



Department of
Agriculture, Fisheries and Food
An Roinn
Talmhaíochta, Iascaigh agus Bia

Authorisation Form to allow an Agent to act on behalf of a Single Payment Scheme Applicant

Please use this form only when a Herd Number relates to a Company.

Please use SPS Auth 1 where the Herd Number relates to an individual(s)

SPS Auth 2

Panel A – Customer details. To be completed and signed by the Single Payment Scheme Applicant. The registered owner of the Herd Number must complete this form. Please use **BLOCK CAPITALS**.

Company Name: _____

Trading Name: _____

Business Address: _____

Telephone No: _____ **Mobile No:** _____

Please tick if you wish to receive SMS messages

Herd Number: _____

Authorisation and Declaration.

Mindful of the issues relating to Liability and Indemnity as outlined on the reverse of the form, I authorise the agent(s) whose details are set out below to interact with the Department of Agriculture, Fisheries & Food on behalf of the company as defined above for the purpose, in the first instance, of completing and submitting the company's SPS application form online and thereafter for the submission of the company's SPS details in such format as may be required from time to time by the Department.

I confirm that the information in this **Panel A** is correct to the best of my knowledge. I further confirm that the company as defined above is the registered owner of the herd number. I authorise the Department of Agriculture, Fisheries & Food to forward the company details to the agent(s) named below.

Signed _____
On behalf of the company

Date: _____

Position held in the company: _____

Date: _____

Liability and Indemnity

The Department of Agriculture, Fisheries & Food shall not be liable any direct or indirect loss or liability to the client resulting from the use by an Agent/Agency of the Single Payment Scheme (SPS) Internet application facility to submit an SPS application on behalf of a client. Full responsibility for the data submitted online rests with the Agent/Agency and the client concerned. The Department reserves the right to withdraw this service from an Agent where there is evidence of improper use of the service.

Panel B – First Agent's details.

To be completed by the agent. Please use **BLOCK CAPITALS**.

Agent Number: AGT _____

Agent Name: _____

Agent Business Address:

Currently working on behalf of:

Agency Name: _____

Agency Number: **AGY** _____

Panel C – Second Agent's details.

To be completed by the agent. Please use **BLOCK CAPITALS**.

Agent Number: AGT _____

Agent Name: _____

Agent Business Address:

Currently working on behalf of:

Agency Name: _____

Agency Number: **AGY** _____

For Official Use Only - CCS

Customer linked to 1 st Agent		Recorded by	
Customer linked to 2 nd Agent		Date recorded	
Customer changes made	Yes	No	

Liability and Indemnity

The Department of Agriculture, Fisheries and Food shall not be liable for any direct or indirect loss or liability to the client resulting from the use by an Agency/Agent of the Single Payment Scheme (SPS) Internet application to submit an SPS application on behalf of a client. Full responsibility for the data submitted online rests with the agency/agent and the client concerned. The Department reserves the right to withdraw this service from an Agent where there is evidence of improper use of the service.

The following are examples of circumstances that could lead to a loss of the Single Payment Scheme payment or a reduced Single Payment Scheme payment to an applicant whether the SPS application is submitted manually, on-line or by an agent. This is not an exhaustive list but rather a limited list documenting the most common reasons (but not exhaustive reasons) for a loss or reduction in the Single Payment Scheme payment.

The late submission of the Single Payment Scheme application form to the Department on behalf of the client. The same level of late penalty that applies to printed applications will also apply to online applications received after the closing date for SPS applications.

Less hectares declared on the SPS application than entitlements held - generally, one eligible hectare must be declared in respect of each entitlement in order to draw down full payment - one eligible hectare = one entitlement - except in the case of an application for Consolidation of entitlements.

An overclaim on a land parcel/plot - where the declared area of a land parcel/plot exceeds the Reference Area of that land parcel/plot.

A dual claim on a land parcel/plot - where an SPS applicant, other than the Agency/Agent's client, also declares the same land parcel/plot and that other SPS applicant has evidence of entitlement to declare that parcel/plot.

Lack of evidence of entitlement to share/grazing rights on Commonage - Land Registry proof, or, in its absence, a signed affidavit from all the parties to the Commonage, is required. Without acceptable evidence of the applicant's right to declare commonage, an overclaim is created for that applicant. This may result in a penalty.

(The above circumstances could also lead to a loss or reduction in payments under the Disadvantaged Areas Scheme, as the SPS form is also the application form for that Scheme).

Failure to submit an application for a specific measure within the specified application period for that measure - such measures as an application under the SPS Amendment form, application for Consolidation, application for Trading etc. Where the necessary application/supporting documentation is not submitted, or is received after the relevant closing date, the SPS application will be processed as it was submitted.

Rural Environment Protection Scheme (REPS)

Failure to indicate, if appropriate, on the SPS form that the applicant is requesting payment under the Rural Environment Protection Scheme (REPS) could lead to loss of payments.

The Department of Agriculture, Fisheries and Food disclaims any and all loss or liability arising from, but not limited to, the above general errors. The Department of Agriculture, Fisheries and Food is indemnified from all such errors which result in no payment or partial payment to an applicant.



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Authorisation Form to allow an Agent to act on behalf of a Single Payment Scheme (SPS) Applicant

SPS Auth 2

To the Applicant,

Please complete the application form overleaf if you wish to authorise the agent(s) listed to complete and submit your SPS application form(s) online to the Department of Agriculture, Fisheries and Food on your behalf with effect from the 2009 SPS application year. Please ensure that the data you provide on the form is complete and accurate. Incomplete forms will be returned, thereby delaying this registration process.

The agreement between you and the agent(s) will remain in place until such time as either party notifies the Department in writing that the agreement is terminated.

In order that your authorised agent can act on your behalf in this matter, that agent will have access to all the current and previous years' information in relation to your SPS entitlements and applications.

Please read the "Liability and Indemnity" Section on the back of this form before signing the Authorisation and Declaration overleaf. In this context, please be assured that the on-line application may be printed by your Agent for your records immediately it is submitted. The Department will also issue an official acknowledgement on receipt of your on-line application.

This form, when completed, should be sent to:

*On-Line Services Section,
Department of Agriculture, Fisheries & Food,
Government Offices,
Portlaoise,
Co Laois.*

If you have any queries in relation to the form, please contact this unit at Lo call Number **1890 252 118**.

*P. Evans
Single Payment Unit*