

# E-admin application

Administer cards and accounts and get an overview of the company's invoices, payments and transactions. Customize e-admin to your needs through the different modules.

**Please go to page 2 if you are an existing e-admin customer and need to create new or make changes to an existing administrator.**

**Company information** As a new customer, remember also to complete and enclose the form "Declaration of Beneficial Ownership" - (available on Eurocard's website)

Company ID number	<input type="text"/>	<input type="checkbox"/> Additional company ID's and names - Please enclose appendix with information. Note: You need to be Authorized signatory for all the companies that you apply on behalf of.
Full name of the company	<input type="text"/>	
Billing address	<input type="text"/>	
Postcode	City	
<input type="text"/>	<input type="text"/>	
Country	<input type="text"/>	

## Services

Please choose at least one of the modules, to which the administrator should have access rights:

**E-admin module** - Access to view cards and accounts, see invoices, payments and transactions and to apply for new cards.

**Administration module** - Besides e-admin module you will have the option to administrate cards: ei. to reorder cards and PIN codes, close cards and apply for multiple cards.

**Flexible limit module\*** - Access to limit cards and accounts through for instance branches, amounts or a combination of both - depending of product of course.  
\* Requires that you have purchased the e-admin module or the Administration module.

**Statistics** - Access to an overview of the company's travel and purchase expenses through the predefined report templates.

*Information regarding options and prices is specified in the Terms and Conditions for Eurocard e-admin and on the Eurocard website.*

## Authorized signatory

This form must be signed by the authorized signatories in accordance with the official information in the Trade/Business register or by persons, who have been granted a power of attorney to sign on behalf of the company.

We hereby apply for e-admin and chosen modules and confirm that the above information is correct. We have read and agreed to the pricelist and the e-admin Terms and Conditions (available on Eurocards website or requested from Eurocard) and undertake to comply with them.

Date	Authorized signature
Name in print	
<input type="text"/>	
Nationality	Nordic social security number*
<input type="checkbox"/> Swedish <input type="checkbox"/> Danish <input type="checkbox"/> Finnish <input type="checkbox"/> Norwegian <input type="checkbox"/> Other	<input type="text"/>
Name in print	
<input type="text"/>	
Nationality	Nordic social security number*
<input type="checkbox"/> Swedish <input type="checkbox"/> Danish <input type="checkbox"/> Finnish <input type="checkbox"/> Norwegian <input type="checkbox"/> Other	<input type="text"/>

**\* To confirm the identity the following documentation must be attached for each signatory:**

<p><b>Agreements entered in Denmark and Finland</b></p> <p><b>Persons with a Nordic social security number</b> * Copy of a valid passport</p> <p><b>Persons without a Nordic social security number</b> * Copy of a valid passport * Documentation of the person's foreign address</p>	<p><b>Agreements entered in Sweden</b></p> <p><b>Persons with a Nordic social security number</b> * No further documentation required</p> <p><b>Persons without a Nordic social security number</b> * Copy of a valid passport - certified by a witness (name, telephone number and signature) * Documentation of the person's foreign address</p>	<p><b>Agreements entered in Norway</b></p> <p><b>Persons with a Nordic social security number</b> * Copy of a valid passport - certified by a witness (name, address, telephone number and signature) * A copy of a payslip or personal tax report to confirm the person's identity</p> <p><b>Persons without a Nordic social security number</b> * Copy of a valid passport - certified by a witness (name, address, telephone number and signature) * A copy of a payslip to confirm the person's identity * Documentation of the person's foreign address</p>
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Please send the application to: SEB Kort/Application, Box 50 720, 202 70 Malmö

140521  
9501 UK



Eurocard is issued by SEB Kort Bank AB (or its branches in Nordic countries) Business ID. 556574-6624

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eadmin@eurocard.no  
eadmin@eurocard.dk  
eadmin@eurocard.fi  
eadmin@eurocardinternational.com

eurocard.com

# E-admin administrator form

Access to e-admin for new or existing administrators.

## Company information

Company ID number

Full name of the company

## Administrator information

First name

Surname

Nationality

Swedish

Danish

Finnish

Norwegian

Other

Nordic social security number\*

Mobile phone number (including country code)

E-mail address

I am an existing e-admin user with user id:

and want to add the above company ID to my user id (please also fill in your personal info above)

## Administrator rights (only one choice)

Please specify which access rights the administrator should have.

**Superadministrator** - With access to all functions and modules the company has applied for, inclusive the option to apply for new cards and accounts, administer cards and accounts, limit the use of cards and accounts and the possibility to create new administrators.

**Administrator** - Limited access only to view cards and accounts, account activities and perform minor updates of employee id and e-mail address on accounts.

Please note that if the company has requested access to the administration module or flexible limit module, administrators will need superadministrator rights in order to have access to and work in these modules.

## Additional module (choose if relevant)

**Administrator** - Only access to statistics module.

## Signatures

### Administrator signature

I have read the e-admin Terms and Conditions and agree to comply with them.

Date

Signature

### Authorized signatory (in accordance with the official information in Trade/Business register or by persons, who have been granted a power of attorney to be signed on behalf of the company)

We hereby confirm the information provided on this form and authorize the above person to administer our cards and accounts.

Date

Authorized signature

Name in print

Nationality

Swedish

Danish

Finnish

Norwegian

Other

Nordic social security number\*

Name in print

Nationality

Swedish

Danish

Finnish

Norwegian

Other

Nordic social security number\*

**\* To confirm the identity of each of the persons (the authorized signatory as well as the administrator) the following documentation must be attached:**

### Agreements entered in Denmark and Finland

#### Persons with a Nordic social security number

\* Copy of a valid passport

#### Persons without a Nordic social security number

\* Copy of a valid passport

\* Documentation of the person's foreign address

### Agreements entered in Sweden

#### Persons with a Nordic social security number

\* No further documentation required

#### Persons without a Nordic social security number

\* Copy of a valid passport - certified by a witness (name, telephone number and signature)

\* Documentation of the person's foreign address

### Agreements entered in Norway

#### Persons with a Nordic social security number

\* Copy of a valid passport - certified by a witness (name, address, telephone number and signature)

\* A copy of a payslip or personal tax report to confirm the person's identity

#### Persons without a Nordic social security number

\* Copy of a valid passport - certified by a witness (name, address, telephone number and signature)

\* A copy of a payslip to confirm the person's identity

\* Documentation of the person's foreign address

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