

Basic Payment Scheme: Application to transfer entitlements (due to sale, lease or inheritance)



Official use only	
Date stamp:	Date of acknowledgement:

Notes for guidance

- **You must complete and email this form to your ETU if you want to transfer your Basic Payment Scheme (BPS) payment entitlements.**
- Do not use this form to notify us of transfers because of business splits, mergers or whole holding transfers. **(Please refer to definition of whole holding transfers in guidance)**
- You must read the Transfer of entitlements guidance <https://www.ruralpayments.org/topics/all-schemes/basic-payment-scheme/basic-payment-scheme-full-guidance/guidance-on-transfer-of-entitlements/> for transfer of payment entitlements (permanent, temporary or inheritance) before completing this form.
- You must notify us of all transfers within the **'notification period'**.
- If the transferee wants to claim payment on the entitlements, in any given year, we must receive your application **no later than 2 April**. When 2 April is a Saturday, Sunday, bank holiday or other public holiday, the date falls to the next working day [*].
- If there is anything you do not understand please contact the Entitlement Transfer Unit (ETU) using the contact details below.
- Use only the boxes provided to answer any questions.
- Enter all details in block capitals using black ink.
- If you make a mistake, cross it out and put your initials against it. Don't use correcting fluid.

If your current local area office is:

Elgin, Inverurie, Galashiels or Dumfries please email your application

to: RPID

Entitlement Transfer Unit

10 Keith Street

Stornoway

HS1 2QG

Telephone: 0300 244 8501

Email: sgrpid.stornoway@gov.scot

Perth, Hamilton or Ayr please email your application

to: RPID

Entitlement Transfer Unit

Cameron House

Albany Street

Oban

PA34 4AE

Telephone: 0300 244 9340

Email: sgrpid.oban@gov.scot

Lerwick, Kirkwall, Thurso, Golspie, Inverness, Portree, Stornoway, Benbecula or Oban please email your application

to: RPID

Entitlement Transfer Unit

Balivanich

Isle of Benbecula

HS7 5LA

Telephone: 0300 244 9600

Email: sgrpid.benbecula@gov.scot

Part 1 – Applicant and holding

Business name

Business address

Postcode

Contact name

Telephone number

Mobile number

Email

Main Location Code (MLC) / /

Business Reference Number (BRN)

Current Area Office

Part 2 – How you are disposing of entitlements

Please tick the boxes relevant to your circumstances. You can make multiple transfers using the same form, provided the transfers are to the same business.

Permanent (i.e.Sale, gift):	<input type="checkbox"/>
Temporary (Lease):	<input type="checkbox"/>
Inheritance:	<input type="checkbox"/>

Part 3 – When will the transfer take place?

Please enter the effective date of transfer below. The effective date of transfer is the date the transfer actually takes place

□□ / □□ / □□□□

To make sure the transferee is eligible to claim for any entitlements, in any given year, we must receive your application on or before 2 April [*].

If you are leasing your entitlements please enter the dates your leases will end

Lease 1 □□ / □□ / □□□□

Lease 2 □□ / □□ / □□□□

Lease 3 □□ / □□ / □□□□

Part 4 – Who are you transferring entitlements to?

Business name

Business address

Postcode

Contact name

Telephone number

Mobile number

Email

Main Location Code (MLC) □□ / □□□ / □□□□

Business Reference Number (BRN) □□□□□□

If the business you are transferring your entitlements to does not have a main location code or business reference number they must contact their area office to arrange this. You can still send this form to us without this information, but we cannot process your request until you supply this.

Part 5 – Which entitlements are you transferring?

To make sure that we transfer the correct entitlements for you, please complete the relevant parts below:

Permanent (i.e. sale, gift):

	Number of entitlements							Value of entitlement in euros							
Standard – Region 1							.								.
							.								.
Standard – Region 2							.								.
							.								.
Standard – Region 3							.								.
							.								.

Temporary (lease):

	Number of entitlements							Value of entitlement in euros							
Standard – Region 1							.								.
							.								.
Standard – Region 2							.								.
							.								.
Standard – Region 3							.								.
							.								.

Inheritance:

Entitlement type	Number of entitlements						Value of entitlement in euros						
Standard – Region 1					.						.		
					.						.		
Standard – Region 2					.						.		
					.						.		
Standard – Region 3					.						.		
					.						.		

Part 6 – What to do now

1 - For transfer which involve inheritance:

- Copy of will and confirmation of executrix Yes No N/A

2 Check that all relevant questions on the form have been fully completed Yes No

3 Has transferor read and completed the reverent declaration at Part 7 Yes No

4 Has transferee read and completed the relevant declaration at Part 7 Yes No

Part 7 - Declarations and undertakings (both parties must sign this part of the form, prior to returning it your local area office)

1. I have read the 'Guidance for transfer of payment entitlements (sale, lease or inheritance)', and understand the rules regarding the transfer of my entitlements.
2. The details and statements I have given on this form are correct and I accept full responsibility for them.
3. I understand that if I knowingly or recklessly make a false statement, I may be prosecuted. If I deliberately, or by way of serious negligence, make a false statement I may be excluded from this scheme for this year and the next scheme year. If I break the rules in another way or fail to fulfil my commitments I may lose some or all of the premium I have claimed.
4. I am over 16 years of age and have given complete and accurate information about all the entitlements and land (if applicable) I am transferring.
5. If this application is signed by an agent / advisory firm, or other responsible acting on behalf of your business, they must have completed the relevant authorisation form (PF05 – Business mandate form) on or before the application has been submitted and also declare the following:

I confirm that the person applying named in Part 1 (seller) or Part 4 (purchaser), knows and agrees to my signing this declaration.

Seller - I agree to the declaration:

Signature	<input type="text"/>
Name (block capitals)	<input type="text"/>
Status of person signing	<input type="text"/>
Date	<input type="text"/>
<input type="text"/> / <input type="text"/> / <input type="text"/>	Agent ID <input type="text"/>

Part 7 - Declarations and undertakings (both parties must sign this part of the form, prior to returning it your local area office) continued

Purchaser – I agree to the declaration:

Signature	<input type="text"/>
Name (block capitals)	<input type="text"/>
Status of person signing	<input type="text"/>
Date <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Agent ID <input type="text"/>

Your completed form should be emailed to your Entitlement Transfer Unit

*If the claimant is a limited company (or other corporate body) the claim must be signed by a director, the company secretary or another duly authorised officer. Enter the position held here. The signatory should sign in his or her own name and not the name of the business, or a partnership name.