



BP Supercharge Application Form



BP Supercharge Application Form

In order for Allstar to complete your application and issue you with your BP Supercharge cards, we will need the information indicated on the checklist below, either on or with your application form. Please print out and complete manually. The completed document should be signed, dated and returned to the BP Supercharge Team.

Service Levels

Your application should be processed and your fuel cards despatched within 28 working days of receipt of your application providing all the relevant information has been received.

Helpline

Please contact BP Supercharge on 0870 842 3254 should you have any questions or require assistance completing this form and we will be pleased to help.

Application Checklist

In order to ensure that your application is completed as quickly as possible, please check that you have:

- Completed the application form (sections 1-10)
- Authorised the application by signing the application form (section 10) (please note faxes/copies are not acceptable)
- Completed and signed the Direct Debit Mandate (section 11) (please note faxes/copies are not acceptable)
- Completed the Card Request Form A, detailing your individual card requirements (section 12)
- Agreed to the Terms & Conditions of Use by signing our copy (section 13)
- Retained your copy of the Terms & Conditions of Use (section 14)
- Retained a photocopy of the completed application form for your own record

Please send your completed documents to:

FAO:

BP Supercharge Team, Allstar Business Solutions Ltd, PD40, PO Box 1463, Windmill Hill, Swindon SN5 6PS

BP Supercharge Application Form

This form will provide us with the information needed to issue your BP Supercharge cards. Please complete the application form, embossing form and the direct debit mandate in BLOCK CAPITALS using a ballpoint pen, then sign and return them to us along with a signed copy of the Terms and Conditions of Use.

1 Company Details

Company Name (Legal Identity / Registered Name): 40 characters max

Registered Address:

Postcode:

Invoice Address: If different from registered

Postcode:

Tel.:

Fax:

Email (general correspondence):

Ebilling email address (if different to general correspondence):

Company Activity:

Year Established:

VAT Reg. No.:

Company Registration No. (if relevant):

Parent Company Name:

2 Account Holder Contact Details (Day-to-day contact)

Title:

First Name:

Surname:

Job Title/Dept.:

Address:

Postcode:

Tel.:

Fax:

3 Contact Name (Responsible for Policy Decisions if different from 2)

Title:

First Name:

Surname:

Job Title/Dept.:

Address:

Postcode:

Tel.:

Fax:

Email:

4

Further Information (Sole Traders or Partners only)**Go to section 6 if a Ltd company**

Please tick: Partner <input type="checkbox"/>	Sole Trader <input type="checkbox"/>	Title:
First Name:	Surname:	
Date of Birth: (dd/mm/yyyy):	Signature:	
Home Address:	Postcode:	
Time at current Address	Months:	Years:
Previous Address if less than 3 Years:	Postcode:	
Partner 2 (if applicable):	Title:	
First Name:	Surname:	
Date of Birth: (dd/mm/yyyy):	Signature:	
Home Address:	Postcode:	
Time at current Address	Months:	Years:
Previous Address if less than 3 Years:	Postcode:	
Partner 3 (if applicable):	Title:	
First Name:	Surname:	
Date of Birth: (dd/mm/yyyy):	Signature:	
Home Address:	Postcode:	
Time at current Address	Months:	Years:
Previous Address if less than 3 Years:	Postcode:	

5

Data Protection

The partners/proprietors who have completed their details and signed at section 4 have given their consent under the Data Protection Act 1998 (the 'Act') for Allstar Business Solutions Ltd to make credit reference searches and maintain records of the same and for their details to be processed in accordance with the Act.

6

Financial Details

As with other fuel accounts, financial statements or an up front security may be required for credit purposes.
All information received will be held in the strictest confidence.

7 Card Delivery Details (if different from section 1)

Title:

First Name:

Surname:

Address:

Postcode:

Tel.:

Fax:

8 Purchase Details

What is your total company fleet size?

Which fuel payment method does your company currently use? (If you use more than one method, please tick all those applicable)

Pay and Reclaim

Company Credit Card

Fuel Card

Other (please specify):

Please provide details of your total weekly fuel spend on:

Cars: £

LCV: £

HGV: £

Total: £

Please complete individual card requirements on Form A (page 7).

Appendix One (page 11) will help you with invoice and cost centres.

9 Online Registration

Company Name:

Name of User to be Created:

Email Address:

Memorable Word:

(no numbers or special characters - one word only)

Telephone Number:

Allstar Online allows you access to your account 24/7 so you can:

- Order and cancel cards
- View your invoices
- View helpful management information
- See where fuel is being bought and at what price
- Understand your total fuel bill

10 Authorisation

The account holder hereby applies to contract with Allstar Business Solutions Ltd for BP Supercharge fuel cards. The account holder undertakes that the information given in connection with this application is true and complete. The account holder consents to Allstar Business Solutions Ltd making such enquiries as it shall consider necessary regarding this application and accepts that Allstar Business Solutions Ltd reserves the right in its absolute discretion to reject this application without being required to state any reason. If the application is accepted, the account holder agrees to be bound by the Terms and Conditions of Use enclosed at section 13 of this application form.

Authorised Signature (on behalf of the account holder):

Date:

Title:

First Name:

Surname:

Job Title/Dept.:

Co. Name ("account holder"):

Proposed Commencement Date:

Please ensure you have authorised this application by signing section 10 above.

Office Use Only

DD:

Security £:

Credit Limit:

Account Status:

Approval Date:

Account Number:

Application Checked By:

Payment Terms

Date Received:

A/C's Dated:

Log No.:

Date (DD/MM/YYYY):

Accept:

Reject:

Comments:

Allstar

Third Party

11 Instructions to your Bank or Building Society to pay by direct debit

Please fill in the whole form and send it to:

BP Supercharge Team
 Allstar Business Solutions
 Dept 40
 PO Box 1463
 Windmill Hill
 Swindon
 Wiltshire
 SN5 6PS

Originators Identification Number

6	9	7	6	8	2
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Name(s) of Account Holder(s)

For ALLSTAR BUSINESS SOLUTIONS LTD Official Use Only
This is not part of the Instruction to your Bank or Building Society

Sent From:

Name:

Dept.:

Account:

Bank/Building Society account number

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Branch Sort Code

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Instruction to your Bank or Building Society

Please pay Allstar Business Solutions Ltd Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Allstar Business Solutions Ltd and, if so, details will be passed electronically to my Bank/Building Society.

Name and full postal address of your Bank or Building Society

To: The Manager:	Bank/Building Society:
Address:	
Postcode:	

Signatures(s)
Print Name:
Date:

Reference Number

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Banks and Building Societies may not accept Direct Debit Instructions for some types of account.

This guarantee should be detached and retained by the Payer

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 ALLSTAR BUSINESS SOLUTIONS LTD will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request ALLSTAR BUSINESS SOLUTIONS 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 ALLSTAR BUSINESS SOLUTIONS 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 ALLSTAR BUSINESS SOLUTIONS 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.

New Card Request Form / Card Embossing Form



Please note that all fields are mandatory with the exception of the Cost Centre Columns and Invoice Centre.

Company Name <small>(max. 27 characters can be embossed)</small>		Telephone number:
Org./Account Number:		Email address:
Requestor's Name:		Date <small>(dd/mm/yyyy)</small> :

Office Use Only Card Type	(A) Purchase Cat.	Validation/Bearer Card* (Yes/No)	Invoice Centre <small>(10 character spaces only)</small>		Cost Centre <small>(10 character spaces only)</small>			Vehicle Reg or Driver Name <small>(16 characters)</small>	Additional Embossing <small>(16 characters)</small>	(B) Card Type
			Division	Sub-Division	Branch					

(A) Purchase Category	Code
Diesel	D
Diesel & Oil	DO
All Fuels	AF
All Fuels & Oil	AFO
All Fuels, Oil & Maintenance	AFOM
All Fuels, Oil & Car Wash	AFOC
All Fuels, Oil, Car Wash & Maintenance	AFOCM

(B) Which Card type is required?	Code
Driver	D
Vehicle	R
Driver and Vehicle	B

Office Use Only
Keyed by
Date

*Validation/Bearer Cards are subject to a Variation Agreement being signed by the Account Holder. Validation/Bearer Cards are to have a 6 month expiry date only.

13 Terms and Conditions of Use – Please Sign and Return with completed Application Form

DEFINITIONS

Agreement This agreement between you and us, including the application form.

Anniversary The date 12 months after the start date of this agreement, and the same date every year after that.

Cards A fuel card we have issued.

Card charge A yearly charge (plus VAT) that we charge you for each card.

Card holder The person you authorise to use the card.

Consequential losses Losses that are not a direct result of anyone breaking any of the terms of this agreement.

Franchised outlets Suppliers who are acting as our authorised selling agents and who hold franchise agreements with us or any of our associated companies.

Goods and services Goods and services you can buy using the card including petrol, diesel, liquefied petroleum gas, engine oil, vehicle-related goods, tyres, batteries, exhausts, windscreen replacements and other services we may include from time to time.

We, us, our AllStar Business Solutions Ltd.

You, your The account holder set out in this agreement.

1 Authorisation

By signing your card or using it you agree to keep to these conditions. It also means that you agree to pay us for any goods and services our franchised outlets supply to you or to the card holder.

2 Using the card

The card is valid until its expiry date or until you or we cancel it, whichever happens earlier. Only you and the card holder can use the card. You must make sure that the card holder signs their name or writes their vehicle registration number on the back of the card (or does both) to prevent unauthorised use which you will be liable for. The card holder must present the card at the franchised outlet before they buy goods and services so that the franchised outlet is aware that they are about to make a sale as an agent for us.

The card holder must make sure that the correct vehicle registration number and mileage has been recorded on a voucher for each purchase.

If they do not do this or if they do not meet any other condition of this agreement, you are still responsible for any goods and services supplied to you, to the card holder or to another person, with or without your approval.

3 Cards

Each card will show your name and the expiry date.

The card may also show the card holder's name, the registration number of the vehicle it is used for, our phone number, your phone number and the maximum amount (including VAT) the card holder can spend on goods and services in any one use without first getting our or your authorisation.

If the signature panel on the back of the card is marked or is not filled in correctly, a franchised outlet may confiscate the card.

We may charge a fee for issuing replacement cards. Franchised outlets may also refuse to accept the card if it is not being used in line with the conditions that we agree with franchised outlets.

4 Accounts

Each week (or other period we have agreed with you in writing) we will send you an invoice, or produce an invoice on the website, showing all purchases made using the card, less any credits or refunds.

You must pay the invoice in full, by direct debit, within 14 days (or other period we have agreed with you in writing) of the date of the invoice (the payment due date).

If you do not pay any amount by the payment due date we will charge interest at a rate of 3% over the National Westminster Bank Plc base rate. We work out interest on a day-to-day basis on any amount outstanding on the payment due date until you pay the invoice in full.

We will continue to charge interest until you have paid the amount due, whether or not the agreement has ended or a court judgement has been made.

If any amount is still unpaid more than five weeks after the payment due date, we may cancel any or all of your cards and end this agreement (clause 9 of this agreement applies to any cards that we cancel).

We may charge you an administration fee if we do not receive a payment because there is not enough money in your account to cover the direct debit or because you have cancelled the direct debit.

We may also charge a fee for any copies of invoices or sales vouchers you ask us to send you for transactions dating back more than three months. However, we do not have to give you information about transactions dating back more than six months.

5 Payments

We will use your payments and any credits or refunds you are entitled to first to pay off any interest you owe us and second to reduce any amounts you owe.

If you make a claim against any franchised outlet or other supplier in relation to goods or services they have supplied to you or the card holder, you cannot take the amount of your claim from any money you owe us or claim it back from us. Also, we will not pay you directly for any amounts you are claiming from any franchised outlet or other supplier.

6 Breach

If we find that you have given us false or incomplete information, or that you have broken any of the conditions in this agreement, we will demand that you pay us any money you owe us immediately. By doing this we will not lose any of our rights under clause 9 of this agreement.

7 Lost or stolen cards and unauthorised use

If your card is lost or stolen, or someone who is not (or is no longer) authorised to use your card has it, you must phone us immediately and also tell us in writing by fax, e-mail or post within 48 hours of phoning us. (Please see clause 16 for our contact details.)

Where we receive written details within 48 hours, you will not be responsible for any purchases made using that card from the date you phoned us. If you do not contact us in writing within 48 hours, you will be responsible for all purchases made with that card until we receive written notification. Once you have told us in writing about the loss, theft or unauthorised use of the card, and as long as you follow this clause in full and have met all of your obligations in this agreement, you will not be responsible for any new purchases made with that card by anyone other than you or a card holder.

You should tell us all you know about the circumstances of the loss or theft and take all reasonable steps to help to get the missing card back. This includes contacting the police and getting a crime reference number and giving that to us.

You must also make sure that anyone who is no longer authorised to use a card does not keep their card.

8 Notice

You must tell us immediately in writing if your name, address or bank details change. We will assume that any information we send by pre-paid post to the address we currently hold for you will reach you the day after we post it (not including Sundays or bank holidays).

9 Cancelling cards and changing this agreement

All cards remain our property. We may, at any time, cancel any card, refuse to issue a new or replacement card, or end this agreement by sending you written notice. If we cancel your card or end this agreement, this will take effect immediately and you must return every card to us straight away.

If you write to us asking us to cancel a card or where we cancel any card, we may ask you to cut it in half for security reasons and return it to us. If you do not return the cancelled card, you will still be responsible for any purchases made with that card.

If you cancel a card or end this agreement, in line with this or any other clause in this agreement, you are still responsible for any purchases made with the card except for a card you have reported to us as lost or stolen, or a card that we agree to treat as lost

or stolen. If you use a card after it has been cancelled, we may charge you an administration fee and any costs associated with getting the cancelled card back. We may also charge you for any rewards we pay to franchised outlets for getting back cards which you ask us to cancel and which we agree to treat as lost or stolen.

If we write to you with details of any changes to this agreement and you or the card holder use the card, this shows that you accept those changes.

10 Card charge

Every year, we make a card charge on each card we issue. We may change the card charge at any time by telling you on your invoice. Any new card charge that we tell you about will be valid from the following anniversary of this agreement and we will charge you for any amounts due.

When we work out the card charge, we assume that all of your cards are used. If any of your cards are not used, or are used less than we thought they would be, we may work out an amended card charge based on the cards that are actually being used and apply that card charge to all of your cards, regardless of whether they are used. In this case, the amended card charge will apply from the start of this agreement.

11 Exclusions and limits

This agreement includes everything we are responsible or liable for. If something is not clearly mentioned in this agreement, we do not accept responsibility or liability for it. Also, we do not accept responsibility or liability for any obligations that are expressed or implied unless the law says that we cannot exclude responsibility for such obligations. Our total responsibility for goods and services you buy from us at franchised outlets is limited to the amount we can claim back from them, which we will then pass on to you. We are not responsible to you, and you are not responsible to us, for any loss of profits or goodwill or any other indirect or consequential losses resulting from anyone breaking any of the terms of this agreement.

12 Agency, transfer, change of control and subsidiaries

We may transfer all of our rights and responsibilities under this agreement. This may include the right to collect any debt you owe us. If we transfer our rights and obligations under this agreement to a third party, they will charge you a reasonable administration fee for collecting any outstanding debt. The third party will use the account details (your personal information or information about you) to help them to collect the debt. The third party will keep this information and use it to help other users of its services to make decisions about supplying future services to you. To help us carry out this agreement, we may also appoint an agent who may be any other company in the Allstar group or anyone else who agrees to be our agent. This agent will be entitled to use any of our rights under this agreement.

You must not transfer this agreement without our written permission.

If there is a change in ownership of more than 50% of your shares or a change in control of your organisation, or if your business changes significantly at any time during this agreement, we have the right to end this agreement immediately, and all of our responsibilities in it will end.

If we agree, we may issue cards to one of your subsidiary companies, which will then become your representative for the purpose of this agreement. This makes you and the subsidiary company jointly and separately responsible for keeping to the terms of this agreement.

13 This agreement

We will tell you about any alterations to the terms set out in this agreement. If we transfer this agreement to another person or organisation, its terms will still apply to you. Although we may vary this agreement at any time, it contains all of the terms and conditions that will apply to how we supply the goods and services to you. This agreement replaces any earlier written or oral agreement. We can delay enforcing, or choose not to enforce, our rights under the agreement without losing them.

14 Credit checks and marketing

We, or a third party, may make, or ask our agents to make, regular credit checks on you. This will involve giving information about you to licensed credit reference agencies.

Occasionally we may use the information you give us to let you know about the goods and services you can use your card for. We will also tell you about other offers and other services that we can provide. If you do not want to receive this information you can tell us by emailing us at bp@allstarcard.co.uk with details of your account.

15 This agreement is only governed by English law.

16 Contact details

You can contact us in the following ways.

By post: BP Supercharge Team, Allstar Business Solutions Ltd., Post Department 40, P O Box 1463, Windmill Hill, Swindon, SN5 6PS

By phone: 0870 842 3254 (9am to 5.15pm, Monday to Friday not including bank holidays)

By fax: 0870 419 4728

Email: bp@allstarcard.co.uk

We may monitor and record phone calls. We do this so we can check what was said and also to help train our staff.

Cards are managed by Allstar Business Solutions Ltd, P.O. Box 1463, Windmill Hill, Swindon, SN5 6PS. Registered number 2631112 England.

www.allstarcard.co.uk

Please sign

I, the Account Holder agree with these Terms and Conditions of Use

Print Name:

Signature:

Date:

14 Terms and Conditions of Use – Your copy to keep

DEFINITIONS

Agreement This agreement between you and us, including the application form.

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Franchised outlets Suppliers who are acting as our authorised selling agents and who hold franchise agreements with us or any of our associated companies.

Goods and services Goods and services you can buy using the card including petrol, diesel, liquefied petroleum gas, engine oil, vehicle-related goods, tyres, batteries, exhausts, windscreen replacements and other services we may include from time to time.

We, us, our AllStar Business Solutions Ltd.

You, your The account holder set out in this agreement.

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2 Using the card

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The card holder must make sure that the correct vehicle registration number and mileage has been recorded on a voucher for each purchase.

If they do not do this or if they do not meet any other condition of this agreement, you are still responsible for any goods and services supplied to you, to the card holder or to another person, with or without your approval.

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If you make a claim against any franchised outlet or other supplier in relation to goods or services they have supplied to you or the card holder, you cannot take the amount of your claim from any money you owe us or claim it back from us. Also, we will not pay you directly for any amounts you are claiming from any franchised outlet or other supplier.

6 Breach

If we find that you have given us false or incomplete information, or that you have broken any of the conditions in this agreement, we will demand that you pay us any money you owe us immediately. By doing this we will not lose any of our rights under clause 9 of this agreement.

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Where we receive written details within 48 hours, you will not be responsible for any purchases made using that card from the date you phoned us. If you do not contact us in writing within 48 hours, you will be responsible for all purchases made with that card until we receive written notification. Once you have told us in writing about the loss, theft or unauthorised use of the card, and as long as you follow this clause in full and have met all of your obligations in this agreement, you will not be responsible for any new purchases made with that card by anyone other than you or a card holder.

You should tell us all you know about the circumstances of the loss or theft and take all reasonable steps to help to get the missing card back. This includes contacting the police and getting a crime reference number and giving that to us.

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If you write to us asking us to cancel a card or where we cancel any card, we may ask you to cut it in half for security reasons and return it to us. If you do not return the cancelled card, you will still be responsible for any purchases made with that card.

If you cancel a card or end this agreement, in line with this or any other clause in this agreement, you are still responsible for any purchases made with the card except for a card you have reported to us as lost or stolen, or a card that we agree to treat as lost

or stolen. If you use a card after it has been cancelled, we may charge you an administration fee and any costs associated with getting the cancelled card back. We may also charge you for any rewards we pay to franchised outlets for getting back cards which you ask us to cancel and which we agree to treat as lost or stolen.

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This agreement includes everything we are responsible or liable for. If something is not clearly mentioned in this agreement, we do not accept responsibility or liability for it. Also, we do not accept responsibility or liability for any obligations that are expressed or implied unless the law says that we cannot exclude responsibility for such obligations. Our total responsibility for goods and services you buy from us at franchised outlets is limited to the amount we can claim back from them, which we will then pass on to you. We are not responsible to you, and you are not responsible to us, for any loss of profits or goodwill or any other indirect or consequential losses resulting from anyone breaking any of the terms of this agreement.

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We may transfer all of our rights and responsibilities under this agreement. This may include the right to collect any debt you owe us. If we transfer our rights and obligations under this agreement to a third party, they will charge you a reasonable administration fee for collecting any outstanding debt. The third party will use the account details (your personal information or information about you) to help them to collect the debt. The third party will keep this information and use it to help other users of its services to make decisions about supplying future services to you. To help us carry out this agreement, we may also appoint an agent who may be any other company in the Allstar group or anyone else who agrees to be our agent. This agent will be entitled to use any of our rights under this agreement.

You must not transfer this agreement without our written permission.

If there is a change in ownership of more than 50% of your shares or a change in control of your organisation, or if your business changes significantly at any time during this agreement, we have the right to end this agreement immediately, and all of our responsibilities in it will end.

If we agree, we may issue cards to one of your subsidiary companies, which will then become your representative for the purpose of this agreement. This makes you and the subsidiary company jointly and separately responsible for keeping to the terms of this agreement.

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Occasionally we may use the information you give us to let you know about the goods and services you can use your card for. We will also tell you about other offers and other services that we can provide. If you do not want to receive this information you can tell us by emailing us at bp@allstarcard.co.uk with details of your account.

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16 Contact details

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By phone: 0870 842 3254 (9am to 5.15pm, Monday to Friday not including bank holidays)

By fax: 0870 419 4728

Email: bp@allstarcard.co.uk

We may monitor and record phone calls. We do this so we can check what was said and also to help train our staff.

Cards are managed by Allstar Business Solutions Ltd, P.O. Box 1463, Windmill Hill, Swindon, SN5 6PS. Registered number 2631112 England.

www.allstarcard.co.uk



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 ALLSTAR BUSINESS SOLUTIONS LTD will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request ALLSTAR BUSINESS SOLUTIONS 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 ALLSTAR BUSINESS SOLUTIONS 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 ALLSTAR BUSINESS SOLUTIONS 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.

15 Invoice Centre Details

Please complete one form for each Invoice Centre you require.

Account No.:

Company Name:

Invoice Centre (10 Characters max):

Title:

First Name:

Surname:

Job Title/Dept.:

Company Name:

Address:

Postcode:

Tel.:

Fax:

Office Use Only

Input by:

Date:

Team Code:

GUIDELINES ON HOW TO SET UP INVOICE AND COST CENTRES

BILLING STRUCTURE – INVOICE AND COST CENTRES

We are able to offer 2 levels of billing structure – invoice centres and cost centres.

WHAT ARE INVOICE AND COST CENTRES?

Invoice centres and cost centres provide the ability to map card and cost allocations to your company structure and have invoices sent to the most appropriate location for your company.

HOW DO THEY WORK?

You can set an address against each invoice centre code. The invoice and transaction details for cards listed under this invoice centre will then be sent to that address.

For easy allocation of costs, you can have as many cost centre codes as you need within one invoice centre.

The codes you allocate to your invoice centre are repeated in the cost centres within that invoice centre for ease of identification.

There are 30 characters available to use in setting up cost centres and they can be alpha or numeric. They are displayed as 3 sets of 10 characters on the invoice (Division, Sub-Division, Branch).

If you have more than one invoice centre, the first ten characters of the cost centre (Division) must be used to replicate the invoice centre code.

Invoices are sub-totalled at each level by VAT rate.

DO I HAVE TO USE INVOICE AND COST CENTRES?

If you do not require your invoice to be structured, we will allocate one invoice centre and cost centre to all your cards, with a code of "HO" – Head Office.

I WANT ONE INVOICE WITH COSTS ALLOCATED TO VARIOUS PARTS OF THE BUSINESS

Set up your invoice centre as HO – this will still enable you to use all 30 characters for cost centres as you do not need to repeat HO in the first ten characters of the cost centre division.

I WANT INVOICES SENT TO VARIOUS PARTS OF THE BUSINESS, BUT I WANT HEAD OFFICE TO PAY THE INVOICES

Set up each part of the business to which you want invoices sent as invoice centres. Only Head Office to complete a Direct Debit Instruction.

I WANT VARIOUS PARTS OF THE BUSINESS TO PAY FOR THEIR OWN INVOICE

Set up each part of the business as an invoice centre and have each complete a Direct Debit Instruction.

EXAMPLE

This company wanted transaction details and invoices for drivers based at their two locations, Manchester and London, to be sent to the relevant office, so they set up Manchester and London as invoice centres. The company wanted to identify the spend by various departments at each location and so set up cost centres for each department. Since there is more than one invoice centre, the invoice centre code is repeated for the first ten characters of the cost centre (Division).

Invoice Centre (10 Characters)	Cost Centre		
	Division (10 Characters)	Sub-division (10 Characters)	Branch (10 Characters)
MANCHESTER	MANCHESTER	FINANCE	AC PAYABLE
MANCHESTER	MANCHESTER	FINANCE	AS RECEIVA
MANCHESTER	MANCHESTER	MARKETING	PROMOTIONS
MANCHESTER	MANCHESTER	MARKETING	ADVERTISIN
LONDON	LONDON	FINANCE	AC PAYABLE
LONDON	LONDON	FINANCE	AC RECEIVA
LONDON	LONDON	MARKETING	PROMOTIONS
LONDON	LONDON	MARKETING	ADVERTISIN