



APPLICATION FORM TAX-FREE FUEL CARD



PRIVATE USE

ORGANISATION

MISSION / ORGANISATION

STREET & NR

POSTCODE

PERSONAL DETAILS

TITLE

FIRST NAME

FAMILY NAME

FUNCTION / POSITION

DATE OF BIRTH

MOBILE

TELEPHONE

EMAIL - This is also your Username for your Online Account

STREET & NR

POSTCODE

DATE OF ARRIVAL

BANK DETAILS

NAME ON ACCOUNT

ACCOUNT NUMBER

SORT CODE



STREET & NR

POSTCODE

VEHICLES

SELECT VEHICLE TYPE / CATEGORY

- HEAD OF MISSION (A)
- AGENT / CONSULAR / MILITARY PERSONNEL (B)
- ADMINISTRATIVE & TECHNICAL (C)
- SERVICE STAFF (D)

VEHICLE REG. NUMBER

FUEL TYPE

 DIESEL PETROL LPG

MAKE AND MODEL VEHICLE

VEHICLE REG. NUMBER

FUEL TYPE

 DIESEL PETROL LPG

MAKE AND MODEL VEHICLE

FUEL CARD

PRICE PLAN - Please tick one box

FREE PLAN BLACK PLAN WHITE PLAN YELLOW PLAN

DELIVERY ADDRESS - Please tick one box

PERSONAL ADDRESS ORGANISATION'S ADDRESS

TOTAL FUEL CARDS FOR VEHICLE - Optional

VEHICLE REG. NUMBER TOTAL FUEL CARDS

VEHICLE REG. NUMBER TOTAL FUEL CARDS

FORM 10

EMAIL ADDRESS TO SEND FORM10

PERIOD OF CLAIM

MONTHLY

BI MONTHLY

QUARTERLY

The undersigned person(s) hereby agree(s) with the General conditions of the Diplomatic Tax-Admin Fuel Card. The undersigned person(s) hereby confirm(s) that the above information is correct and commit to inform Diplomatic Card Services UK Ltd upfront about any changes concerning mandate, position, address, contact details or bank details. The undersigned person(s) authorise(s) Diplomatic Card Services UK Ltd to debit their given account for all transactions initiated by the Diplomatic Tax-Admin Fuel Card(s), part of the fuel service, in accordance with the instructions from Diplomatic Card Services UK Ltd. If an error is made in the payment of the direct debit you can arrange for its full and immediate refund of the amount paid by contacting your bank or Diplomatic Card Services UK Ltd.

Diplomatic Card Services UK Ltd and the Foreign Commonwealth Office are processing the personal data on this form for official records purpose, protected by the DATA PROTECTION ACT 1998. Diplomatic Card Services UK Ltd will use the information to process your request and to provide any relevant further information.

By signing this contract the undersigned person(s) hereby agree(s) with:

- General conditions of the Diplomatic Fuel Card provided by Diplomatic Card Services UK Ltd**
- Fees of Diplomatic Card Services UK Ltd**
- Verification of the given details by the governmental bodies**
- Providing a copy of their FCO Diplomatic ID Card**

FULL NAME

DATE OF SIGNATURE

____ / ____ / ____ (dd/mm/yyyy)

SIGNATURE

The Direct Debit Guarantee SERVICE USER NUMBER (SUN) 505240

- This Guarantee is offered by all banks and building societies that accept instructions to pay by Direct Debit
- If there are any changes to the amount, date or frequency of your Direct Debit, DIPLOMATIC CARD SERVICES UK LTD will notify you 3 working days in advance of your account being debited or as otherwise agreed. If you request DIPLOMATIC CARD SERVICES UK LTD to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of the Direct Debit by DIPLOMATIC CARD SERVICES UK LTD or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society - If you receive a refund you are not entitled to, you must pay it back when DIPLOMATIC CARD SERVICES UK LTD asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.