

Rural Payments and Inspections Business Mandate Form



This form to be used by offline businesses only. Online businesses should login to their secure RP&S account to mandate third parties. Our online service guide contains links to videos to show you how to do this. RPID will not process paper mandate forms for online businesses.

For official use only

Business mandate form number

Date stamp

Business confirmed offline Initials_____

Checked with business Initials_____

You are advised to keep a copy of this form for your records

You can use this form, if your business is offline, to propose an advisory firm or business representative to act on behalf of your business.

Once completed, the business should return this form, with relevant documentation, to their local RPID office. If your form is incomplete we will return it to you which will delay the processing of your form.

Part 1 – Business name and details

Business name

Main Location Code

 / /

Business Reference Number

Have you previously provided Responsible Person details? Yes ☒ No ☐

If you answered **yes**, go straight to Part 3. If you answered **no**, complete Part 2.

Part 2 – Responsible Person details

'Responsible Person' means a member of the business nominated to act as the principal contact for the business. Only one business member can hold the role of Responsible Person. The role can be swapped between business members if necessary.

Mr Mrs Ms Miss Other

☒
☐
☐
☐

Telephone number (including STD code)

First name

Mobile number

Middle name(s)

Email address

Last name

Fax number

Address

If in the UK:
Postcode

If not in the UK:
Country

Part 3 – Mandated Advisory Firm

‘Advisory firm’ means an organisation which may be mandated to represent the business in its dealings with RPID.

Name

ID

X	X	X	X	X	X
---	---	---	---	---	---

Part 4 – Mandated Business Representative

‘Business Representative’ means individual/s who may have close links with the business and who is mandated to represent the business in their dealings with RPID for example son, daughter, spouse, farm worker.

Name

Part 5 – Permissions

You can grant specific access permissions to carry out different levels of activity on behalf of your business. Please carefully consider the level of access permissions you are granting before completing this section; do you want a third party to be able to change the business' bank account?

Please tick the box or boxes below for the mandates you wish to allocate. If you want a mandate to start or end on a specific date, please enter that date in the appropriate box. This is optional.

Action	Mandate name
<input checked="" type="checkbox"/>	View business name, address and contact details <i>View preferred correspondence details</i> <i>View funding details</i> <i>View business members details</i> <i>View Responsible Person name, address and contact details</i> <i>View livestock details</i> <i>View food business activities details</i> <i>View location and map details</i> <i>View communication log</i>
Start date	DD / MM / YYYY
End date	DD / MM / YYYY

Action	Mandate name
<input type="checkbox"/>	Business details <i>Maintain business name, address and contact details</i> <i>Maintain preferred correspondence details</i> <i>Maintain funding details</i> <i>Maintain business member details</i> <i>Add business member details</i> <i>Maintain livestock details</i> <i>Maintain food business activities</i>
Start date	DD / MM / YYYY
End date	DD / MM / YYYY

Action	Mandate name
<input type="checkbox"/>	View Payments <i>View business payments</i>
Start date	DD / MM / YYYY
End date	DD / MM / YYYY

Action	Mandate name																				
<input type="checkbox"/>	View Entitlements <i>View Entitlements</i>																				
Start date	<input type="text" value="DD"/>	<input type="text" value="DD"/>	/	<input type="text" value="MM"/>	<input type="text" value="MM"/>	/	<input type="text" value="YY"/>	<input type="text" value="YY"/>	<input type="text" value="YY"/>	<input type="text" value="YY"/>	End date	<input type="text" value="DD"/>	<input type="text" value="DD"/>	/	<input type="text" value="MM"/>	<input type="text" value="MM"/>	/	<input type="text" value="YY"/>	<input type="text" value="YY"/>	<input type="text" value="YY"/>	<input type="text" value="YY"/>

Action	Mandate name																				
<input type="checkbox"/>	Bank details <i>View and maintain business bank details</i>																				
Start date	<input type="text" value="DD"/>	<input type="text" value="DD"/>	/	<input type="text" value="MM"/>	<input type="text" value="MM"/>	/	<input type="text" value="YY"/>	<input type="text" value="YY"/>	<input type="text" value="YY"/>	<input type="text" value="YY"/>	End date	<input type="text" value="DD"/>	<input type="text" value="DD"/>	/	<input type="text" value="MM"/>	<input type="text" value="MM"/>	/	<input type="text" value="YY"/>	<input type="text" value="YY"/>	<input type="text" value="YY"/>	<input type="text" value="YY"/>

Action	Mandate name																				
<input type="checkbox"/>	Maps and Location details <i>Maintain location types</i> <i>Maintain location areas</i> <i>Maintain location contact details</i> <i>Register a location</i> <i>Maintain maps</i>																				
Start date	<input type="text" value="DD"/>	<input type="text" value="DD"/>	/	<input type="text" value="MM"/>	<input type="text" value="MM"/>	/	<input type="text" value="YY"/>	<input type="text" value="YY"/>	<input type="text" value="YY"/>	<input type="text" value="YY"/>	End date	<input type="text" value="DD"/>	<input type="text" value="DD"/>	/	<input type="text" value="MM"/>	<input type="text" value="MM"/>	/	<input type="text" value="YY"/>	<input type="text" value="YY"/>	<input type="text" value="YY"/>	<input type="text" value="YY"/>

Action	Mandate name																				
<input type="checkbox"/>	Maintain communication log <i>Maintain business communication log</i>																				
Start date	<input type="text" value="DD"/>	<input type="text" value="DD"/>	/	<input type="text" value="MM"/>	<input type="text" value="MM"/>	/	<input type="text" value="YY"/>	<input type="text" value="YY"/>	<input type="text" value="YY"/>	<input type="text" value="YY"/>	End date	<input type="text" value="DD"/>	<input type="text" value="DD"/>	/	<input type="text" value="MM"/>	<input type="text" value="MM"/>	/	<input type="text" value="YY"/>	<input type="text" value="YY"/>	<input type="text" value="YY"/>	<input type="text" value="YY"/>

Action	Mandate name																				
<input type="checkbox"/>	Application for Single Application Form (SAF) – Maintain <i>Includes Basic Payment Scheme and Less Favoured Area Support Scheme claims, and Rural Priorities, Agri-Environment Climate Scheme, Forestry Grant Scheme Annual Recurrent Claims.</i> <i>Maintain, delete/withdraw application</i> <i>Maintain supporting documents</i> <i>View supporting documents</i> <i>Maintian validation errors</i> <i>View validation errors</i>																				
<input type="checkbox"/>	Application for Single Application Form (SAF) – Submit <i>Submit application</i>																				
Start date	<input type="text" value="DD"/>	<input type="text" value="DD"/>	/	<input type="text" value="MM"/>	<input type="text" value="MM"/>	/	<input type="text" value="YY"/>	<input type="text" value="YY"/>	<input type="text" value="YY"/>	<input type="text" value="YY"/>	End date	<input type="text" value="DD"/>	<input type="text" value="DD"/>	/	<input type="text" value="MM"/>	<input type="text" value="MM"/>	/	<input type="text" value="YY"/>	<input type="text" value="YY"/>	<input type="text" value="YY"/>	<input type="text" value="YY"/>

Action	Mandate name
<input type="checkbox"/>	Application for Scottish Suckler Beef Support Scheme (Mainland and Islands) – Maintain <i>Maintain, delete application</i> <i>Maintain supporting documents</i> <i>View supporting documents</i> <i>Maintain validation errors</i> <i>View validation errors</i>
<input type="checkbox"/>	Application for Scottish Suckler Beef Support Scheme (Mainland and Islands) – Submit Submit application
Start date	DD / MM / YYYY
End date	DD / MM / YYYY

Action	Mandate name
<input type="checkbox"/>	Application for Scottish Upland Sheep Support Scheme – Maintain <i>Maintain, delete application</i> <i>Maintain supporting documents</i> <i>View supporting documents</i> <i>Maintain validation errors</i> <i>View validation errors</i>
<input type="checkbox"/>	Application for Scottish Upland Sheep Support Scheme – Submit Submit application
Start date	DD / MM / YYYY
End date	DD / MM / YYYY

Action	Mandate name
<input type="checkbox"/>	Application for Forestry Grant Scheme (FGS) – Maintain <i>Includes contracts and associated capital claims</i> <i>Maintain, delete/withdraw application</i> <i>Maintain supporting documents</i> <i>View supporting documents</i> <i>Maintain validation errors</i> <i>View validation errors</i>
<input type="checkbox"/>	Application for Forestry Grant Scheme (FGS) – Submit Submit application
Start date	DD / MM / YYYY
End date	DD / MM / YYYY

Action	Mandate name
<input type="checkbox"/>	Application for Agri-Environment Climate Scheme (AECS) – Maintain <i>Includes contracts and associated capital claims</i> <i>Maintain, delete/withdraw application</i> <i>Maintain supporting documents</i> <i>View supporting documents</i> <i>Maintain validation errors</i> <i>View validation errors</i>
<input type="checkbox"/>	Application for Agri-Environment Climate Scheme (AECS) – Submit <i>Submit application</i>
Start date	DD / MM / YYYY
End date	DD / MM / YYYY

Action	Mandate name
<input type="checkbox"/>	Application for Entitlements – Maintain <i>Maintain, delete application</i> <i>Maintain supporting documents</i> <i>View supporting documents</i> <i>Maintain validation errors</i> <i>View validation errors</i>
<input type="checkbox"/>	Application for Entitlements – Submit <i>Submit application</i>
Start date	DD / MM / YYYY
End date	DD / MM / YYYY

The following Rural Development schemes are not available on Rural Payments & Services, but require a mandate to allow submission of paper or alternative online applications and claims.

Action	Mandate name
<input type="checkbox"/>	Crofting Agricultural Grant Scheme Submissions <i>Submit application</i>
Start date	DD / MM / YYYY
End date	DD / MM / YYYY

Action	Mandate name
<input type="checkbox"/>	Small Farms Grant Scheme Submissions <i>Submit application</i>
Start date	DD / MM / YYYY
End date	DD / MM / YYYY

Action	Mandate name
<input type="checkbox"/>	New Entrants Capital Grants Scheme Submissions <i>Submit application</i>
Start date	DD / MM / YYYY
End date	DD / MM / YYYY

Action	Mandate name																
<input type="checkbox"/>	New Entrants Start-Up Grant Scheme Submissions <i>Submit application</i>																
Start date	<input type="text" value="DD"/>	<input type="text" value="DD"/>	/	<input type="text" value="MM"/>	<input type="text" value="MM"/>	/	<input type="text" value="YYYY"/>	<input type="text" value="YYYY"/>	End date	<input type="text" value="DD"/>	<input type="text" value="DD"/>	/	<input type="text" value="MM"/>	<input type="text" value="MM"/>	/	<input type="text" value="YYYY"/>	<input type="text" value="YYYY"/>

Action	Mandate name																
<input type="checkbox"/>	Young Farmers Start-Up Grant Scheme Submissions <i>Submit application</i>																
Start date	<input type="text" value="DD"/>	<input type="text" value="DD"/>	/	<input type="text" value="MM"/>	<input type="text" value="MM"/>	/	<input type="text" value="YYYY"/>	<input type="text" value="YYYY"/>	End date	<input type="text" value="DD"/>	<input type="text" value="DD"/>	/	<input type="text" value="MM"/>	<input type="text" value="MM"/>	/	<input type="text" value="YYYY"/>	<input type="text" value="YYYY"/>

Action	Mandate name																
<input type="checkbox"/>	Knowledge Transfer Innovation Fund Submissions <i>Submit application</i>																
Start date	<input type="text" value="DD"/>	<input type="text" value="DD"/>	/	<input type="text" value="MM"/>	<input type="text" value="MM"/>	/	<input type="text" value="YYYY"/>	<input type="text" value="YYYY"/>	End date	<input type="text" value="DD"/>	<input type="text" value="DD"/>	/	<input type="text" value="MM"/>	<input type="text" value="MM"/>	/	<input type="text" value="YYYY"/>	<input type="text" value="YYYY"/>

Action	Mandate name																
<input type="checkbox"/>	LEADER Submissions <i>Submit application</i>																
Start date	<input type="text" value="DD"/>	<input type="text" value="DD"/>	/	<input type="text" value="MM"/>	<input type="text" value="MM"/>	/	<input type="text" value="YYYY"/>	<input type="text" value="YYYY"/>	End date	<input type="text" value="DD"/>	<input type="text" value="DD"/>	/	<input type="text" value="MM"/>	<input type="text" value="MM"/>	/	<input type="text" value="YYYY"/>	<input type="text" value="YYYY"/>

Action	Mandate name																
<input type="checkbox"/>	Broadband Scheme Submissions <i>Submit application</i>																
Start date	<input type="text" value="DD"/>	<input type="text" value="DD"/>	/	<input type="text" value="MM"/>	<input type="text" value="MM"/>	/	<input type="text" value="YYYY"/>	<input type="text" value="YYYY"/>	End date	<input type="text" value="DD"/>	<input type="text" value="DD"/>	/	<input type="text" value="MM"/>	<input type="text" value="MM"/>	/	<input type="text" value="YYYY"/>	<input type="text" value="YYYY"/>

Action	Mandate name																
<input type="checkbox"/>	Environmental Co-Operation Action Fund Submissions <i>Submit application</i>																
Start date	<input type="text" value="DD"/>	<input type="text" value="DD"/>	/	<input type="text" value="MM"/>	<input type="text" value="MM"/>	/	<input type="text" value="YYYY"/>	<input type="text" value="YYYY"/>	End date	<input type="text" value="DD"/>	<input type="text" value="DD"/>	/	<input type="text" value="MM"/>	<input type="text" value="MM"/>	/	<input type="text" value="YYYY"/>	<input type="text" value="YYYY"/>

Action	Mandate name																
<input type="checkbox"/>	Food Processing, Marketing Co-Operation Submissions <i>Submit application</i>																
Start date	<input type="text" value="DD"/>	<input type="text" value="DD"/>	/	<input type="text" value="MM"/>	<input type="text" value="MM"/>	/	<input type="text" value="YYYY"/>	<input type="text" value="YYYY"/>	End date	<input type="text" value="DD"/>	<input type="text" value="DD"/>	/	<input type="text" value="MM"/>	<input type="text" value="MM"/>	/	<input type="text" value="YYYY"/>	<input type="text" value="YYYY"/>

Action	Mandate name																
<input type="checkbox"/>	National Test Program <i>Submit application/claim</i>																
Start date	<input type="text" value="DD"/>	<input type="text" value="DD"/>	/	<input type="text" value="MM"/>	<input type="text" value="MM"/>	/	<input type="text" value="YYYY"/>	<input type="text" value="YYYY"/>	End date	<input type="text" value="DD"/>	<input type="text" value="DD"/>	/	<input type="text" value="MM"/>	<input type="text" value="MM"/>	/	<input type="text" value="YYYY"/>	<input type="text" value="YYYY"/>

Action	Mandate name	
<input type="checkbox"/>	Future Farming Investment Scheme <i>Submit application/claim</i>	
Start date	DD / MM / YYYY	End date DD / MM / YYYY

This mandate allows the completion and submission of the Agricultural Census/surveys

Action	Mandate name	
<input type="checkbox"/>	Agricultural Census/surveys <i>Complete and submit application</i>	
Start date	DD / MM / YYYY	End date DD / MM / YYYY

Part 6 – Declaration

I/We on behalf of the business entered in Part 1, hereby authorise the Advisory Firm named in Part 3 and/or Business Representative named in Part 4 to act in the capacity, indicated above, on my behalf and that this will create a legally binding agreement between the Advisory Firm/Business Representative and myself. I/We understand that any information given by the Advisory Firm/Business Representative will be deemed to have been provided by this business and that this business will be subject to any penalties for non-compliance with the regulations and scheme rules which apply.

I/We understand that these arrangements will remain in force until such time as I/we give RPID written notice that they are cancelled.

Business member holding the Responsible Person role should sign below

Signature	
Name (Block capitals)	
Date	DD / MM / YYYY

Agent for the Advisory Firm should sign below

Signature	
Name (Block capitals)	
Date	DD / MM / YYYY

Business Representative should sign below

Signature	
Name (Block capitals)	
Date	DD / MM / YYYY