

1. Company information (mandatory)

1a Company name

1b Company account number

11 Digit reference number shown on the top of the company statement

2. Change cardholder information (optional)

2a ING Corporate Card number

Last 4 digits of card number

2b Change existing cardholder name (do not use for a new cardholder)

2c Change existing cardholder name on the ING Corporate Card (do not use for a new cardholder)

New name. Maximum 21 characters (including spaces). If a replacement card is required, the current card will be blocked (security procedure to prevent two live cards in circulation)

2d New address

2e Postal code

2f Town/City

2g Country

3. Change cardholder bank account details (optional)

3a Old IBAN

3b Old BIC

3c New IBAN

3d New BIC

4. Change limit and blocking (optional)

4a Permanent change of card limit

New card limit (minimal 1.500). Currency initially chosen at company level

4b Temporary change of card limit (max. 3 months)

New card limit (minimal 1.500). Currency initially chosen at company level

4c until (date)

dd-mm-yyyy

4d Change cash withdrawal Allowed Not allowed

4e Early card reissue Yes
In case the cardholder is absent during the regular replacement, a new card with the same number will be issued earlier

5. Change other particulars (optional)

5a Change correspondence language Dutch English French German
 Spanish Italian

5b Mobile number (incl. country code)

5c Landline (incl. country code)

5d New E-mail address
The login credentials for the ING Commercial Card portal will be sent to this e-mail address. No email address from a colleague or a general email address such as info@, admin@, etc.

5e Cancel the ING Corporate Card Yes

5f Replace the ING Corporate Card Yes
If a replacement card is required, the current card will be blocked. (Security procedure to prevent two live cards in circulation)

5g Provide PIN code reminder Yes

6. Signature Programme Administrator (mandatory)

6a Surname and initials

6b Date dd-mm-yyyy

6c Town/City

6d Signature

7. Mailing address and what to send

ING Corporate Card
PO Box 22005
NL-8900 KA Leeuwarden
The Netherlands
or scan everything and mail to support.corporate.card@ing.nl
