

The Customer Register

Registration Form - CReg 01



Notes - Read the guidance very carefully before you start.

- This form should be completed on behalf of your business and the people associated with your business.
- Use CAPITAL LETTERS and black ink.
- Write within the boxed areas only.
- If you need help to fill in this form, contact the Customer Service Centre on 0845 603 7777
- Do not use correction fluid. If you make a mistake, cross through it, sign and date it.
- If you are only applying for a County Parish Holding number (CPH) and are not claiming payments, you must complete Part A and Part B, then confirm that you are not claiming payments at Part D1 and sign at Part E. The remainder of the form is optional.

OFFICIAL USE ONLY

Single Business Identifier Number

Vendor Number

Trader Number

OFFICIAL
USE ONLY

Part A Business details

Part A must be completed. For the purpose of the Customer Register we use the term business to mean all of our customers.

Part B Business contacts

Part B must be completed to identify the main people you wish us to contact regarding your business.

Part C Other agricultural land

You should complete Part C if you have other agricultural places of business.

Write in this box how many copies of Part C you have enclosed.

Part D Payment details

You should complete Part D if you wish to claim any payments from RPA, either directly or via RDAs, Natural England or Government Offices. If you are not claiming payments you will need to mark the box at D1

Part E Undertakings and declarations

Part E must be signed by all the people who are identified on the form.

If you have enclosed any other documents with this form write in this box how many documents you have enclosed

Rural Payments Agency, PO Box 1058, Newcastle-upon-Tyne, NE99 4YQ. <http://www.rpa.gov.uk>

Customer Service Centre: csc@rpa.gsi.gov.uk or 0845 603 7777

The Rural Payments Agency is an Executive Agency of the Department for Environment, Food and Rural Affairs (Defra)

A6 Give the reference numbers that apply to your business in the boxes below.

Companies House Certificate of Incorporation reference number

VAT registration number

Registered Charity number

IACS number

Vendor number

Trader number

A7 If you have a (CPH) for the main place of business address given at A2 enter it in the box provided.

If you do not have a CPH number for this address and require one, mark this box with an 'X'.

A8 Which of these best describes the terms of your occupation of the main business address?

Owner

Owner-occupier

Tenant (364 days or less)

Tenant (365 days or more)

A9 In which countries in the United Kingdom does your business have agricultural land?
Mark all that apply with an X and enter any reference numbers in the boxes provided.

England

Wales

Scotland

Northern Ireland

No UK agricultural land

Business reference number (Scotland only)

Customer reference number (Wales only)

Business reference number (Northern Ireland only)

A10 Common land details

Common land number

Name of Common land

Common land number

Name of Common land

Common land number

Name of Common land

Part D: Payment details

D1 If you are not claiming payments from RPA, either directly or via RDA's, Natural England or Government Offices mark this box with an 'X' and go to Part E.

D2 Enter the account details of where you want the payment you are claiming to be paid into.
(If you wish to redirect payments to a third party you will need to complete a Payment Redirection Form Creg 08)

Incomplete information will result in your form being returned and could delay any pending payments.
If you choose to be paid in euro then you must provide details of a euro account.

Sort code

Account number

Account name

Roll number (Building society if applicable)

D3 Which currency do you wish to be paid in? Mark one box with an 'X'.
See guidance notes for details of the instructions that apply to payments in euro.

Sterling (go to D5)

Euro (go to D4)

D4 Which scheme (s) do you want to be paid in euro via transfer into the account specified above?
See appendix C of the guidance notes and enter the appropriate code (s) in the boxes provided.

D5 Specify the address to which you would like us to send your remittance advice.

Address at A2

Address at B2

Address at B10

Part E: Undertakings and Declarations

This must be signed by the people on the form identified at A3. If there are more than two legally responsible people for the business and you require more Part E's, please photocopy this part or call the Customer Service Centre to request extra copies. Please make sure you write your SBI number on any attached copies.

I/we undertake:

- That in the event of any of the details supplied in this form changing, I/we will inform the RPA of such change as soon as practicable and in any event prior to any subsequent claim for payment being made;
- I/we will provide any additional information relating to this form as may be reasonably required by RPA;
- that in the event of me applying for registration in another business I/we will inform RPA of any other business in which I/we have any interest and which is already registered as a business with RPA;
- I/we certify that the information given in this registration form is correct;

All legally responsible people at A3.

Signature

Date

Name

Signature

Date

Name

If the persons identified at B1 and B9 are not legally responsible for the business they must provide a sample of their signatures in the boxes below.

Signature

Date

Name

Signature

Date

Name

Data Protection

DEFRA is the data controller in respect of any personal data that you provide to the Rural Payments Agency. Your personal information will be protected in line with the Data Protection Act 1998. The information will be used mainly to support the application to which it relates. The information may also be used in line with the Data Protection Act, for other purposes as explained in scheme guidance and on the RPA website. If you have any questions please contact the Customer Service Centre.