

Submission of ITQ form

Use of e-mail

I/We agree to abide by the terms and conditions detailed at 1 – 9 below and wish to register the following e-mail address(es) for the purpose of submitting ITQ forms.

1.

2.

Signed:
(Signature of applicant)

On behalf of:
(Name of company)

RPA Registration Number:

Authorised:
Rural Payments Agency

Please return this form to:

Beef ITQ Section
Rural Payments Agency
Lancaster House
Hampshire Court
Newcastle-upon-Tyne
NE4 7YH

Terms and Conditions

1. Use of the system will be restricted solely to forms submitted from registered e-mail addresses.
2. A maximum of two addresses, one for the Quota Holder/Processing Plant and one for an Agent (if applicable), may be registered under each RPA registration number.
3. If these details change, you should complete and send a new proforma to RPA. This must be done prior to submitting further applications.
4. All forms must be submitted in accordance with the templates available on the RPA website.
5. Responsibility for ensuring a form is delivered to the Agency is that of the dispatcher. RPA cannot take responsibility for any delay, however caused. You should be aware that RPA can not be held liable for delays incurred as the result of any failure by the applicant's e-mail service provider(s).
6. You must send your completed ITQ forms to the correct e-mail addresses. To obtain the correct addresses you should contact DARD, SERPID or your local RPA Inspectorate office.

The forms should be sent to:

- ITQ2a – itqforms@rpa.gsi.gov.uk and the RPA Inspectorate, DARD or SERPID;
 - ITQ2b – the RPA Inspectorate, DARD or SERPID;
 - ITQ2c – itqforms@rpa.gsi.gov.uk.
7. It is the applicant's responsibility to have in place adequate safeguards to ensure only authorised personnel submit ITQ forms.
 8. RPA may make any further enquiries deemed appropriate in respect of the applicant's use of this system or any forms submitted under it.
 9. Use of this system will be kept under review and RPA reserves the right to withdraw approval to use the facility should it deem this appropriate.