

Additional Business Outlet

Submission of additional trading outlet details for a merchant account.

- In the top menu use "File > Save As" to save this PDF form at a convenient location on your computer.
- Preferably fill out the form on a computer.
- When fully completed, send the signed form as an email attachment to sales@ecomm365.com



Section 1 - Type of Additional Request

Please select the solution(s) you are applying for:

Point of Sale (POS)

Pay by Link

Business Current A/C

Virtual Terminal (VT)

Card Storage

Section 2 - Outlet Details

Merchant Legal Name

Outlet Trading Name

Outlet Trading Address

Postcode

Country

Outlet Contact Name (e.g. store manager)

Outlet Contact Phone (include area code)

Outlet Contact Email

Section 3 - Terminal Requirements

Please enter a quantity beside the type(s) of terminal and number of base stations you require.

Virtual Terminal

Portable Terminal

(Charging) Base Station

Do you require a cash back facility? Yes* No *If yes, please outline why:

We recommend that the refund function is passcode protected.

If you would like to passcode protect refunds, please enter a 4 digit passcode here:

For POS device administration, please assign **two numeric** passwords that will be memorable to you, one 4 digits, one 6 digits:

(i) 4 digit admin passcode:

(ii) 6 digit admin passcode:

What area of business will the terminal(s) be used for?

Projected Sales Values (where ATV: Average Transaction Value; MTV Maximum Transaction Value, LTV Lowest Transaction Value)

Terminal 1			Terminal 2			Terminal 3		
ATV	MTV	LTV	ATV	MTV	LTV	ATV	MTV	LTV

Section 4 - Pay by Link

Do you require Pay by Link? Yes* No *If yes, please outline why Pay by Link is required below.

Do you require Card Storage? Yes* No *If yes, please outline why Card Storage is required below.

Section 5 - Business Current Account⁺

Do you require a Business Current Account? Yes* No *If yes, please provide the reason for this request:

Section 6 - Bank Account Details

If you have chosen Business Current Account then information in this section is not required.

Are the bank account details different from the ones stated on the original application form? *Yes No

** If yes, please enter details below & provide evidence of bank account in the merchant name, e.g. a bank statement dated within the last three months.*

BIC / Swift

IBAN (International Bank Account Number)

Sort Code

Account Number

Account Currency

Bank Name & Address

Account Holder Name

- We require proof of business address in the merchant's name (e.g. utility bill), dated within the last three months.

Directors' Signature: _____ Print Name: _____ Date: _____