this is charged monthly for the merchant alert package.	
£	<b>Data File Manager</b> – this is charged monthly for the production of the data warehouse file.	
£	<b>Data File Manager Account</b> – this is charged for the setup of the Data File Manager account.	
£	<b>Monthly Maintenance Fee</b> – this is charged monthly for maintenance and administration of your merchant account.	
£	<b>Express Funding Fee</b> – this is charged monthly for the Express Funding method.	
£	<b>Monthly Statement Fee</b> – this is charged monthly for the production and distribution of paper statements.	
£	<b>Web Launcher Fee</b> - this is charged monthly for the support of your merchant website	

### MasterCard Cross Border Fees – Fees levied by MasterCard charged in addition to Merchant Service Charge

Cross Border Fee – MasterCard and Maestro EU	0.0425%	MasterCard and Maestro cards issued within the European Union (Excluding UK issued MasterCard and Maestro cards)
Cross Border Fee – Maestro International	0.40%	Maestro cards issued outside of the European Union
Cross Border Fee – MasterCard International	0.40%	MasterCards issued outside of the European Union

## Principal Details

Depending on your business type we require the following Principal information to complete this section:

- in the case of a sole trader, the sole trader;
- in the case of a partnership, all partners;
- in the case of a limited company, all directors and any other individual who owns 25% or more of the company
- in the case of a limited liability partnership, all members (including designated members).

If there are more than 2 Principals then please complete an Additional Principal Form. If a Principal is not an individual please provide details on a separate sheet.

For anti-money laundering purposes and for other purposes described in the Data Protection Act Declaration, details must be provided in the Principal Details Section for each Principal. A full 3 year address history is required. Please use a separate sheet if necessary.

## Principal Number One

Position with Company			
Length of time with Company		Years	Months
Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss
	<input type="checkbox"/> Ms		Other
Full Name	First name	Middle name	Surname
Date of Birth	Day (00)	Month (00)	Year
Nationality			
Country of residence			
Home address			
		Postcode	
	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant	<input type="checkbox"/> Live with Parents
Date moved into above address	Day (00)	Month (00)	Year
Home telephone number		Mobile telephone number	
Previous address			
		Postcode	
Years/Months at this address		Years	Months
Previous address			
		Postcode	
Years/Months at this address		Years	Months
Have you ever been adjudicated bankrupt or involved in any deed of arrangement?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If 'Yes' please give details on a separate sheet
Have you ever been associated with any business which has been subject to a voluntary arrangement or has been in voluntary or compulsory liquidation, administration or receivership or which has ceased to trade for any reason?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If 'Yes' please give details on a separate sheet

## Principal Number Two

Position with Company			
Length of time with Company		Years	Months
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms		Other
Full Name	First name	Middle name	Surname
Date of Birth	Day (00)	Month (00)	Year
Nationality			
Country of residence			
Home address			
		Postcode	
	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Live with Parents		
Date moved into above address	Day (00)	Month (00)	Year
Home telephone number		Mobile telephone number	
Previous address			
		Postcode	
Years/Months at this address		Years	Months
Previous address			
		Postcode	
Years/Months at this address		Years	Months
Have you ever been adjudicated bankrupt or involved in any deed of arrangement?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If 'Yes' please give details on a separate sheet	
Have you ever been associated with any business which has been subject to a voluntary arrangement or has been in voluntary or compulsory liquidation, administration or receivership or which has ceased to trade for any reason?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If 'Yes' please give details on a separate sheet	

## Declaration

### MERCHANT DECLARATION

You declare that:

- the Principal signing this Application Form (which includes any Additional Principal Forms) is duly authorised to sign this Application Form and that no consent or approval is required from any other person;
- you agree to be bound by and comply with your Merchant Agreement, which comprises this Application Form, the Merchant Solutions Supporting Information Form, the Merchant Conditions, the Operating Guide, and the First Data Corporate Binding Corporate Rules For Data Privacy & Protection at [http://www.firstdata.com/en\\_gb/privacy/binding-corporate-rules.html](http://www.firstdata.com/en_gb/privacy/binding-corporate-rules.html) all of which (where applicable) have been provided with this Application Form;
- the details provided in this Application Form and any other form or information submitted with this Application Form are true and correct and you have disclosed to us any adverse information relative to your business including any court judgments or any kind of Insolvency Event affecting you; and
- you understand that in certain circumstances as set out in the Merchant Conditions, including in the case of Card Not Present Transactions, Card Transactions may be charged back to you and you accept the risk of any such Chargebacks.

You acknowledge that the completion of this Application Form does not imply acceptance by First Data Merchant Solutions. No advertisements may carry any written narrative or illustration indicating the acceptance of any Card which would be dependent upon and in anticipation of formal acceptance of this Application Form, until First Data Merchant Solutions conveys formal acceptance in writing to you. First Data Merchant Solutions reserves the right at its absolute discretion and without incurring any liability, to decline acceptance without having to give any reason for the decision.

## Signatures – please read the declarations before signing

By signing/submitting this Application Form you are providing consent that we can process all Personal Data provided in the ways described in the Data Protection Act Declaration below. Once you have completed this Application Form and have read the declarations please sign this Application Form where indicated making sure you have inserted the date you signed and have filled in the other information we have asked for correctly.

### DATA PROTECTION ACT DECLARATION

In this declaration the words “you” and “your” mean each Principal detailed in this form, or additional principal form, and “Merchant” means the business entity on whose behalf this Application Form is being completed. By signing this Application Form you declare that you have read the First Data Corporate Binding Corporate Rules For Data Privacy & Protection at [http://www.firstdata.com/en\\_gb/privacy/binding-corporate-rules.html](http://www.firstdata.com/en_gb/privacy/binding-corporate-rules.html) and acknowledge.

#### Who We Are

Your information will be held by First Data Merchant Solutions which is part of the First Data Group. Any reference to “we”, “our”, “us”, First Data Merchant Solutions or First Data Europe means First Data Europe Limited.

The First Data Group includes a number of other companies including its subsidiaries and its ultimate holding company and its subsidiaries using brands including First Data Merchant Solutions and First Data. More information on the First Data Group and First Data Merchant Solutions can be found at [www.firstdatams.co.uk](http://www.firstdatams.co.uk)

#### How We Share Your Information

Your personal information will be shared within the First Data Group so that we and any other companies in our group that you have dealings with, either now or in the future can look after your relationship with us. By sharing this information it enables us to better understand your needs, run your accounts, and provide products in the efficient way that you expect.

We will also share your information with each other and disclose it outside the First Data Group in accordance with your Merchant Agreement and the First Data Corporate Binding Corporate Rules For Data Privacy & Protection at [http://www.firstdata.com/en\\_gb/privacy/binding-corporate-rules.html](http://www.firstdata.com/en_gb/privacy/binding-corporate-rules.html)

#### Using Companies to Process Your Information Outside the EEA

All countries in the European Economic Area (EEA), which includes the UK, have similar standards of legal protection for your personal information. We may run your accounts and provide other services from centres outside the EEA (such as the USA and India) that do not have a similar standard of data protection laws to the UK. If so, we will require your personal information to be protected to at least UK standards. We may process payments through other financial institutions such as banks and the worldwide payments system operated by the SWIFT organisation if, for example, you make a CHAPS payment or a foreign payment. Those external organisations may process and store your personal information abroad and may have to disclose it to foreign authorities to help them in their fight against crime and terrorism. If these are based outside the EEA, your personal information may not be protected to standards similar to those in the UK.

#### Undertaking Credit Searches

We may obtain information about you from credit reference agencies, fraud prevention agencies and records held by the First Data Group to check your credit status and identity. The agencies will record our enquiries which may be seen by other companies who make their own credit enquiries. This may affect your ability to obtain credit elsewhere in the near future. We may also use credit scoring.

Your Application Form will be assessed using credit reference agency records relating to you and anyone with whom you have a joint account or similar financial association. If this is a joint Application Form and a link does not already exist then one may be created now. These links will remain until you successfully apply for a ‘notice of disassociation’ at the credit reference agencies.

If you are providing information about someone else (such as a joint Applicant), by submitting with this Application Form you confirm you have their permission to do so and they have agreed we are authorised to search, link and record information about them at credit reference agencies.

#### Using Your Information for Fraud Prevention

We will share your personal information from your Application Form with fraud prevention agencies. If false or inaccurate information is provided and fraud is identified, details of this fraud will be passed to these agencies to prevent fraud and money laundering. Further details explaining how information held by fraud prevention agencies may be used can be obtained by reading the First Data Corporate Binding Corporate Rules For Data Privacy & Protection at [http://www.firstdata.com/en\\_gb/privacy/binding-corporate-rules.html](http://www.firstdata.com/en_gb/privacy/binding-corporate-rules.html)

#### Checking Your Identity

We may ask you to provide physical forms of identity verification when you open your merchant account. Alternatively, we may search credit reference agency files in assessing your Application Form. The agency also gives us other details and information from the Electoral Register to verify your identity. The agency keeps a record of our search, whether or not your Application Form is accepted. Our search is not seen or used by lenders to assess your ability to obtain credit.

#### Obtaining a Copy of Your Information

Under the Data Protection Act you have the right of access to your Personal Data. The Act allows us to charge a fee of £10 for this service. If anything is inaccurate or incorrect, please let us know and we will correct it.

#### How We Use Your Information to Contact You About Products and Solutions

You may be kept informed of services and products which are regarded as appropriate. If you do not wish to be informed you can write to: FREEPOST RSTR-ABCH-XSAY, Marketing Department, First Data Merchant Solutions, Janus House, Endeavour Drive, Basildon, Essex SS14 3WF.

#### Further Information

For further information please contact the Merchant Support Centre, telephone 0845 964 5055†, lines are open 8am-9pm Monday to Saturday. Telephone calls may be recorded for security purposes and monitored under internal quality control processes.

#### Your Consent to Process Your Information

It is important that you understand how the personal information you give us will be used. Therefore, we strongly advise that you read First Data Corporate Binding Corporate Rules For Data Privacy & Protection at [http://www.firstdata.com/en\\_gb/privacy/binding-corporate-rules.html](http://www.firstdata.com/en_gb/privacy/binding-corporate-rules.html) or you can ask us for a copy. By signing this Application Form you agree to your Personal data being used in the ways we describe in the Binding Corporate Rules. Please let us know if you have any questions about the use of your Personal Data.

Signature			
Print Name		Position	
Date	Day (00)	Month (00)	Year

# Would you like more information?

For enquiries relating to this Application Form, please telephone  
First Data Merchant Solutions on:

**0800 652 5808<sup>†</sup>**

(Lines are open Monday to Friday 9:00am - 5:00pm)

Information is available in large print, audio and Braille on request.  
You may contact using Type Talk.

<sup>†</sup>Telephone calls may be recorded for security purposes and monitored as part of our quality control process.

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