



2003 SUCKLER COW PREMIUM SCHEME: QUOTAS

Notification of Lease of Quota

Forms must be completed and returned to the Department BEFORE the date on which the Department receives a 2003 premium claim from the recipient of quota.

FOR OFFICIAL USE ONLY

Notification No.		Date Stamp	
Processed By		Date	
Checked By		Date	
Checked By		Date	

IMPORTANT — PLEASE READ CAREFULLY BEFORE COMPLETING THIS FORM

- Before you start to complete the form please read the Explanatory Leaflet.
- Please use this form to notify **LEASES** of quota which are to become effective in the **2003 Scheme year**.
- This form is not a claim for Suckler Cow Premium (SCP)
- **Section A should be completed by the producer leasing out the quota. Section B should be completed by the producer receiving the quota.** If you wish to lease out quota to more than one producer you **MUST complete a separate form for each transaction.**
- Not all producers are eligible to lease quota out and quota currently held may subsequently be withdrawn if usage rules are not met. Please check the eligibility rules in paragraphs 6 and 7 of the Explanatory Leaflet.
- Please complete the form(s) in **BLOCK LETTERS**.
- **It is your responsibility to obtain this form, complete it correctly and ensure that it is received by the Department (in this context 'the Department' means Quota Management Section at the address on page 4 or any of the Department's local area offices) no later than the date on which the Department receives a 2003 premium claim from the recipient of the quota. Lease forms will not be accepted after this date. In any case, lease forms will not be accepted after the closing date of the claim period of the 2003 Suckler Cow Premium Scheme (6 December 2003).**
- Proof that you posted your notification is not sufficient. You must be able to show that it has been **received**.
- You are therefore advised to obtain acknowledgement of receipt of this notification form from the Department by completing an acknowledgement card, affixing a stamp and returning it with your form. Cards which do not have a stamp, or are not completed (whether or not they have a stamp), will not be returned.
- If you have not received your acknowledgement within 7 working days of despatch, please contact the Department. If you deliver the form personally to the Department, you should obtain an acknowledgement of receipt at the time of delivery. Quota Management Sections address is printed on page 4.

SECTION A:

PART 1 – Details of quota holder leasing out quota

1. IACS 2003 business name

2. Address for correspondence

 Postcode

Telephone	<input type="text"/>	Fax. No.	<input type="text"/>
E-Mail Address	<input type="text"/>		

3. Suckler Cow Quota Identification Number (As notified previously) 8 8

4. Farm code number from which you wish to lease quota. /

5. Please indicate the total number of separate leases of quota you propose to make in respect of the 2003 Scheme Year.

PART 2 – Details of quota to be leased out (see paragraphs 10 to 39 of the Explanatory Leaflet)

6. Please enter below the number of quota units or partial units which are to be leased out.

Scottish LFA	HIE-LFA	GB Non-LFA
<input type="text"/>	<input type="text"/>	<input type="text"/>

7. For how many SCP Scheme years do you wish to lease out quota using this form? (Enter 1,2 or 3 years but remember that year 1 is the 2003 Scheme year) (see paragraphs 24 to 29 of the Explanatory Leaflet)

Note: The **maximum** lease period is 3 Scheme Years.

PART 3 – Declaration by person leasing quota out

8. I declare that I have read the Explanatory Leaflet.
9. I request that the number of quota units shown at Question 6 be registered as leased to the recipient named in Part 4 of this form for the period specified in Question 8.
10. I understand that any person knowingly making a false statement in connection with this lease will be liable to prosecution and in the event of any such false statement being made, the lease will be rendered void.

Date

Have you completed all relevant boxes, in particular the box at 7? If so, please now send this form together with the Explanatory Leaflet to the person leasing the quota in for completion of Section B.

SECTION B:
Please read the Explanatory Leaflet before completing this section

PART 4 – Details of the producer receiving quota

11. IACS 2003 business name			
12. Address for correspondence			
	Postcode		
Telephone		Fax. No.	
E-Mail Address			

13. Farm code number to which you wish the leased quota to be allocated.

14. Do you already hold **or** have you ever held suckler cow quota on this **or any other** farm code number? **Tick appropriate box**
YES NO

If **YES**, enter your Suckler Cow quota identification number here (as notified previously).

Note: If you are acquiring quota for the first time you will be notified of your identification number when the lease is confirmed.

PART 5 – Declaration by the producer receiving quota

- 15. I declare that I have read the Explanatory Leaflet.
- 16. I request that the number of quota units shown at Question 6 be registered as leased to me for the number of Scheme Years entered at Question 7.
- 17. I understand that any person knowingly making a false statement in connection with this lease will be liable to prosecution and in the event of any such false statement being made, the lease will be rendered void.

Signature Date

When the form has been fully completed by both parties, it must be sent in its entirety to the Department, at either the address below, or to any of its local area offices:

**Scottish Executive Environment and Rural Affairs Department
(Quota Management Section)
Room 220
Pentland House
47 Robbs Loan
Edinburgh
EH14 1TY.**

REMEMBER – THIS NOTIFICATION OF LEASE WILL NOT BE ACKNOWLEDGED UNLESS AN ACKNOWLEDGEMENT CARD IS BOTH COMPLETED AND HAS A POSTAGE STAMP AFFIXED. BULK ACKNOWLEDGEMENTS WILL NOT BE ISSUED.