

Rural Payments and Inspections

Registering a Business Form

Guidance Notes



You can use this form to:

- register a business so you can apply for funding, register a new location or keep livestock
- re-register an existing business
- make changes to any of the information you have given us
- split and merge businesses – you should complete a separate form for each new business or for the updated and closed business

Please make sure that you complete all the relevant parts of the form to confirm all of your details and information.

You will need to re-register your business with us. If you have not done this, you need to do it now. If you do not, this may lead to delays processing your applications and delay any payments that become due. Even if you have previously registered with us you need to re-register with our new system. However, you only need to do this once.

You can choose to register your business or maintain your information online at the Rural Payments and Services website <https://www.ruralpayments.org>

If you are applying for funding, the Responsible Person has to be a business member. You will need to tell us your preferred communication address.

The new online service provides:

- easy to follow scheme guidance and information
- jargon-free language and no unexplained acronyms
- better help and search tools
- the ability to make changes quickly and easily
- up-to-date map information
- notifications of updates to your account
- secure information and communications
- access to all your information online

How to fill in this form

Please do:

- use **black** ink and CAPITAL letters to fill in the boxes
- put a cross (**X**) in the right boxes
- leave boxes blank if they do not apply to you

Please do not:

- use correcting fluid – if you make a mistake, please cross it out and write underneath
- send us an incomplete form – if you do, we will send it back to you and this will delay your registration

Information you will need to complete this form

If you are applying for funding:

- your full name, date of birth and National Insurance number
- the full name, date of birth and National Insurance number for any other business members
- if your business is Cross Border, you will also need your Single Business Identifier (England), business Identifier (Northern Ireland) or Customer Reference Number (Wales) (if known)
- the Charity Number, if your business is a registered charity
- the Companies House registration number, if your business is registered with Companies House

If you are registering a location:

- details of the Main Location Code, including the name and grid reference information
- the date you started occupying the location
- the County Parish Holding (CPH) number of the location (if known)
- the name of the previous occupier (if known)
- the area of the location – total owned and/or rented

If you are keeping livestock:

- the type of livestock

If you are going to appoint an agent:

- you will also need to complete a PF05 - Business mandate form

If you need help completing this form, please go to <https://www.ruralpayments.org> or call your local area office.

You can find contact information and a list of all the phone numbers at <https://www.ruralpayments.org>

‘Business’ means a person or group of one or more persons which operates together for a particular purpose, and needs to be registered on our system in order to interact with RPID.

‘Responsible Person’ means the person who acts as the principal person of responsibility, and key contact for the business. There will be only one Responsible Person listed for any given business, and that person must be a member of the business.

‘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.

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

If you are completing this form to apply for funding, you should also complete a bank account form (Sterling – PF03 or Euros – PF04).

If you are completing this form to update your land/location details, you should also complete a PF06 - Land maintenance form.

If you are completing this form to assign an advisory firm or Business Representative, you should also complete a business mandate form (PF05).

If there are more than four business members you should also complete an additional business members form (PF02).

Business types

Sole trader: A business with one owner

Partnership with separate legal personality: A business with a formal partnership agreement under Scots Law (the owners are legal persons)

Partnership without separate legal personality: A business with a formal partnership agreement not under Scots Law (the owners are not legal persons)

Limited Liability Partnership: A partnership registered with Companies House as a limited liability partnership

Registered Company: A company which is registered with Companies House whether with liability of its members unlimited or limited whether by shares or by guarantee

Scottish Charitable Incorporated Organisation: A charitable organisation operating on a business basis and which is registered as a Scottish Charitable Incorporated Organisation with the Office of the Scottish Charities Regulator

Trusts: A business that is the subject of a trust and is being managed by a trustee on behalf of the beneficiaries of the trust

Other: Any other kind of business

Rural Payments and Inspections registering a business form



For official use only	Date stamp
Business Reference Number	

If you already have a Main Location Code and/or Business Reference Number please provide these details in the boxes below.

Main Location Code / /

Business Reference Number:

About the registration

Please tell us why you are registering a business by crossing all the boxes that apply.

- Registering a business for the first time
- Re-registering a business
- If you are intending to apply for funding, now or in the future
You will also need to complete a BACS form.
- Registering a location
You are registering land for the first time or taking occupancy of an existing location on a permanent basis.
- Keeping livestock
You are keeping livestock for the first time.
- To maintain information you have already submitted
- If you are completing this form to register a location or to keep livestock and you later decide to apply for funding, we will need more information at that time.
- If there are more than four business members, please put a cross in the box and complete the additional business members form (PF02) and send it with this form.
- If you are keeping or planning to keep livestock:
 - On a permanently occupied holding, including house and garden
 - On an employer's holding
 - On seasonally rented land, less than 365 days

Part 1 – About the business

We use the term 'business' to describe all our customers. Please put your business name or the name you are known by, even if you do not consider yourself a business.

1.1 – Name, address and contact information

Business name

If you are applying for funding, you need to give us more information about the business.

Business start date

Is the business registered for VAT purposes?

Yes No

Please cross ONE of the boxes below to tell us the business type:

- | | | | | | |
|---|-------------------------------------|---|--------------------------|---|--------------------------|
| Sole Trader | <input checked="" type="checkbox"/> | Partnership | <input type="checkbox"/> | Other groups without separate legal personality | <input type="checkbox"/> |
| Partnership with separate legal personality | <input type="checkbox"/> | Corporation | <input type="checkbox"/> | Groups/associations of legal persons | <input type="checkbox"/> |
| Registered Company | <input checked="" type="checkbox"/> | Scottish Charitable Incorporated Organisation | <input type="checkbox"/> | Trusts | <input type="checkbox"/> |

If other, please give more details

Other

Other

If the business is a registered charity, what is the Charity Number?

If the business is registered with Companies House, what is the Companies House registration number?

If in the UK:

Postcode

If not in the UK:

Country

Telephone number (including STD code)

Mobile number

Business address

Line 1
Line 2
Line 3
Postal Town
Line 5

Email address

Fax number

Which RPID area office will be your primary office?

Does the business also operate in England, Northern Ireland or Wales?

Yes No

If yes, please also complete Part 1.2 below.

If no, go to Part 2.

1.2 – Cross Border information

If the business also operates in England, Northern Ireland or Wales, you need to tell us the Cross Border information for the business.

Please cross the boxes of the countries the business also operates in and fill in the reference number (if known).

England	<input checked="" type="checkbox"/>	Single Business Identifier	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Northern Ireland	<input checked="" type="checkbox"/>	Business Identifier	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Wales	<input checked="" type="checkbox"/>	Customer Reference Number	<input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Please indicate which country is your paying country.

Scotland	<input checked="" type="checkbox"/>	England	<input checked="" type="checkbox"/>	Northern Ireland	<input checked="" type="checkbox"/>	Wales	<input checked="" type="checkbox"/>
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Part 2 – About you

You are the Responsible Person. You are the main point of contact for the business.

2.1 – Name, address and contact information

Mr	Mrs	Ms	Miss	Other
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>

First name

Middle name(s)

Last name

Is your address/contact information the same as the business address? Yes No

If in the UK:

Postcode

If not in the UK:

Country

Telephone number (including STD code)

Mobile number

Email address

Fax number

Address

Line 1
Line 2
Line 3
Postal Town
Line 5

2.2 – More information about you

If you are applying for funding, you need to give us more information.

Relationship to Business

Partner Director Trustee Executor

Sole Trader Chairman Other

If other, please give more details

Gender

Male Female Prefer not to say

Date of birth -

You must be 16 years or over.

National Insurance Number

- -

Tell us why you do not have a National Insurance number.

Do you have a financial interest in any other rural business in the UK that is claiming funding?

Yes No

Business name

Relationship with this business

Country and reference number of this business

Does the business submit a separate Single Application Form (SAF)?

Yes No

Business name

Relationship with this business

Country and reference number of this business

Does the business submit a separate Single Application Form (SAF)?

Yes No

If you have additional financial interests in any other rural business in the UK, please complete the continuation page at the back for this form.

Part 3 – Communication

Tell us which details to use when we need to contact you.

If your preferred address is your business address please cross this box

If your preferred address is the address of the Responsible Person please cross this box

If other, please complete the information below.

If in the UK:

Postcode

If not in the UK:

Country

Telephone number (including STD code)

Mobile number

Email address

Fax number

Address

Line 1
Line 2
Line 3
Postal Town
Line 5

Part 4 – About the other business members

A business member is a person who has a financial interest in the business.

Other than you, the Responsible Person, does the business have any other business members?

Yes No

If yes, please complete Part 4.1 below for each additional business member. If you have more than three additional business members, please include an additional business members form (PF02).

If no, go to Part 5.

4.1 – About the business member

Mr Mrs Ms Miss Other

First name

Middle name(s)

Last name

Relationship to business

Partner Director Trustee Executor

Sole Trader Chairman Other

If other, please give more details

Gender

Male Female Prefer not to say

Date of birth

National Insurance Number

- -

Please tell us why the business member does not have a National Insurance number.

Does the business member have a financial interest in another rural business in the UK that is claiming funding?

Yes No

Business name

Relationship with this business

Country and reference number of this business

Does the business submit a separate Single Application Form (SAF)?

Yes No

If this business member has a financial interest in another rural business, please complete the continuation page at the back of this form.

4.2 – About the business member

Mr Mrs Ms Miss Other

First name

Middle name(s)

Last name

Relationship to business

Partner Director Trustee Executor

Sole Trader Chairman Other

If other, please give more details

Gender

Male Female Prefer not to say

Date of birth

National Insurance Number

- -

Please tell us why the business member does not have a National Insurance number.

Does the business member have a financial interest in another rural business in the UK that is claiming funding?

Yes No

Business name

Relationship with this business

Country and reference number of this business

Does the business submit a separate Single Application Form (SAF)?

Yes No

If this business member has a financial interest in another rural business, please complete the continuation page at the back of this form.

4.3 – About the business member

Mr Mrs Ms Miss Other

First name

Middle name(s)

Last name

Relationship to business

Partner Director Trustee Executor

Sole Trader Chairman Other

Gender

Male Female Prefer not to say

Date of birth

National Insurance Number

- -

Please tell us why the business member does not have a National Insurance number.

Does the business member have a financial interest in another rural business in the UK that is claiming funding?

Yes No

Business name

Relationship with this business

Country and reference number of this business

Does the Business submit a separate Single Application Form (SAF)?

Yes No

If this business member has a financial interest in another rural business, please complete the continuation page at the back of this form.

Please put a cross here if you have included an additional business members form (PF02)

Part 5 – About the livestock

Livestock details must be declared during registration if you keep or intend to keep animals. These details are passed to the Animal and Plant Health Agency (APHA) and they will be in touch with you soon after registration. If you are keeping livestock for the first time you need to tell us what types of livestock that is, by crossing the boxes that apply below.

Types of livestock

Alpacas	<input checked="" type="checkbox"/>	Llamas	<input checked="" type="checkbox"/>
Bees	<input checked="" type="checkbox"/>	Pigs	<input checked="" type="checkbox"/>
Cattle	<input checked="" type="checkbox"/>	Poultry	<input checked="" type="checkbox"/>
Deer	<input checked="" type="checkbox"/>	Sheep	<input checked="" type="checkbox"/>
Goats	<input checked="" type="checkbox"/>	Other	<input checked="" type="checkbox"/>
Horses	<input checked="" type="checkbox"/>		

If other, please give more details

Part 6 – About the location

If you are registering land for the first time or if you are taking occupancy of an existing location, you need to tell us about the location.

Do you have a Location Code?

Yes No

If yes, what is the Main Location Code number of this land?

/ /

Location name

Previous occupier (if known)

Occupancy start date

Is the contact address of the location the same as the business address?

Yes No

If no, complete the address below

If in the UK:

Postcode

If not in the UK:

Country

Address

Line 1
Line 2
Line 3
Postal Town
Line 5

Contact details for the location

Contact name

Telephone number (including STD code)

Mobile number

Email address

Fax number

Location type

Please cross all that apply, or will apply, to your location.

General

Agricultural holding	<input checked="" type="checkbox"/>	Forestry holding	<input checked="" type="checkbox"/>
Domestic holding (less than 0.50 ha)	<input checked="" type="checkbox"/>	Non-livestock occupier	<input checked="" type="checkbox"/>
Croft	<input checked="" type="checkbox"/>	Beekeeper	<input checked="" type="checkbox"/>
Estate	<input checked="" type="checkbox"/>	Cross Border	<input checked="" type="checkbox"/>

Rural business activity

RDP activity	<input checked="" type="checkbox"/>	Food processor	<input checked="" type="checkbox"/>
Non-land based RDP activity	<input checked="" type="checkbox"/>	Nursery	<input checked="" type="checkbox"/>
LEADER activity	<input checked="" type="checkbox"/>	Recreational location	<input checked="" type="checkbox"/>
Biomass plant	<input checked="" type="checkbox"/>	Wind turbine site	<input checked="" type="checkbox"/>

Livestock related

Livestock keeper – major (more than 10 animals)	<input checked="" type="checkbox"/>	Pig unit	<input checked="" type="checkbox"/>
Livestock keeper – minor (less than 10 animals)	<input checked="" type="checkbox"/>	Sheep stock club	<input checked="" type="checkbox"/>
Sheep keeper	<input checked="" type="checkbox"/>	Abattoir	<input checked="" type="checkbox"/>
Cattle keeper – beef	<input checked="" type="checkbox"/>	Assembly centre	<input checked="" type="checkbox"/>
Cattle keeper – dairy	<input checked="" type="checkbox"/>	Livestock market	<input checked="" type="checkbox"/>
Farmed deer keeper	<input checked="" type="checkbox"/>	Showground	<input checked="" type="checkbox"/>
Poultry unit	<input checked="" type="checkbox"/>	Wildlife park / zoo / hunt kennels	<input checked="" type="checkbox"/>

If you are registering land for the first time

Unit name	Grid reference	Indicate which unit will be your Main Unit
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input checked="" type="checkbox"/>
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input checked="" type="checkbox"/>
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input checked="" type="checkbox"/>
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input checked="" type="checkbox"/>

Check your grid reference number at www.gridreferencefinder.com

Location area details

One hectare equals 2.471 acres

Total area of the location (owned) in hectares	Total area of the location (rented) in hectares	Total area of the location in hectares

If you need to register or maintain land parcels against this location you will also need to complete a land maintenance form (PF06).

Part 7 – About the Feed Business activities

If you carry out (or intend to carry out) any of the activities shown below you are required to be registered with the Food Standards Scotland. Please tick all relevant boxes and you will be registered.

Regulation (EU) 183/2005 requires feed businesses to register with the authorities. We aim to reduce the burden of registration by making use of existing registration processes but Regulation 183/2005 also needs us to collect information about activities. Please choose all the categories that most apply to your business. This information will be passed to Food Standards Scotland.

Type of food production and use

- | | |
|---|-------------------------------------|
| Growing crops for feeding or selling | <input checked="" type="checkbox"/> |
| Industrial activities | <input checked="" type="checkbox"/> |
| Mixing feed with additives and pre-mixtures | <input checked="" type="checkbox"/> |
| Mixing feed with compound feeding stuffs (includes manufactured 'minerals') | <input checked="" type="checkbox"/> |
| Not mixing feed (includes top-dressing 'minerals') | <input checked="" type="checkbox"/> |
| Production – for own use | <input checked="" type="checkbox"/> |
| Storage of feed and feed products (not for your own use) | <input checked="" type="checkbox"/> |
| Transport of feed and feed products (if you operate as a haulier) | <input checked="" type="checkbox"/> |
| Other | <input checked="" type="checkbox"/> |

If other, please give more details

You may wish to use the space below to provide some more detail on why you are submitting this form. This should be **additional** information to that provided elsewhere in the relevant questions.

Part 8 – Declaration and undertaking

The data you have provided in this form are subject to the provisions of the Freedom of Information (Scotland) Act 2002 (FOISA), the Data Protection Act 1998 and the Environmental Information (Scotland) Regulations 2004 (EIR). It is Scottish Ministers' policy to share relevant data, including historical, that is held on your business with other organisations for legitimate purposes and when required to do so and to share relevant data under FOISA and EIR when it is in the public interest.

If you are going to appoint an advisory firm or Business Representative to act on behalf of the business, please complete the business mandate form (PF05) and send it to us with this form.

The Responsible Person for the business should complete the declaration below

Signature	
Name (Block capitals)	

Date

If you are the advisory firm acting on behalf of the business you should complete the declaration below.

Please provide your advisory firm ID

Signature	
Name (Block capitals)	

Date

NOTES:

Please send your completed registering a business form (PF01), with any relevant documentation, to your local RPID area office. You can find a list of all the addresses at <https://www.ruralpayments.org>

I, as the Responsible Person, agree to the Terms and Conditions on behalf of the business.

I, as the Responsible Person, confirm that I am duly authorised to act on behalf of the business.

If the Responsible Person or business member has a financial interest in another UK rural business that is claiming funding, please continue to list those businesses here.

Business member name

Business name

Relationship to business

Country and reference number of this business

Does the business submit a separate Single Application Form (SAF)? Yes No

Business member name

Business name

Relationship to business

Country and reference number of this business

Does the business submit a separate Single Application Form (SAF)? Yes No

Business member name

Business name

Relationship to business

Country and reference number of this business

Does the business submit a separate Single Application Form (SAF)? Yes No

Business member name

Business name

Relationship to business

Country and reference number of this business

Does the business submit a separate Single Application Form (SAF)? Yes No

Business member name

Business name

Relationship to business

Country and reference number of this business

Does the business submit a separate Single Application Form (SAF)? Yes No

Business member name

Business name

Relationship to business

Country and reference number of this business

Does the business submit a separate Single Application Form (SAF)? Yes No

If the Responsible Person or business member has a financial interest in another UK rural business that is claiming funding, please continue to list those businesses here.

Business member name

Business name

Relationship to business

Country and reference number of this business

Does the business submit a separate Single Application Form (SAF)? Yes No

Business member name

Business name

Relationship to business

Country and reference number of this business

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Relationship to business

Country and reference number of this business

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Business member name

Business name

Relationship to business

Country and reference number of this business

Does the business submit a separate Single Application Form (SAF)? Yes No

Business member name

Business name

Relationship to business

Country and reference number of this business

Does the business submit a separate Single Application Form (SAF)? Yes No