



INSTRUCTIONS ON HOW TO ORDER A DEBIT CARD

STEP 1

Log into ING BusinessOnLine, click on the **Cards** tab, and select **Applications** at the left side of the screen:

Accounts	Order management	Transfers	Settlements	Deposits	Loans	Cards	Financial Markets
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- Payment cards list
- Global card limit
- Card transactions' history
- Applications**
- Card statement
- Prepaid cards personalization management

Payment cards list

Card type	<input type="text" value="all"/>
Card	<input type="text" value="all"/>
Account number	<input type="text" value="all"/>
User's full name (or its fragment)	<input type="text"/>
Card status	<input type="text" value="all"/>
Card number 4 last digits	<input type="text"/>

STEP 2

From the list of available applications, select and click on **Debit Card application form**:

Accounts	Order management	Transfers	Settlements	Deposits	Loans	Cards
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- Payment cards list
- Global card limit
- Card transactions' history
- Applications**
- Card statement
- Prepaid cards personalization management

Applications

Cards

- [Charge Card application form](#)
- [Charge Card with deferred payment application form](#)
- [Debit Card application form](#)**
- [Order of Global Card Limit](#)
- [Order of Global Card Limit amount change](#)
- [Prepaid Business Cards application form](#)
- [Prepaid Individual Cards application form](#)
- [Request for activation/modification of ING CardsOnLine](#)

STEP 3

Select the card type you want to order:

Debit Card application form

The Client applies for issuing the following Debit Card

Bank account

The way of Card distribution

choose

MasterCard Business w EUR (without balance available in ING Bank's ATM machines presentation option)
MasterCard Corporate PLN (with balance available in ING Bank's ATM machines presentation option)
MasterCard Corporate PLN (without balance available in ING Bank's ATM machines presentation option)
MasterCard Business w EUR (with balance available in ING Bank's ATM machines presentation option)

Depending on the type of account that the card will be issued to you may select:

- **MasterCard Corporate PLN** – for accounts maintained in PLN

or

- **MasterCard Business EUR** – for accounts maintained in EUR.

You may select a card with the option of balance presentation at ATMs of ING Bank Śląski or without this option.

Then select from the list the account that the card is to be issued to.

STEP 4

Select The way of Card distribution.

The option of **Client's mailing address** is understood as the company's correspondence address.

If the card is to be collected at the company's correspondence address by a specific person, select the option: **with indication of person authorized by the Client to receive the Card**:

Debit Card application form

The Client applies for issuing the following Debit Card

choose

Bank account

choose

The way of Card distribution

choose

to Client's mailing address with indication of Card User's forename and surname
to Client's mailing address with indication of person authorized by the Client to receive the Card
to Card User's mailing address

CARDS DATA:

STEP 5

Then enter the **Name of the Client** referring to the company's name to be embossed on the card as well as the **Forename and surname** of the person to be the Card User.

Both fields may contain no more than 25 characters:

CARDS DATA:

Name of the Client to be embossed on the Card

Forename and surname of the Card User to be embossed on the Card

STEP 6

You may set (monthly and daily) amount limits for payment transactions for the card:

LIMITS FOR PAYMENT TRANSACTIONS

Monthly limit for the payment transactions	<input type="text" value="choose"/>	<input "="" type="button" value="?"/>
Daily limit for non-cash transactions	<input type="text" value="choose"/> , including	
	<input type="text" value="choose"/> for internet transactions	
	<input type="text" value="choose"/> for transactions executed abroad	
Daily limit for cash transactions	<input type="text" value="choose"/> , including	
	<input type="text" value="choose"/> for withdrawals abroad	

Non-cash payment transactions include:

- card payments at points of sale,
- payments made at a distance (via the internet).

Cash transactions include cash withdrawals from ATM.

The maximum daily limit for withdrawals from ATMs may be set at PLN 10,000.

If the limits for cash and non-cash transactions are set at PLN 0, the card may be used only to deposit cash at cash deposit machines.

STEP 7

The last part of the form contains the **Client's declarations** - required fields are marked in red:

USER DECLARATIONS

- Client undertakes to verify the Card User's personal data given in Personal Data Form against the original and valid Identity Card / passport presented by the Card Users.
- Client declares that any and all information provided by the Card User in Personal Data Forms is complete and truthful and undertakes to inform the ING Bank immediately about any changes to the Card User's personal data.

When specifying the personal data of the Card User you need to enter his/her full name and PESEL (for a Polish citizen) or the passport series and number (for a foreigner)

Client declares that Personal Data Form for:

Forename and surname	<input type="text"/>	<input "="" type="button" value="?"/>
PESEL	<input type="text"/>	<input "="" type="button" value="?"/>
Series and passport number	<input type="text"/>	<input "="" type="button" value="?"/>

was submitted in the ING Bank and that Card User's personal data, which is in ING Bank possession on a basis of above mentioned, is up to date.

You may optionally apply for:

- **covering the card with insurance package** - against the consequences of unauthorised use of the card and theft of cash withdrawn from ATM,
- **urgent preparation and delivery of card** - the card is then sent by courier service.

Additional fees are charged for the aforesaid options, in accordance with the [Table of fees and commissions](#).

- The Holder applying for Cards with insurance package hereby acknowledges that s/he has read and understood the content of [Insurance general terms and conditions](#) before acceding to the agreement of insurance and declares that the Declaration of Intent on acceding to the group insurance contract for holders of debit and prepaid cards issued by ING Bank Śląski S.A. was submitted.
- Client requests for urgent preparation and delivery of Card and declares that s/he will pay all fees related to the aboved disposal, specified in the Table of Fees and Charges. The ING Bank reserves the right to charge the bank account with the above mentioned fees and commissions payable to the ING Bank regardless of the available balance on the bank account.

It is necessary to select the declaration confirming that one is familiar with the bank regulations applicable to payment cards:

- Client hereby declares that s/he has read the Principles of the issuing and use of Payment Cards issued by ING Bank Śląski S.A. and that s/he understood and accepted the provisions of the Principles.

STEP 8

Send the completed form to the bank by clicking on **Approve**, and then on **Sign and send**.

If you have any questions or doubts, we invite you to contact **ING Business Centre** at the number **32 357 00 24** or **801 242 242** or send an e-mail to the address **bc@ingbank.pl**. The Hotline is open Monday to Friday, from **8:00 a.m. to 6:00 p.m.**