



### Notes

- Use this form to to add, amend or replace email addresses for the submission and issue of UKAP licences.
- You must be registered as a trader with the Rural Payments Agency before you can apply for a licence.

### Data Protection

The Department for Environment, Food and Rural Affairs (Defra) is the data controller for personal data you give to RPA. For information on how we handle personal data go to [www.gov.uk](http://www.gov.uk) and search 'Rural Payments Agency personal information charter'.

### Part A – Customer Details

Business name:

Name:

Capacity:

If other,  
please specify:

Address:

Postcode:

Trader registration  
number:

Telephone number:

EORI number:

Date:

Signed:

### Part B – Send a licence application form by email

To send a licence application by email, you must first register the email address(es) with us. This form will replace any that you have already sent us and the information you provide below will replace the current information we hold.

Email address 1:

Email address 2:

Email address 3:

Email address 4:

### **Part C – Notification of issue of a licence by email**

To receive an email notification that a licence has been issued, you must first register the email address(es) with us. By completing this section you agree that you will indicate on each individual licence application the email address(es) to which the notification should be emailed. If no address is shown on the licence application, we will use the default email address.

This form will replace any that you have already sent us and the information you provide below will replace the current information we hold.

Email address 1:

Email address 2:

Email address 3:

Email address 4:

### **Part D – Send your completed form by email or post to:**

**Email:** [trader@rpa.gov.uk](mailto:trader@rpa.gov.uk)

**Post:** Trader Schemes - Room 151  
RPA Newcastle  
Lancaster House  
Newcastle upon Tyne  
NE4 7YH