

The Customer Register

Registration Form - CReg 01



Notes - Read the guidance very carefully before you start.

- This form should be completed on behalf of your business and the people associated with your business.
- Use CAPITAL LETTERS and black ink.
- Write within the boxed areas only.
- If you need help to fill in this form, contact the Customer Service Centre on 0845 603 7777
- Do not use correction fluid. If you make a mistake, cross through it, sign and date it.
- If you are only applying for a County Parish Holding number (CPH) and are not claiming payments, you must complete Part A and Part B, then confirm that you are not claiming payments at Part D1 and sign at Part E. The remainder of the form is optional.

OFFICIAL USE ONLY

Single Business Identifier Number

Vendor Number

Trader Number

OFFICIAL
USE ONLY

Part A Business details

Part A must be completed. For the purpose of the Customer Register we use the term business to mean all of our customers.

Part B Business contacts

Part B must be completed to identify the main people you wish us to contact regarding your business.

Part C Other agricultural land

You should complete Part C if you have other agricultural places of business.

Write in this box how many copies of Part C you have enclosed.

Part D Payment details

You should complete Part D if you wish to claim any payments from RPA, either directly or via RDAs, Natural England or Government Offices. If you are not claiming payments you will need to mark the box at D1

Part E Undertakings and declarations

Part E must be signed by all the people who are identified on the form.

If you have enclosed any other documents with this form write in this box how many documents you have enclosed

Part A: Business details

A1 Name of your business

You may not class yourself as a business but we use the term business to mean all of our customers. It will be used on all correspondence and is also the name any payments will be made to. If you do not complete this question the form will be returned to you.

A2 Your main place of business address and contact details

This must be a full postal address. If you are applying for a CPH number for land with cattle that is more than 10 miles away from this address or for land with sheep and goats that is more than 5 miles away from this address the details should be entered at Part C.

Telephone number

Mobile number

E-mail address

A3 List the persons who are legally responsible for your business below.

(For example owner, partner, trustee, executor or director)

Select the appropriate code for the person(s) role in the business from table 1 at appendix B. Also enter the person's Personal Identifier (PI) number in the boxes provided if they are an existing customer.

If any of the individuals named here would prefer us to communicate with them in Welsh please mark the box next to their name.

Welsh

Title	Name and Surname	Communication	Role	PI (If known)
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A4 What activity best represents your business at the main business address given?

See appendix A of the guidance notes and enter the appropriate code(s) in the boxes below.

A5 Which of these best represents the legal status of your business? Mark only one box with an 'X'.

If you are a limited company you must provide your Certificate of Incorporation reference number at A6 and the business name at A1 must be the LTD Company name.

Sole Trader ☐ Partnership ☐ Limited Company ☐ Statutory Body ☐ The Crown ☐ Trust ☐

Limited Liability partnership ☐

A6 Give the reference numbers that apply to your business in the boxes below.

Companies House Certificate of Incorporation reference number

VAT registration number

Registered Charity number

IACS number

Vendor number

Trader number

A7 If you have a (CPH) for the main place of business address given at A2 enter it in the box provided.

C

C

/

P

P

P

/

H

H

H

H

If you do not have a CPH number for this address and require one, mark this box with an 'X'.

X

A8 Which of these best describes the terms of your occupation of the main business address?

Owner

X

 Owner-occupier

X

 Tenant (364 days or less)

X

 Tenant (365 days or more)

X

A9 In which countries in the United Kingdom does your business have agricultural land?
Mark all that apply with an X and enter any reference numbers in the boxes provided.

England

X

 Wales

X

 Scotland

X

 Northern Ireland

X

 No UK agricultural land

X

Business reference number (Scotland only)

Customer reference number (Wales only)

Business reference number (Northern Ireland only)

A10 Common land details

Name of Common land

Common land number

C

L

Name of Common land

Common land number

C

L

Name of Common land

Common land number

C

L

In this part you are asked to provide details of the main person you wish us to contact regarding all aspects of your business. If you do not complete this part the form will be returned to you. If you claim under the Single Payment Scheme (SPS) you are also given the opportunity to appoint someone other than the main contact to act on behalf of your business for SPS purposes only. This can be done at B9 to B13.

Title	Name and Surname	PI (If known)

This will be the address to which we will send all business correspondence. However it is possible to have all Single Payment Scheme (SPS) related correspondence sent to another address. To do this you will need to complete B9 to B13.

If the address and contact details are the same as those provided at A2, mark this box with an 'X' and go to B3.

If the contact details are different then complete the boxes below.

Mobile number

[illegible]

B3 Has this person been named as a legally responsible person for the business at A3? If 'Yes' go to B7 if 'No' go to B4. ☐ ☐

B4 If you would like us to communicate with this person in Welsh, please mark this box. ☐

B5 Which role type best describes this person's role in the business?
Select the appropriate code from table 2 at appendix B of the guidance notes.

B6 If you have answered 'No' to B3, indicate which information RPA can provide to this person and which they can ask RPA to change. Mark one of these boxes with an 'X'. See guidance notes for a definition of 'controlled details'.

☒ You want this person to be able to access all information about your business including financial details and to be able to change all information apart from 'controlled details' (Full Empowerment)

You want this person to be able to access all information about your business including financial details but do not want them to be able to change any information. (Partial Empowerment) ☒

If this person is either legally or fully empowered, RPA will accept any claim applications (including subsequent amendments or withdrawals) and associated undertakings made by that individual as being on behalf of the business, where the scheme rules permit this.

B7 Is your business claiming under SPS? If 'No' go to Part C.

B8

Would you like to nominate someone other than the person identified at B1 to act on behalf of your business for SPS purposes only? If 'No' go to Part C.

Yes

No

B9

Give the name of the person in the boxes provided below. Enter their PI number if they are are an existing customer.

Title

Name and Surname

PI (If known)

B10

Where should we contact this person?

A2

B2

If the address is the same as the address provided at A2 or B2 mark the relevant box.

Otherwise complete the address box below.

LINE 1

LINE 2

LINE 3 , CITY

COUNTY

POST CODE

Telephone number

Mobile number

0

0

E-mail address

B11

If you would like us to communicate with this person in Welsh, please mark this box.

B12

Which role best describes this person's role in the business?

Select the appropriate code from either table at appendix B of the guidance notes.

B13

To enable RPA to disclose claim information or accept claims from this person (including subsequent amendments or withdrawals) you must mark one of the boxes below.

View SPS claims

View and amend SPS claims


View and amend SPS claims and receive all SPS mail

If you would like to place time limits on any empowerments you must also record them here.

Empowerment start date

Empowerment end date

If you have any other agricultural places of business you must complete this part of the form. If you do not have any other agricultural places of business then go to Part D.

- Address at B10 (go to C3) 

- Tenant (365 days or more) ☐

Part D: Payment details

D1 If you are not claiming payments from RPA, either directly or via RDA's, Natural England or Government Offices mark this box with an 'X' and go to Part E.

D2 Enter the account details of where you want the payment you are claiming to be paid into.
(If you wish to redirect payments to a third party you will need to complete a Payment Redirection Form Creg 08)

Incomplete information will result in your form being returned and could delay any pending payments.
If you choose to be paid in euro then you must provide details of a euro account.

Sort code

Account number

Account name

Roll number (Building society if applicable)

D3 Which currency do you wish to be paid in? Mark one box with an 'X'.
See guidance notes for details of the instructions that apply to payments in euro.


Sterling (go to D5) ☐Euro (go to D4) ☐

D4 Which scheme (s) do you want to be paid in euro via transfer into the account specified above?
See appendix C of the guidance notes and enter the appropriate code (s) in the boxes provided.

D5 Specify the address to which you would like us to send your remittance advice.

Address at A2 ☐

Address at B2

Address at B10 

Part E: Undertakings and Declarations

This must be signed by the people on the form identified at A3. If there are more than two legally responsible people for the business and you require more Part E's, please photocopy this part or call the Customer Service Centre to request extra copies. Please make sure you write your SBI number on any attached copies.

I/we undertake:

- That in the event of any of the details supplied in this form changing, I/we will inform the RPA of such change as soon as practicable and in any event prior to any subsequent claim for payment being made;
- I/we will provide any additional information relating to this form as may be reasonably required by RPA;
- that in the event of me applying for registration in another business I/we will inform RPA of any other business in which I/we have any interest and which is already registered as a business with RPA;
- I/we certify that the information given in this registration form is correct;

All legally responsible people at A3.

Signature

Date

Name

Signature

Date

Name

If the persons identified at B1 and B9 are not legally responsible for the business they must provide a sample of their signatures in the boxes below.

Signature

Date

Name

Signature

Date

Name

Data Protection

DEFRA is the data controller in respect of any personal data that you provide to the Rural Payments Agency. Your personal information will be protected in line with the Data Protection Act 1998. The information will be used mainly to support the application to which it relates. The information may also be used in line with the Data Protection Act, for other purposes as explained in scheme guidance and on the RPA website. If you have any questions please contact the Customer Service Centre.