

ORDERING A PAYMENT CARD IN THE VIRTUAL BRANCH

With the CEB service, you can easily order a new payment card through the Virtual Branch:

The screenshot shows the CEB Virtual Branch interface with the 'Cards' tab selected. It features three main sections: 'Debit and deposit cards', 'Credit card', and 'Card settings'. Each section has a brief description, bullet points, and a 'More information' link with an 'Apply' or 'Set' button.

- Debit and deposit cards:** Apply for a new current account card. Fast and secure payments in the Czech Rep. and abroad. Bulk requests regarding cards can be used only after prior agreement with the bank. Button: Apply.
- Credit card:** Apply for another credit card to your credit account. For common business purchases and operating expenses. 45 days interest free. Button: Apply.
- Card settings:** Set the parameters of your cards online in the CEB service. Card renewal and the delivery method of your card and PIN may be set. Use this request also to permanently block/cancel your card. Button: Set.

The 'Deposit/Debit Card Application' form includes the following fields and options:

- Account ***: 321317770 CZK ČSOB Account Online
- Card type ***: Visa Business Standard
- Display account balance (ATM) ***: ☐ Yes ☒ No
- Payments by internet and via phone ***: ☒ Yes ☐ No
- Limit for ATMs and merchants ***: 30 000
- Limit for internet payments ***: 30 000
- Transactions at Czech Post**: ☐ Yes ☒ No

The 'Travel insurance' and 'Loss/theft insurance' sections include the following options:

- Travel insurance:**
 - ☒ Yes, I'm interested ☐ No, I'm not interested
 - ☐ I want to recommend a variant of Travel Insurance
 - ☒ I do not want to recommend the Travel Insurance option
 - Travel insurance ***: ☐ CLASSIC ☒ CLASSIC FAMILY ☐ EXTRA ☐ EXTRA FAMILY
- Loss/theft insurance:**
 - ☒ Yes, I'm interested ☐ No, I'm not interested
 - ☐ I want to recommend Loss/Theft Insurance
 - ☒ I do not want to recommend the Loss/Theft Insurance option
 - Loss/theft insurance ***: ☐ BASIC ☐ CLASSIC ☒ EXTRA

1

In the main CEB menu, select **Virtual Branch**, then choose **New Request** and go to the **Payment Cards** tab. Click on the **Debit and Deposit Cards** tile and then select **Request**.

2

A web form will appear, divided into several steps. In the first step, select the card type, its attributes, and the person who will sign the resulting agreement.

3

You can add supplementary insurance, for example, in case of card loss or theft.

4

Select an existing cardholder or enter a new one. (If you want to issue the card to multiple holders, click the + icon to expand the form and add another cardholder.)

5

Choose how the card and its PIN will be delivered.

6

In the next step, you'll see a summary of the entered information. If everything is correct, click **Submit** to proceed and generate the agreement.

7

Based on your request parameters, a set of documents will be generated, including terms and conditions and any documents related to supplementary insurance. The **Agreement for Issuance of a Payment or Deposit Card** will be prepared for your signature.

Card holders with a choice of card and PIN distribution

Card holder

☒ Select a card holder from the list ☐ Other person +

Card holder *

Phone no. * i

E-mail *

☒ I acknowledge that ČSOB is entitled to contact the Cardholder using provided contact details in relation to the contract and the payment card establishment, regarding the fulfillment of the legal obligation to identify this person. Detailed information related to the processing of personal data is provided in the document „Information on the processing of personal data“ available on [ČSOB website](#) and at the premises of ČSOB branches. *

Card distribution * ☒ Per post ☐ To the preferred branch ☐ No plastic i

Card distribution * ☒ Per post ☐ To the preferred branch ☐ No plastic i

Distribution address * ☒ Permanent address ☐ Another address in Czech i

PIN distribution * ☒ Same as card distribution ☐ Electronically

Preferred branch

If you choose to distribute your card by mail, then your preferred branch will serve as a place to identify cardholders who are not fully identified with us at the time of ordering. Cards for which you have specified Preferred Branch distribution option will be mailed to the same branch.

Region of preferred branch *

Preferred branch * i

[+ Add](#)

1 Request 2 Insurance 3 Card holders 4 **Recapitulation**

Request

Deposit/Debit Card Application

Account *

Card type *

Display account balance (ATM) * ☐ Yes ☒ No

Payments by internet and via phone * ☒ Yes ☐ No

Limit for ATMs and merchants * i

Limit for internet payments * i

Attachments			Download all attachments
	Recap of filled in form New debit or deposit card_2510221356.html i	Status Signature not required	Preview
	Business Terms and Conditions for Payment Cards Business terms and conditions for payment cards.pdf	Status Signature not required	Preview
	Business Terms and Conditions for Payment Cards Obchodní podmínky pro platební karty.pdf	Status Signature not required	Preview
	ČSOB Price List for Corporate and Institutional Clients ČSOB Price List for Corporate and Institutional Clients.pdf	Status Signature not required	Preview
	ČSOB Price List for Corporate and Institutional Clients Sazebník ČSOB pro korporátní a institucionální klientelu.pdf	Status Signature not required	Preview
	Agreement on the issuance of payment or deposit card Smlouva_o_karte_43421761.pdf	Status To sign	Preview Signature
	Agreement on the issuance of payment or deposit card Card_Agreement_43421761.pdf	Status To sign	Preview Signature

1-7 of 7 records displayed

Signing document

Document to be signed

Document name
Card_Agreement_43421761.pdf
 Waiting for signature

☒ I agree with the document content, request an issuance of single-use certificate for Smart Key signing and want to sign the document with this certificate.

! Signing document with the Smart key means attaching a digital signature based on the CSOB commercial certificate to the document. Within signing process, you will authorize issuing single-use CSOB commercial certificate for signing and will instruct us to add signature to the document itself. As the result there will be document signed by an advanced electronic signature. Should you want to use different signing method, return with the Back link and initiate the signing process again.

[Back](#) [Sign](#)

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Sign the agreement using your Smart Key or a certificate stored on a chip card by clicking **Sign**.

Business Terms and Conditions for Payment Cards Obchodní podmínky pro platební karty.pdf	Status Signature not required	Preview
CSOB Price List for Corporate and Institutional Clients CSOB Price List for Corporate and Institutional Clients.pdf	Status Signature not required	Preview
CSOB Price List for Corporate and Institutional Clients Sazebník CSOB pro korporátní a institucionální klientelu.pdf	Status Signature not required	Preview
Agreement on the issuance of payment or deposit card Smlouva_o_karte_43421761.pdf	Status Fully signed	Preview
Agreement on the issuance of payment or deposit card Card_Agreement_43421761.pdf	Status Fully signed	Preview

1-7 of 7 records displayed

! The documents have been fully signed. You can send the request to the bank.

[Back](#) [Cancel request](#) [Save](#) [Send to bank](#)

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Once the agreement is fully signed, click Send to Bank. The card will be issued immediately, sent to you, or made available in the CEB. The signed agreement will be archived in the Virtual Branch.

New debit or deposit card

! Požadavek 3464817 jsme přijali a nyní ho zpracováváme. Informaci o jeho dokončení a aktivaci produktů najdete v přehledu požadavků.

1 Specification 2 Authorization 3 **Summary**

Request number: 3464817
 Request status: **Activating product**
 Request name: Not specified
 Contact person: Jan Chochołoušek

Attachments

Recap of filled in form New debit or deposit card_2510221356.html	Status Signature not required
Business Terms and Conditions for Payment Cards Business terms and conditions for payment cards.pdf	Status Signature not required
Business Terms and Conditions for Payment Cards	Status

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Your new card is now fully activated and will be delivered to you along with the PIN according to the selected delivery method.