

Post Office® Change Giving Card Application and Terms & Conditions



Customer Banking Centre	
Relationship Manager Name & Q6 Code (if applicable)	

Customer Details

Please note that the account nominated here will be the 'nominated Account' and will be the account from which charges for the use of the Change Giving Card Service are deducted.

Sort code	<input type="text"/>	<input type="text"/>	<input type="text"/>	Customer Account Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Account name	
Card Delivery Address	

Post code		Telephone Number	
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Email Address	
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Card Details

I/We apply for cards to be issued by the Bank in the following names (maximum 40 characters including spaces):

Card 1	
Card 2	
Card 3	
Card 4	
Card 5	

Location Exercise Information (For Post Office Approval)

Please complete all information in the following table. This information is required to ensure the Post Office you wish to use can accommodate the services requested.

Continued overleaf...

Change Giving Information (Approximately how much change you require each week)

Preferred Post Office Address Including Post Code	
£5	
£2	
£1	
50p	
20p	
10p	
5p	
2p	
1p	
Total	

Deposit Information (If Applicable)

Note Deposits	
Coin Deposits	

Post Office Change Giving Card Terms and Conditions

The Change Giving Card service ("Service") is available to customers who hold a business current account with Clydesdale Bank PLC, which also trades as Virgin Money and Yorkshire Bank. These Terms and Conditions ("the Conditions") govern the use of the Service and supplement the terms and condition applying to the Business Current Account. In these Conditions "the Bank", "we", "us" or "our" refers to Clydesdale Bank PLC (trading as Virgin Money, Clydesdale Bank or Yorkshire Bank) and "you", "your" and "yours" refers to the business current account holder.

Operation of Change Giving Card

The Change Giving Card allows you to change sterling notes or coins for sterling notes (£5 notes only) and coins of equal value but in different denominations up to an amount agreed between you and us. It cannot be used to exchange coins for notes. The Change Giving Card is not a debit or credit card.

To use the Service, you must provide the Post Office branch with a minimum of one business day's notice of intended use of the Service and present your Change Giving Card and Post Office Change Giving Service Cash Breakdown Form at the nominated branch of the Post Office. In these Conditions, a business day is any full day (excluding Sundays and bank holidays) on which the Post Office is generally open in the United Kingdom.

You agree to check that the quantity of coins/notes supplied matches the order placed before leaving the Post Office branch. In the event of any discrepancies relating to missing or surplus plastic money bags or plastic banknote envelopes, you must report this to the relevant Post Office branch within 7 business days. They will investigate and deal with any discrepancies reported to them within that period.

If a discrepancy is discovered outside of the 7 business day period, you should report this to the Bank complete with full details and Post Office receipt. You will need to provide appropriate evidence of the discrepancy. The Bank will investigate and notify you of the outcome.

Availability

The Service can only be used when the relevant Post Office branch is open. Please check the opening hours of your nominated branch. We are not liable or responsible if the relevant Post Office branch is not open or the Service cannot be used. The Bank is not liable or responsible if any branch is closed by the Post Office.

Charges

Charges are applicable for the use of the Service. Once accepted for the Service we will send you a letter/email confirming the date you may start using the Service and the charges payable for using the Service. Such charges will be automatically debited to your nominated Account on a monthly basis in arrears when used.

Please ensure you keep us informed of any changes to your email address used to register for the Service because we will send you important information about the Service to the most recent email address we have on your file.

Continued overleaf...

Variations

The Bank may vary any of these Conditions, (including charges) at any time by giving you 30 days personal written notice or by way of notice in our Stores. Where a change is to your advantage or is due to a regulatory requirement, we will notify you either by giving you personal written notice or by way of notices in our Stores and the change will take effect immediately. When we give notice of a change, we will state when the change comes into effect.

Cancellation

The Bank may immediately cancel the Service where your nominated Account is closed or suspended, you materially breach these conditions or misuse the Service. In any case, the Bank may cancel or withdraw the Service on giving you 30 days prior personal written notice.

The Bank is not liable for any loss suffered as a result of the withdrawal of the Service.

You may cancel the Service at any time by advising your Store in writing and returning to them all Change Giving Cards. You will remain responsible for any unpaid charges.

General

You understand that we may supply information about you and the nominated Account to the Post Office, who will use it to identify you and to charge your nominated Account. All of the up to date information about how the Bank will gather, create, share and look after any personal data in providing its services can be found in in the Privacy Notice at virginmoney.com/security

If there is any inconsistency between these Conditions and your applicable Account Terms & Conditions or the terms and conditions applying to any other service provided by us, these Conditions will prevail to the extent that such an inconsistency relates to the Change Giving Card.

The Conditions are governed by the law of the country in which your Store is situated.

Post Office Limited is only acting as agent for the Bank in the provision of the Services.

Trademarks

Post Office and Post Office Logo are registered trade marks of Post Office Limited.

These Conditions are to be signed in accordance with the nominated Account's mandate.

Signature of Customer	
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Date

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Signature of Customer	
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Date

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Signature of Customer	
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Date

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Please return this application to your Relationship Manager or local Store