

# APPLICATION FORM

## TAX-FREE FUEL CARD

### HEAD OF ADMINISTRATION ACCOUNT



ORGANISATION

MISSION / ORGANISATION

STREET & NR

POSTCODE

PERSONAL DETAILS

TITLE

FIRST NAME

FAMILY NAME

FUNCTION / POSITION

DATE OF BIRTH

\_\_\_\_ / \_\_\_\_ / \_\_\_\_ (dd/mm/yyyy)

MOBILE

TELEPHONE

EMAIL - This is also your Username for your Online Account

STREET & NR

POSTCODE

DATE OF ARRIVAL

\_\_\_\_ / \_\_\_\_ / \_\_\_\_ (dd/mm/yyyy)

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

- The **HEAD OF ADMINISTRATION**, 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 or contact details.
- The **HEAD OF ADMINISTRATION** hereby agrees that the specified person acts as the Head of Admin and will have the possibility to edit, adjust, rejects or add Form10s for the official vehicles of the mission and Form10s of private individuals from the same organisation.

FULL NAME

DATE OF SIGNATURE

\_\_\_\_ / \_\_\_\_ / \_\_\_\_ (dd/mm/yyyy)

SIGNATURE

STAMP ORGANISATION






# APPLICATION FORM TAX-FREE FUEL CARD

OFFICIAL USE



ORGANISATION

MISSION / ORGANISATION

STREET & NR

POSTCODE

DEPARTMENT

DEPARTMENT

STREET & NR

POSTCODE

BANK DETAILS

NAME ON ACCOUNT

ACCOUNT NUMBER

SORT CODE



STREET & NR

POSTCODE

ACCOUNT

PRICE PLAN - Please tick one box

BLACK PLAN

WHITE PLAN

YELLOW PLAN

PERIOD OF CLAIM

MONTHLY

BI MONTHLY

QUARTERLY

EMAIL ADDRESS TO SEND FORM10

OPTIONAL CONTACT

TITLE

FIRST NAME

FAMILY NAME

FUNCTION / POSITION

DATE OF BIRTH (Optional)

 (dd/mm/yyyy)

MOBILE

TELEPHONE

EMAIL

MISSION / ORGANISATION

DEPARTMENT

VEHICLES

VEHICLE REG. NUMBER	FUEL TYPE	MAKE AND MODEL VEHICLE
<input type="text"/>	<input type="checkbox"/> DIESEL <input type="checkbox"/> PETROL <input type="checkbox"/> LPG	<input type="text"/>
<input type="text"/>	<input type="checkbox"/> DIESEL <input type="checkbox"/> PETROL <input type="checkbox"/> LPG	<input type="text"/>
<input type="text"/>	<input type="checkbox"/> DIESEL <input type="checkbox"/> PETROL <input type="checkbox"/> LPG	<input type="text"/>
<input type="text"/>	<input type="checkbox"/> DIESEL <input type="checkbox"/> PETROL <input type="checkbox"/> LPG	<input type="text"/>
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<input type="text"/>	<input type="checkbox"/> DIESEL <input type="checkbox"/> PETROL <input type="checkbox"/> LPG	<input type="text"/>
<input type="text"/>	<input type="checkbox"/> DIESEL <input type="checkbox"/> PETROL <input type="checkbox"/> LPG	<input type="text"/>
<input type="text"/>	<input type="checkbox"/> DIESEL <input type="checkbox"/> PETROL <input type="checkbox"/> LPG	<input type="text"/>
<input type="text"/>	<input type="checkbox"/> DIESEL <input type="checkbox"/> PETROL <input type="checkbox"/> LPG	<input type="text"/>
<input type="text"/>	<input type="checkbox"/> DIESEL <input type="checkbox"/> PETROL <input type="checkbox"/> LPG	<input type="text"/>
<input type="text"/>	<input type="checkbox"/> DIESEL <input type="checkbox"/> PETROL <input type="checkbox"/> LPG	<input type="text"/>

DELIVERY ADDRESS FUEL CARDS - Please tick one box

ORGANISATIONS'S ADDRESS       DEPARTMENT'S ADDRESS

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 Tax-Administration 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
- Provide a copy of their FCO Diplomatic ID Card

FULL NAME

DATE OF SIGNATURE

 (dd/mm/yyyy)

SIGNATURE

The Direct Debit Guarantee



- 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.

MISSION / ORGANISATION

DATE OF SIGNATURE

[Redacted]

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

(dd/mm/yyyy)

DEPARTMENT

[Redacted]

VEHICLE REG. NUMBER

[Redacted]

FUEL TYPE

DIESEL  PETROL  LPG

MAKE AND MODEL VEHICLE

[Redacted]

VEHICLE REG. NUMBER

[Redacted]

FUEL TYPE

DIESEL  PETROL  LPG

MAKE AND MODEL VEHICLE

[Redacted]

VEHICLE REG. NUMBER

[Redacted]

FUEL TYPE

DIESEL  PETROL  LPG

MAKE AND MODEL VEHICLE

[Redacted]

VEHICLE REG. NUMBER

[Redacted]

FUEL TYPE

DIESEL  PETROL  LPG

MAKE AND MODEL VEHICLE

[Redacted]

VEHICLE REG. NUMBER

[Redacted]

FUEL TYPE

DIESEL  PETROL  LPG

MAKE AND MODEL VEHICLE

[Redacted]

VEHICLE REG. NUMBER

[Redacted]

FUEL TYPE

DIESEL  PETROL  LPG

MAKE AND MODEL VEHICLE

[Redacted]

VEHICLE REG. NUMBER

[Redacted]

FUEL TYPE

DIESEL  PETROL  LPG

MAKE AND MODEL VEHICLE

[Redacted]

VEHICLE REG. NUMBER

[Redacted]

FUEL TYPE

DIESEL  PETROL  LPG

MAKE AND MODEL VEHICLE

[Redacted]

VEHICLE REG. NUMBER

[Redacted]

FUEL TYPE

DIESEL  PETROL  LPG

MAKE AND MODEL VEHICLE

[Redacted]

VEHICLE REG. NUMBER

[Redacted]

FUEL TYPE

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MAKE AND MODEL VEHICLE

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VEHICLE REG. NUMBER

[Redacted]

FUEL TYPE

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MAKE AND MODEL VEHICLE

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MAKE AND MODEL VEHICLE

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MAKE AND MODEL VEHICLE

[Redacted]

VEHICLE REG. NUMBER

[Redacted]

FUEL TYPE

DIESEL  PETROL  LPG

MAKE AND MODEL VEHICLE

[Redacted]

DELIVERY ADDRESS FUEL CARDS - Please tick one box

ORGANISATIONS'S ADDRESS

DEPARTMENT'S ADDRESS

FULL NAME

[Redacted]

SIGNATURE