**Transfer of Entitlements – 2024 Q&A**

**I have tried to submit my transfer of entitlements online but am unable to do so. What should I do?**

1. Contact our Advisory Service on 0300 200 7848 during office hours (between 9am and 5pm) who will direct you to a member of staff who will try to resolve your online issue(s) in advance of the trading window closing.

If these issues have been resolved a member of staff will ask you or your agent to complete your transfer online. If these issues cannot be resolved an electronic *TE1 form – Lease, Sale, Gift* will be issued to you or your agent.

1. The *TE1 form – Lease, Sale, Gift* – should be returned to us by email to areabasedschemes@daera-ni.gov.uk.

You or your agent can also post this form and any supporting documentation to:

Area-based Schemes Payment Branch, 40 Foyle Street, Londonderry, Derry/Londonderry BT48 6AT.

Forms should be returned so that they reach us no later than **Thursday, 2 May 2024.**

**How do I submit a transfer of entitlements due to inheritance?**

1. **Email**

We ask that you or your agent email the electronic TE1 form – Actual Inheritance – [TE1 - Actual Inheritance 2024 TE1 Anticipated Inheritance 2024 | Department of Agriculture, Environment and Rural Affairs (daera-ni.gov.uk)](https://www.daera-ni.gov.uk/publications/te1-actual-inheritance-2024-te1-anticipated-inheritance-2024)

 and any supporting documentation to areabasedschemes@daera-ni.gov.uk **no later than 2 May**.

1. **Post**

You or your agent can also post your TE1 form and any supporting documentation to:

Area-based Schemes Payment Branch, 40 Foyle Street, Londonderry, Derry/Londonderry BT48 6AT no later than 2 May.

1. **Single Application (SA) Advisory Service**

If you do not have access to email or an agent, contact our Advisory Service on 0300 200 7848 during office hours (between 9am and 5pm).

**Will my transfer application still go ahead if I don’t have all my supporting documentation?**

1. There are a number of options available to you depending on your particular circumstances. To discuss your options contact our Entitlements Team at areabasedschemes@daera-ni.gov.uk or speak to a member of staff on 0300 200 7848.

**What should I do if I need to withdraw or undo a transfer of entitlements that was either carried out online or by a TE1 application form?**

1. If a transfer needs to be withdrawn or undone both parties involved in the transaction should request this by emailing areabasedschemes@daera-ni.gov.uk.

If either customer does not have access to email then they should speak to a member of staff on 0300 200 7848.