

# Agreement to Participate in the Corporate Season Ticket Scheme

## Company Registration Details

Business Name

Registered Address

Post Code

Registration Number

Telephone No.

VAT No

No. of Employees

### Contact details for Travel Coordinator

### Contact details for Accounts Department

Name

Name

Address

Address

Post Code

Post Code

Telephone No

Telephone No

Email Address

Email Address

Do you require a purchase order number before an invoice can be issued?  Yes  No

I have read and accepted the Terms and Conditions that are detailed overleaf.

I understand that details will be held on computer and all tickets and Railpasses are issued in accordance with these Terms and Conditions.

Signature(s)

Date

**Signed for and on behalf of Merseyrail Electrics 2002 Ltd**

Signature(s)

Date

Merseyrail Electrics 2002 Ltd a company registered in England and Wales under number 04356933 whose registered office is Rail House, Lord Nelson St, Liverpool, L1 1JF

## Terms and Conditions

1. Merseyrail shall issue the Company with Purchase Vouchers for issue of Corporate Season Tickets. The safe keeping and use of these vouchers shall remain the responsibility of the Company, and the Company remains liable for any cost incurred by their misuse. All spoilt and void vouchers shall be returned to Merseyrail immediately.
2. All Employee details, including name, address, email address and ticket requirements must be completed by the Company's agreed authorised signatory on the Purchase Voucher.
3. Purchase Vouchers can be exchanged for an Annual rail season ticket or Trio (Tickets) at Merseyrail ticket offices.
4. The Employee must provide proof of their name and address and a passport size photograph when they are applying for their first Ticket.
5. In the event of a query or discrepancy, Merseyrail will contact the Travel Co-ordinator who is specified on the front of this Agreement. If Merseyrail are unable to resolve the issue the Employee must return the Purchase Voucher to the Travel Co-ordinator and no ticket may be issued.
6. Merseyrail shall invoice the Company every four weeks for the Tickets issued.
7. All invoices will be paid by the Company within 28 days of the date of the invoice, or interest may be charged at the rate set out in the Late Payment of Commercial Debts Regulations. If payment is not received, Merseyrail reserve the right to stop issuing tickets.
8. Any personal data transferred as part of the process relating to the Purchase Voucher Scheme will be used solely in accordance with current Data Protection legislation and will not be disclosed to third parties (without the individual's prior consent).
9. If an Employee moves or leaves the company, or is no longer eligible for the ticket, it must be returned to Merseyrail in order for it to be cancelled. On cancellation of a Corporate Season Ticket, a £10.00 cancellation fee will be charged. The discount given for purchasing an annual ticket will also be deducted from the amount refunded. Trio Tickets remain the property of Merseytravel and must be refunded by a Merseytravel office.
10. No variation to these terms and conditions shall be valid and effective unless it is in writing and signed by both the authorised representative of Merseyrail and the Company.
11. Either party may terminate the Agreement with 2 weeks written notice. The termination notice needs to be delivered to the registered address.
12. This Agreement shall be governed by and construed in accordance with English Law.