

PERSONAL ACCOUNT

To be completed by all individuals before travelling on a BAS vessel or serving in the Antarctic.

Please fill in this form and hand in at the Girton Conference to Julien Fynn or Chris Aldridge. If it is not possible to hand in the form please sign, date, & return by post to Julien Fynn within two week prior to your departure.

All Queries regarding Personal Accounts should be addressed to:

Julien Fynn, Personal Accounts Manager

British Antarctic Survey, High Cross, Madingley Road, Cambridge, CB3 0ET

Tel: 01223 221491 Email: julmn@bas.ac.uk

BAS undertakes to maintain a full record of your account showing all expenditure and payments, supported by sufficient explanation of each movement.

NAME:	TITLE
ADDRESS:	
	Postcode:
E:Mail Address (Private)	
Tel: (Home:Mobile)	Work
Date of Birth:	Staff: BAS/NERC payroll Number
SIGNATURE	DATE

CREDIT/DEBIT CARD INFORMATION

Please ensure that you have carefully read and understand the information contained in this document

- Any debts arising within BAS during your period of Antarctic duty will be cleared using your Credit/Debit card. For Antarctic Employees this will only be used if you have had your final salary.
- BAS uses WorldPay to process personal account transactions. Once you have completed and returned this form you will be sent an email with a link to WorldPay for you to register your card details.
- When leaving these details with WorldPay, you are giving BAS permission to charge any residual balances left on your Personal Account to your card when your tour of duty finishes or when your account balance exceeds £250. We will send a statement of your Personal Account so that you are aware of the balance that is being deducted from your card. Cards will be debited automatically after 14 days. Any overpayments will be refunded.
- Cadets and agency crew members onboard the ships will have their accounts cleared on a monthly basis.

FOR OFFICE USE ONLY:

Account number..... Agreement number.....