



Tel: 0208 026 5643

Email: [Registrationof.BuyersandSellersRBS@defra.gov.uk](mailto:Registrationof.BuyersandSellersRBS@defra.gov.uk)

#### Filling out this form

Print the form and fill out the relevant fields using **block capitals** and in **black ink** or complete the form on screen then print the form. Then sign the form and send it to the above address.

## RBS 5: Access to online electronic sales note system

### Initial user set-up form

Buyers and sellers must submit sales notes for all purchases of first-sale fish. If your annual turnover of first-sale fishery products is more than £175,000 you **must submit** your records electronically through the UK's Electronic Recording System (ERS). Buyers and sellers with a turnover less than £175,000 are recommended to submit sales notes electronically. Information you supply to us will be used to register you or your company with our appointed software supplier. Once registered, a password and user name will be sent by email to the primary contact.

Access to ERS and guidance on the methods of electronic submission is at <https://fishhub.cefas.co.uk>

#### Section A: Company or individual details

Company or individual name

Buyer or seller registration number

Registered address  
(including postcode)

**Section B: Primary contact details**

Contact name	<input type="text"/>		
Address (including postcode)	<input type="text"/>		
Telephone number	<input type="text"/>	Fax number	<input type="text"/>
Mobile telephone	<input type="text"/>		
Email address	<input type="text"/>		

Please indicate if you wish to register for ERS and your turnover is:

☐ more than £175,000    ☐ less than £175,000

**Section C: Authorisation**

I have read the notes on completing this form and certify that the particulars given on this form are correct.

Signature \_\_\_\_\_

Date

Name in capitals	<input type="text"/>
Position in company	<input type="text"/>

## For office use

Date received \_\_\_\_\_

MMO file reference \_\_\_\_\_

Approved or rejected \_\_\_\_\_

Notified to supplier \_\_\_\_\_

☐ Buyer

☐ Seller

☐ Auction centre

## Data Protection Act 1998

The Marine Management Organisation (MMO) complies with these principles in all matters relating to the processing and storing of personal information. MMO is the data controller in respect of any personal data that you provide when you complete this form. MMO will share your application with other administrations when applications are in those administrations' jurisdictions. Your name, geographical location and registration number of the Registered Buyers and Sellers Scheme will be made publicly available on the administrations' websites. MMO, and other administrations, may have to release information, including personal and commercial information, on request under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004, but MMO will not allow an unwarranted breach of confidentiality or will MMO act in contravention of our obligations under the Data Protection Act 1998. MMO may use your personal details to contact you about similar services or customer research aimed at improving the service that we provide.