**FORM TE1 - APPLICATION FOR THE TRANSFER OF BPS ENTITLEMENTS BY**

 **ANTICIPATED INHERITANCE**

**Basic Payment Scheme (BPS) 2021**

**THE CLOSING DATE FOR RECEIPT OF APPLICATIONS IS**

**TUESDAY 4 MAY 2021,**

**IF YOU WANT YOUR TRANSFER PROCESSED FOR THE 2021 BPS SCHEME YEAR**

**PLEASE NOTE:**

The person receiving the entitlements (the transferee) must meet the definition of a farmer (*See* *Section 4 of the Guide to the Transfer of BPS Entitlements*) except in cases of actual or anticipated inheritance.

In order to complete Form TE1 the transferor needs their own Entitlement Transfer ID and the Entitlement Transfer ID of the transferee (the person receiving the entitlements). Your, Entitlement Transfer ID can be obtained from the Online Entitlements Register or you, as the transferor, should have received an Entitlement Statement detailing the entitlements you hold. It also shows your unique Entitlement Transfer ID

To access DAERA’s Online Services use your Government Gateway or Northern Ireland Civil Service Identity Assurance (NIDA) login and password.

**You cannot transfer entitlements without this information**.

|  |  |
| --- | --- |
| See the source image | **Call the Single Application Advisory Team on 0300 200 7848**If you need any help contact us. |

**Mergers and Scissions**

* If the transfer involves a business merger use Form BC3 - **not Form TE1**.
* If the transfer involves a business scission use Form BC4 - **not Form TE1**.

**Before completing any forms regarding transfer of entitlements, business changes or setting up a new farm business, you are strongly advised to read the:**

* Guide to Transfer of BPS Entitlements
* Guide to Business Changes
* Guide for DAERA identification numbers for business customers, herd and flock keepers

**To submit this form:**

|  |  |
| --- | --- |
|  | **Email to:**areabasedschemes@daera-ni.gov.uk |

**If you do not have access to email:**

|  |  |
| --- | --- |
| See the source image | **Call the Single Application Advisory Team on 0300 200 7848**have all your information to hand before you make the call |

**DO NOT POST THIS FORM**

**IMPORTANT NOTE:**

Due to the current COVID-19 outbreak, the Department will attempt to acknowledge receipt of your form within 3-5 working days of receipt via email.

Where the submission of documentary evidence and/or multiple signatories is involved in the TE1 process we will reissue this form at a later date for completion by all members and request any documentary evidence. If you do not resubmit the completed form and/or provide the documentary evidence when requested your application may be rejected.

|  |
| --- |
| **TRANSFER OF ENTITLEMENTS BY ANTICIPATED INHERITANCE** |

**If you need help with any of the questions on the form please contact Area-based Schemes Payment Branch on: 0300 200 7848.**

**TRANSFER OF ENTITLEMENTS BY ANTICIPATED INHERITANCE WITH LAND**

You must provide evidence of the legal transfer of the land along with the Form TE1 transfer application.

In the case of split anticipated inheritance, a separate Form TE1 application will need to be completed in respect of entitlements transferred to each beneficiary.

**SECTION 1 - TRANSFEROR DETAILS**

Details of the farm business of the transferor (that is the retired farmer).

|  |  |
| --- | --- |
| **BUSINESS ID:** |       |
| **ENTITLEMENT TRANSFER ID:** |       |
| **BUSINESS TRADING NAME:** |       |
| **TITLE:** |       |
| **FIRST NAME:** |       |
| **SURNAME:** |       |
| **BUSINESS ADDRESS**:      |
| **POSTCODE:** |       |
| **PHONE NUMBER:** |       |
| **MOBILE NUMBER:** |       |
| **E-MAIL:** |       |

**SECTION 2 - TRANSFEREE DETAILS**

To be completed by the farm business receiving the entitlements.

|  |  |
| --- | --- |
| **BUSINESS ID:***\*If applicable* |       |
| **ENTITLEMENT TRANSFER ID:** *\*\*If applicable* |       |
| **BUSINESS TRADING NAME:** |       |
| **TITLE:** |       |
| **FIRST NAME:** |       |
| **SURNAME:** |       |
| **BUSINESS ADDRESS**:      |
| **POSTCODE:** |       |
| **PHONE NUMBER:** |       |
| **MOBILE NUMBER:** |       |
| **E-MAIL:** |       |

**\*** **Does the inheritance transfer involve setting up a new farm** Yes [ ]  No [ ]

**business?**

If ‘Yes’ the transferee (person receiving the entitlements) must submit Form FB1 **immediately**.

If you have applied on Form FB1 for approval as a new farm business, please confirm the date the form was submitted:

**\*\*** If you have applied on Form FB1 for approval as a new farm business, you will not have been given an Entitlement Transfer ID. Contact Area-based Schemes Payment Branch, Orchard House on 0300 200 7848.

**Does the inheritance mean the closure of the original farm** Yes [ ]  No [ ]

**business?**

If the original farm business has an operational herd/flock, the beneficiaries must contact their local DAERA Direct Office first regarding the transfer of herd/flock keeper details.

**SECTION 3 - WHAT ENTITLEMENTS DO YOU WISH TO TRANSFER?**

Enter the relevant information in the table below:

**NOTE:**

The number of entitlements transferred cannot exceed the eligible area of land being transferred. It is not possible to transfer entitlements by anticipated inheritance **without land.**

**Table 1**

|  |  |  |  |
| --- | --- | --- | --- |
| **A** | **B** | **C** | **D** |
| **ENTITLEMENT ID BLOCK NUMBERS** | **NUMBER OF ENTITLEMENTS TO BE TRANSFERRED** | **UNIT VALUE OF ENTITLEMENTS TO BE TRANSFERRED BY ACTUAL INHERITANCE**  | **TOTAL VALUE OF ENTITLEMENTS TO BE TRANSFERRED BY ACTUAL INHERITANCE**  |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

*Continue on a separate page if necessary*

**SECTION 4 - EFFECTIVE DATE OF TRANSFER**

**NOTE:**

**If no effective date is given we will default to 17 May 2021.**

**Anticipated inheritance with land:**

|  |  |
| --- | --- |
| Effective date of transfer of entitlements and land: |       |
|  |
| Effective date of transfer of land if different from above: |       |

You must also complete Table 1(a). Note that the fields listed below must be eligible for BPS, transferred by anticipated inheritance as evidenced by a land deed and the total eligible area must equal or exceed the number of entitlements you wish to transfer by anticipated inheritance with land.

**Table 1(a)**

|  |  |  |
| --- | --- | --- |
| **A** | **B** | **C** |
| **FARM SURVEY NUMBER** | **FIELD NUMBER** | **ELIGIBLE AREA OF THE FIELD IN HECTARES** |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |

*Continue on a separate page if necessary*

**SECTION 5 - SUPPORTING DOCUMENTS**

You need to submit evidence of the legal transfer of the holding (e.g. amended land deed) in support of your application to transfer entitlements through anticipated inheritance. Please submit original documents. We will return them to you immediately.

Indicate which of the following documents you have attached to support the transfer application.

Deed of transfer [ ]

Other [ ]

Please specify.

|  |
| --- |
|       |

**SECTION 6 - DECLARATIONS AND UNDERTAKING**

Both the **transferor** and the **transferee** are asked to confirm by signing the relevant section pertaining to them below, that they understand and will comply with their obligations in relation to the information provided at Section 3 of this form.

1. **Transferor Declaration**

I, as a Sole Trader, or where applicable, in agreement with the other members of the farm business, declare that

* I wish to transfer BPS entitlements by way of anticipated inheritance as detailed at Section 3 above.
* I declare that the information given in this application is true and complete to the best of my knowledge and belief.
* I am aware that if, at a later date, it is found that I was incorrectly allocated entitlements under the BPS, the transfer will be undone and these entitlements will have to be recovered or their value amended.
* I am aware of the conditions pertaining to the BPS and have complied with them.
* The transferee at Section 2 wishes to receive entitlements by way of anticipated inheritance and is aware that if, at a later date, it is found that I (the transferor) has received incorrectly allocated entitlements, or that the entitlements received have been recalculated to take account of changes, they will be recovered or their value amended.
* I have read and understood all of the relevant guides.

**I undertake:**

* To provide any additional information relating to this application that DAERA may reasonably require.
* To advise DAERA of any material change to the information given on this form.
* To comply with scheme rules and any other applicable legislation governing the BPS and the Single Application process.

|  |  |
| --- | --- |
| **Transferee signature:** |       |
| **Print Name:** |       |
| **Status of person signing:****(***e.g. sole trader, member of business, agent)* |       |
| **Date:** |       |

2. **Transferee Declaration**

I, as a Sole Trader or where applicable, in agreement with the other members of the farm business, declare that

* I wish to receive entitlements by way of anticipated inheritance as detailed in Table 1 in Section 3 and as evidenced by a land deed for land listed at Table 1(a) Section 4.
* I declare that the information given by me in this application is true and complete to the best of my knowledge and belief and all the relevant documents have been enclosed with this application.
* I am aware that if, at a later date, it is found that the original holder of the entitlements was incorrectly allocated the entitlements, or that the entitlements received have been recalculated to take account of changes, they will be recovered or their value amended.
* I am aware of the conditions pertaining to the BPS and have complied with them.
* I have read and understood all of the relevant guidance notes.
* I am aware that once the transfer is approved, the farm business belonging to the transferor will be closed.

**I undertake:**

* To provide any additional information relating to this application that DAERA may reasonably require.
* To advise DAERA of any material change to the information given on this form.
* To comply with EU Regulations and any other applicable legislation governing the BPS and the Single Application process.

|  |  |
| --- | --- |
| **Transferee signature:** |       |
| **Print Name:** |       |
| **Status of person signing:****(**e.g. sole trader, member of business, agent) |       |
| **Date:** |       |

**PERSONAL DATA PRIVACY NOTICE**

The Department takes data protection, freedom of information and environmental information issues seriously. It takes care to ensure that any personal information supplied to it is dealt with in a way which complies with the General Data Protection Regulation and the Data Protection Act 2018.

This means that any personal information you supply will be processed principally for the purpose for which it has been provided. However, the Department is under a duty to protect the public funds it administers, and to this end may use the information you have provided for this purpose. It may also share this information with other bodies responsible for the audit or administration of public funds, in order to prevent and detect fraud.

In addition, the Department may also use it for other legitimate purposes in line with the Freedom of Information Act 2000 and Environmental Information Regulations 2004 and will comply with the General Data Protection Regulation and the Data Protection Act 2018.

These include:

* Administration of the Common Agricultural Policy and other aid schemes;
* Administration of the Common Fisheries Policy;
* The production and safety of food;
* Management of land and other environmental controls;
* Animal health and welfare;
* Occupational health and welfare;
* The prevention and detection of fraud or maladministration (e.g. The Comptroller & Auditor General and HM Revenue & Customs.)
* Compilation of maps and statistics;
* Disclosure to other organisations when required by law to do so; and
* Disclosure under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004 where such disclosure is in the public interest.

Legislation introduced by the European Commission in 2014 requires Member States to publish details of the amounts paid to CAP beneficiaries. Data will be published for all beneficiaries on a searchable website, and will include the name and locality of the beneficiary and details of the amounts and schemes for which subsidy has been paid. However, for those receiving less than the equivalent of €1,250 in subsidies, the name of the beneficiary will be withheld.

Data will be made available from 31st May each year and will cover all payments made in the previous EU financial year (October to October). The data will be updated annually and remain available for two years from the date it is published.

**CHECKLIST**

**1. Does the transfer involve a Business Change?** [ ]  Yes [ ]  No

**Form** **BC1** should be used to notify us of **straightforward changes** to your farm business **that do not require a transfer of entitlements.**

You do not need a Form BC1 if you are completing a Form BC3 or Form BC4.

* If the transfer involves a business merger use Form BC3 - **not Form TE1**.
* If the transfer involves a business scission use Form BC4 - **not Form TE1**.

**2. Does the transfer involve setting up a new farm business?** [ ]  Yes [ ]  No

If ‘Yes’ you must submit Form FB1 **immediately.**

Where a transfer of entitlements results in the setting up of a new farm business, and you want that transfer to take effect for the 2019 BPS scheme year, you must submit Form FB1 by the closing date for Single Applications, which is **17May 2021**.

If you have applied on Form FB1 for approval as a new farm business, please confirm the date the form was submitted:

**3. Do you want the farm business that is transferring the entitlements to be closed?** [ ]  Yes [ ]  No

If you are closing your farm business, and you have an operational herd/flock, you must contact your local DAERA Direct Office first regarding the transfer of herd/flock keeper details.