

Customer master data

(Please only fill in fields that have changed)
Please email to service@concardis.com



Business partner No.		Terminal-ID	
Change request			
<input type="checkbox"/> Address		<input type="checkbox"/> Contact details	
<input type="checkbox"/> Others			
Company			
Legal form <input type="checkbox"/> Sole trader <input type="checkbox"/> Ltd <input type="checkbox"/> plc <input type="checkbox"/> Non-commercial partnership <input type="checkbox"/> General partnership <input type="checkbox"/> Limited <input type="checkbox"/> Partnership <input type="checkbox"/>			
Company name		Industry, products and/or services	
Street address (no PO boxes), Town/City, Country, Postcode			
Alternative delivery address: Street address (no PO boxes), Town/City, Country, Postcode			
Proprietor if sole trader, or company name as entered in the commercial register		Names of all directors/board members on a separate sheet if necessary	
Commercial register No./Court of registration/Business No. (copy attached)		VAT ID	Cardholder name (max. 22 characters)
Telephone No. with (country and) area code		Fax No. with (country and) area code	
Homepage		Email address	
Only for sole traders and partners of a non-commercial partnership (please enclose a separate list with the names and personal details of all partners):			
Home address: Street address (no PO boxes), town/city, country, postcode		Place of birth	Date of birth (DD/MM/YYYY)
Type of document <input type="checkbox"/> ID card <input type="checkbox"/> Passport	Document number	Issuing authority	Nationality
Valid until (DD/MM/YYYY)			
Beneficial owner (the person/persons in control of the company or to whom it belongs.) If more than one person is the beneficial owner of a company, please give the names of all owners on a separate sheet.			
It is hereby confirmed that the business relationship is not being opened on behalf of a third party (and especially not as a trustee) and, in the case of a general partnership or private partnership, that no single person holds or controls more than 25% of the share capital or voting rights of the company. If this is not the case, the name(s) of the beneficial owner(s) is/are to be given below.			
Title, first name, surname		Place of birth	Date of birth (DD/MM/YYYY)
Home address: Street address (no PO boxes), town/city, country, postcode			
Notes			
Place, date			
Full name of signatory			
Company stamp and legally binding signature of contract partner or authorised signatory			

To change your bank information, please use the 'change of bank information' form.