

# Single Payment Scheme

## Agent/Partnership Authorisation

SP9



### IMPORTANT

Fill in this form if you want to authorise an agent, partner or other for the Single Payment Scheme (SPS) or the Uplands Transitional Payment (UTP).

### How to fill in this form

- Use black ink and CAPITAL LETTERS. Do not use pencil or felt-tip pen.
- Do not cross through whole pages or remove pages.
- Do not fold the form.
- This authorisation only relates to SPS (including transfers of entitlements) and UTP.

### If you make a mistake

- Do not use correction fluid. Cross through your mistake, write the correct information as near to the answer space as possible, and add your initials and the date.

### Before returning this form

- Have you filled in and checked all relevant parts of this form?
- Has everyone signed and dated the form? If not we cannot accept it.

## Part A: Your business

Single Business Identifier (SBI):

Business name:

Contact address:

## Part B: Authorisation details

Fill in this part to tell us details of the person(s) you want to authorise for SPS and UTP, and what you want the person(s) to be authorised (empowered) to do.

The levels of empowerment are as follows:

- View scheme claims - you want the person(s) to access information about the schemes only.
- View and amend scheme claims - you want the person(s) to access information about the schemes, to submit the scheme applications and to change or withdraw scheme information where scheme rules allow.
- View and amend scheme claims and receive all scheme mail - you want this person to access information about the schemes, to submit the SPS application and to change or withdraw scheme information where scheme rules allow. You would also want this person to receive all scheme mail including entitlements information. Only one person can have this level of empowerment.

B1 Name:

B2 Empowerment level of person at B1. Put an 'X' in one box below.

View scheme claims  View and amend scheme claims  View and amend scheme claims and receive all scheme mail

Rural Payments Agency, PO Box 300, Sheffield, S95 1AA  
Customer Service Centre: [csc@rpa.gsi.gov.uk](mailto:csc@rpa.gsi.gov.uk) or 0845 603 7777

The Rural Payments Agency is an Executive Agency of the Department for Environment, Food and Rural Affairs (Defra)



**B3** Address:

**B4** Telephone no:

Mobile no:

**B5** E-mail address:

The person named at B1 should use their own signature and give their status in the box below. If you are not sure, call our Customer Service Centre on 0845 603 7777 before you complete this form.

**Signature - person named at B1**

Personal Identifier (if known)

DD/MM/YYYY

**Name:**

**Status:**

for example, agent, partner, director, sole trader

You can use this form to empower more than one person for the schemes if their correspondence address is the same as the address given at B3. You can do this by giving their details at B6 to B13. However, if the people you are empowering for the schemes are at different addresses complete a separate SP9 for each person.

**If you do not want to authorise anyone else on this form go to B14.**

**B6** Name:

**B7** Empowerment level of person at B6. Put an 'X' in one box below.

View scheme claims

View and amend scheme claims

View and amend scheme claims and receive all scheme mail

**B8** Telephone no:

Mobile no:

**B9** E-mail address:

**Signature - person named at B6**

Personal Identifier (if known)

DD/MM/YYYY

**Name:**

**Status:**

for example, agent, partner, director, sole trader

**If you do not want to authorise anyone else on this form go to B14.**



**B10** Name:

**B11** Empowerment level of person at B10. Put an 'X' in one box below.

View scheme claims  View and amend scheme claims  View and amend scheme claims and receive all scheme mail

**B12** Telephone no:

Mobile no:

**B13** E-mail address:

**Signature - person named at B10**  Personal Identifier (if known)

**Name:**

**Status:**   
for example, agent, partner, director, sole trader

**B14** Leave this box blank if you want this empowerment to be ongoing, otherwise give an end date. If later you want to end this empowerment, a fully empowered person for your business should contact our Customer Service Centre on 0845 603 7777.

### Part C: Declarations and responsibilities

I/we understand that any information given to the RPA by the person(s) named in Part B of this authorisation will be deemed to have been provided by me/us and I/we will be subject to any reductions arising from the regulations which apply. The person(s) signing in this part of the form should be registered as the legally responsible person(s) for the business. If the business has not filled in a Customer Registration Form (CReg 01) call our Customer Service Centre on 0845 603 7777.

If you are a farming partnership, all partners should indicate their agreement to the appointment of the person(s) nominated at Part B by inserting their details and signature on the form.

**Authorising signature**  Personal Identifier (if known)

**Name:**

**Status:**   
for example, partner, director, sole trader



Authorising signature:



Personal Identifier (if known)

DD/MM/YYYY

Name:

Status:

for example, partner, director, sole trader

Authorising signature:



Personal Identifier (if known)

DD/MM/YYYY

Name:

Status:

for example, partner, director, sole trader

Authorising signature:



Personal Identifier (if known)

DD/MM/YYYY

Name:

Status:

for example, partner, director, sole trader

Authorising signature:



Personal Identifier (if known)

DD/MM/YYYY

Name:

Status:

for example, partner, director, sole trader

### Data protection

Defra is the data controller for personal data you give to us or we hold about you. We use it in line with the Data Protection Act. For more information visit our website at [rpa.defra.gov.uk](http://rpa.defra.gov.uk), then put 'Personal Data' into the search box.

Rural Payments Agency, PO Box 300, Sheffield, S95 1AA  
Customer Service Centre: [csc@rpa.gsi.gov.uk](mailto:csc@rpa.gsi.gov.uk) or 0845 603 7777

The Rural Payments Agency is an Executive Agency of the Department for Environment, Food and Rural Affairs (Defra)

