

SUBMISSION OF LICENCE APPLICATIONS BY E-MAIL

Terms and Conditions

Use of e-mail for the submission of licence applications is subject to prior approval of applicants by the Rural Payments Agency (RPA) and is conditional on agreement by the applicant to abide by the following terms and conditions.

1. Use of the system will be restricted solely to applications lodged from registered e-mail addresses. A maximum of two addresses may be registered for each RPA registration number. If these addresses change the Rural Payments Agency's Trader Scheme Operations Policy unit must be informed prior to submitting further applications. To amend an email address you must submit another form.
2. All applications must be submitted in accordance with the example in ET1 Section S.
3. Responsibility for ensuring a licence application is delivered to the Agency is that of the applicant. 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).
4. Time of application receipt will be that of successful delivery to RPA's Internet Service Provider (ISP) and not time of submission or delivery to the applicant's ISP.
5. Applications must only be submitted once to the appropriate e-mail address:

Apples Imports	Licence.applesimp@rpa.gsi.gov.uk
Banana Imports	Licence.bananaimp@rpa.gsi.gov.uk
Beef Imports	Licence.beefimp@rpa.gsi.gov.uk
Cereals Imports	Licence.cerealsimp@rpa.gsi.gov.uk
Ethyl Alcohol Imports	Licence.ethylimp@rpa.gsi.gov.uk

Garlic Imports	Licence.garlicimp@rpa.gsi.gov.uk
Hemp Imports	Licence.hempimp@rpa.gsi.gov.uk
Milk Imports	Licence.milkimp@rpa.gsi.gov.uk
Oils & Fats Imports	Licence.oilsimp@rpa.gsi.gov.uk
Pigmeat, Eggs and Poultry Imports	Licence.pepimp@rpa.gsi.gov.uk
Rice Imports	Licence.riceimp@rpa.gsi.gov.uk
Sugar Imports	Licence.sugarimp@rpa.gsi.gov.uk
Export Licences	Export.licence.applications@rpa.gsi.gov.uk

Applications to any other RPA e-mail address will not be accepted.

6. All application submissions by email must be made using the Word templates titled 'Imports – Electronic Licence Application Form', or 'Exports – Electronic Licence Application Form'. These are available to download from our website www.rpa.gov.uk, under RPA Schemes/External Trade/All Commodity Advice/Forms.
7. It is the applicant's responsibility to have in place adequate safeguards to ensure only authorised personnel submit licence applications.
8. Any documentation in support of a licence application will not be accepted by e-mail and must be submitted as hard copy. All documentation submitted in support of an e-mail application must be fully cross-referenced to the application and received within regulatory time limits.
9. RPA may make any further enquiries deemed appropriate in respect of the applicant's use of this system or any applications submitted under it.

10. 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.