



Dairy Producer Organisations (DPOs) DPS1 Application for Recognition as a Dairy Producer Organisation (DPO)

Regulations EUR 2013/1308, EUR 2012/880 and EUR 2012/511

Notes about this form

A. Before filling in this form, please read the Guidance Leaflet, DPSG1. If you have any queries, please contact the operations team at FVNewcastle@rpa.gov.uk.

B. This form should be filled in electronically by the DPO and sent to us at the email address in Note A. All questions and boxes must be filled in with text, figures or 'Not Applicable'.

C. Your application will be acknowledged. However, if you do not receive a response

from RPA within 10 working days, please contact us. A final decision on your application will be made within four months of us receiving all the information we need.

D. If an agent or other unauthorised person is signing the form on behalf of the DPO, you must fill in a DPS8 form.

E. This form may be filled in as a hard copy and sent to the address at the bottom of the form.

Data Protection

To understand how Defra collects, uses, and stores your personal information when you use its online services.

Defra's personal information charter explains more about your rights over your personal data.

[Defra's privacy notices - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Part A - General Details

Name and address of organisation, including trading name and postcode

Name and address of main contact (if different)

Status:
Company,
Trust, Other

Status:
Company,
Trust, Other

If other please specify

If other please specify

Telephone
(include
area code)

Email
address

This will be used as an authorised email
address for future communications.

SBI Number

Note: If you do not have a SBI number, please call the Rural Payments helpline on
03000 200 301 and we will issue one.

Please provide the following:

1. An indication of the proportion of the market covered by the parties to the
negotiation.

Telephone
(include
area code)

Email
address

This will be used as an authorised email
address for future communications.

4. A description of the financial contribution from members to the DPO.

5. Details of the accounting system used by the DPO. Give detailed information on the financial set up of the DPO. For example include the invoicing methods used by the DPO and the flow of money between the DPO and members.

For proposed DPOs that have the objective of negotiating contracts for the delivery of raw milk on behalf of some or all of their members:

6. Explain precisely how the DPO would make first processors or collectors of raw milk aware of its existence.

7. Give details of whether the DPO will take ownership of the milk before selling it to other buyers or only act as a negotiating agent on behalf of its members.

- 8.** If the DPO will contract with the processor or collector, describe how the DPO would maintain its knowledge of members' production and how this is planned and adjusted to meet demand, particularly in terms of quantity and quality.

Part B - Info Required

Give the following supporting documents. Write your organisations' name on each document and tick boxes to indicate that the information is enclosed.

List of members and their trading details. This should cover:

name and address;

date joined the DPO;

holding numbers;

approximate volume of marketable production in the United Kingdom per year (in litres);

whether the producer is also a member of a cooperative

trader registration SBI number

copy of the minutes of the latest AGM, EGM or board meeting, if applicable.

proof of the legal basis of the DPO. This could be in the form of a copy of the Certificate of Incorporation (or equivalent) under the Co-operative and Benefit Act 2021

copies of the Memorandum of Understanding and/or Articles of Association. These give information about the legal constitution and rules of the organisation.

signed copies of the Members' Agreement. This must show that members only belong to one DPO (subject to exceptions listed in Guidance Leaflet DPSG1).

DPS8 - Authorisation form

Part C – Recognition Conditions

1. The DPO and its members should give any additional information relating to this application that RPA may reasonably require.
2. The DPO and its members will allow authorised officials access to inspect any relevant farm records to check the accuracy of the information in this application and give them all reasonable assistance for such purposes
3. The DPO and its members will keep and make available to authorised officials all the records and information needed to show compliance with the undertakings given and the accuracy of the information in this application and for three years from the date that this application is lodged.
4. If recognition is granted in relation to this application, it is conditional on the DPO meeting at all times, all the requirements of regulations EUR 2013/1308, EUR 2012/880 and EUR 2012/511. The DPO and its members shall provide any additional information requested by RPA, or the CMA in order to verify compliance with the regulations or to carry out their functions under Article 149 of regulation EUR 2013/1308 and will allow authorised officials access to inspect relevant records and information for these purposes.

Part D – Declaration

I the undersigned, acting for and on behalf of the DPO that is hereby applying for recognition, confirm that:

- all of the information given on this application form is correct, to the best of my knowledge and belief.
- I have read Guidance Leaflet DPSG1.
- the DPO is being set up on the initiative of producers.
- the DPO will notify RPA (the UK competent authority) on form DPS12 of any changes to membership of the DPO, within one month.
- the DPO will notify RPA of any other changes that may impact recognition, or its eligibility to enter negotiations, within one month of the change taking place.
- the DPO will stop or reopen a negotiation for the delivery of raw milk on behalf of its members if the CMA decides that this is necessary in accordance with Article 149 of Regulation EUR 2013/1308.

If the DPO or its members fail to comply with the requirements of the regulations or the recognition conditions or declarations on this form, or if it provides false information that materially changes their eligibility for recognition, I understand that the recognition of the DPO is liable to be suspended or withdrawn.

Please check that you have completed all questions and boxes and that you have included all your supporting information before submitting your application. You are advised to keep a copy of this form.

Signature

Name (BLOCK CAPITALS)

Capacity of person signing – specify
(for example – partner or director)

Date

Where to send this form

Please email this form to:

FVNewcastle@rpa.gov.uk