## Animal and Plant Health Agency

# Application for the reimbursement of scrapie qualifying status (SQS) costs through the Movement Assistance Scheme (MAS)

Use this form to claim the costs associated with fallen stock, including scrapie testing, carcass collection and carcass disposal.

To claim:

* you must be a member of the scrapie monitoring scheme which is operated by Scotland’s Rural College (SRUC)
* your fallen stock must hold scrapie qualifying status (SQS)

You can use this form to make multiple claims.

## How to apply

Read the conditions in section 3 before you complete and sign this form.

Fill in all sections below and send the signed and completed form to: ServiceDeliveryVetandExportInvoices@apha.gov.uk

If you have any queries on how to complete this form or the claim procedure, email: ServiceDeliveryVetandExportInvoices@apha.gov.uk

## Section 1: Trader details

The trader is the person who is eligible to make a claim under this scheme.

Date of application

Full name

Holding address

Telephone number

Email

Purchase Order (PO) number

APHA will send you a PO number by email if this is your first application.

## Section 2: Required evidence

You must fill in this table to support your application (all fields are mandatory).

Provide the following information for each animal:

* Ear tag ID: the ear tag identity number.
* Reimbursement amount (£): this should be in pound sterling, **excluding VAT**. Provide the amount for each test.
* SQS certificate number: the number of your scrapie qualifying status certificate.
* Invoice reference: the invoice number for carcass collection and disposal, each scrapie test, or sample extraction and postage.
* Invoice date.

| **Ear tag ID**  | **Reimbursement amount (£)** | **SQS certificate number**  | **Invoice reference** | **Invoice date** |
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## Section 3: Conditions and declaration

### Conditions

1. This application for reimbursement of fallen stock costs is part of the Movement Assistance Scheme (MAS) and subject to these conditions of payment. The MAS is operated by the Department for Environment, Food and Rural Affairs (Defra), acting through the Animal and Plant Health Agency (APHA) for this reimbursement scheme.
2. You can only apply for reimbursement under this aspect of the MAS if you are a trader, flock owner, agent or keeper who holds a valid and current membership to the scrapie monitoring scheme, which is operated by Scotland’s Rural College (SRUC) or its successor body.
3. You will only be eligible to be reimbursed for costs which satisfy all the following criteria:
	1. the costs are for sample extraction and postage, scrapie testing fees, and carcass collection and disposal
	2. the costs must only relate to fallen stock that hold scrapie qualifying status (SQS), and which you were required to submit for scrapie testing under the [SQS rules](https://www.sruc.ac.uk/business-services/what-is-your-goal/veterinary-laboratory-services/sheep-and-goat-health-schemes/scrapie-monitoring-for-export/)
	3. the costs must have been incurred on or after 1 April 2022
4. Subject to complying with these conditions, you will only be entitled to be reimbursed up to a maximum amount of £150 per animal (plus VAT).
5. To receive payment under MAS you must submit your completed application to ServiceDeliveryVetandExportInvoices@apha.gov.uk for APHA to verify and approve.
6. You must complete Section 2: Required evidence and ensure that you have submitted the following evidence in support of each application for reimbursement of SQS costs:
	1. the ear tag identity number for each animal
	2. your SQS certificate number as proof of your scrapie monitoring scheme membership and the SQS status of your flock
7. You should ensure that you apply for reimbursement of an animal’s fallen stock costs within 90 days of the later of:
	1. the date on which the sample extraction was carried out
	2. the date on which the carcass was collected for disposal

Payment of reimbursements which fall outside of this 90-day time period will be solely at APHA’s discretion.

1. You must not submit an invoice to APHA for payment until you have received confirmation that your application has been approved.

If your application is approved, APHA will return your application form and notify you of your unique PO number. You must add your PO number to this application form and return it to APHA with:

* 1. copies of invoices from the relevant service providers in PDF format - including cost breakdowns and specifying the dates on which each sample extraction was carried out and when each carcass was collected for disposal
1. You must include a valid purchase order (PO) number on the front of every invoice. Invoices which are submitted to APHA without a valid PO number will not be paid. APHA will use reasonable endeavours to pay invoiced amounts no later than 30 days after verifying that the invoice is valid and undisputed and includes a valid PO number.
2. Defra (acting through APHA) reserves the right to withhold funds and/or decline your application if you fail to comply with any of these conditions or as it otherwise sees fit.
3. APHA may ask you for additional evidence to accompany your application. Your application could be declined if you do not provide this additional evidence. You should keep full and accurate records that validate your claim for a period of 6 years. Under the terms of the scheme, you will allow Defra and/or APHA to inspect these records during this 6-year period to validate claims.
4. If APHA finds that you have received payments under MAS which do not meet the requirements of these conditions, you must repay APHA any such amounts within 30 days of demand for repayment.
5. The MAS is reviewed on a quarterly basis, including this aspect of the scheme. Defra reserves the right to amend or discontinue the scheme to reimburse SQS fallen stock costs at any time.

### Declaration

1. Read and complete this declaration. If you are signing the declaration on behalf of an organisation, you must be authorised to do so on behalf of your organisation.
2. I declare that:
* the information in this form is complete, true and correct
* I have read and accepted all the conditions of payment
* I hold a current and valid membership to the scrapie qualifying scheme
* I have complied, and will continue to comply, with all the applicable rules, conditions, and eligibility requirements of membership to the scrapie monitoring scheme throughout the period of my membership to that scheme
* All fallen stock costs stated in this form are in relation to animals with scrapie qualifying status allowing for movement from Great Britain to Northern Ireland only
* I will provide evidence to support the declarations made in this application

Full name

Position in the business (you must be authorised to sign this declaration on behalf of your organisation)

Signature

Date of signature

## What we do with your personal data

Defra is the data controller for any personal data you give to us.

Any personal data you supply to us will be held and processed in accordance with our [privacy policy](https://www.gov.uk/government/organisations/animal-and-plant-health-agency/about/personal-information-charter) on GOV.UK.

We will not share or disclose our personal data with any third party without your consent except as set out in our privacy policy.