

1. Q - What is an AA1 form?

A - An AA1 form allows a third party to sign applications, claims or any other forms and/or receive all payments made by SGRPID on behalf of an IACS-registered business.

2. Q – I do not have a Main Location Code/Main Farm Code (MLC/MFC) or Business Reference Number (BRN), how do I apply for them?

A - You will not have a MLC or BRN if your business is not registered with SGRPID - contact your local SGRPID Area Office or FCS Conservancy Office for guidance.

3. Q- Who needs to complete this form?

A - Both the business for whom the agent will act and the nominated agent, consultant or family member (who is not part of the business making the claim and who is nominated as the agent). Farm managers or partners in the business do not need to complete the form.

4. Q – As I have previously completed an AA1 form, do I have to complete another AA1 this year?

A - No, unless you wish to change the details of the Submission Agent(s) previously notified or if you wish to authorise a Payment Agent or add additional schemes.

5. Q – What's the difference between a Submission Agent and a Payment Agent?

A - A Submission Agent can sign and submit applications, claims or any other forms on your behalf for the options you tick at Section 3 and will receive a copy of all related correspondence for these options. It is the responsibility of the business and the Submission Agent to ensure that SGRPID receive all correspondence timeously.

A Payment Agent when authorised is the single agent authorised to receive **all** payments from SGRPID. You can authorise a Payment Agent to receive **all** payments made by SGRPID into a Bank/building Society account controlled by the Payment Agent. If there is no Authorised Payment Agent, we will make all payments into the Bank/Building Society account that is controlled by your business.

Where you authorise a Payment Agent, the Bank/Building Society account must be in the name of your business (the 'beneficiary'). E.g. "John Smith c/o XY Agent"; however "XY Agent – John Smith Account" is also acceptable. What is not acceptable is XY Agent, No1 Account or XY Agent, 6 High Street, Anytown. The payment to the account must for be the **full amount** shown on the SGRPID invoice; the agent cannot collect his fees or charges before this point.

You can have more than one Submission Agent but only one Payment Agent and the Payment Agent and Submission Agent may be the same person. Payments can only go into a single Bank/Building Society Account per business/beneficiary.

6. Q – Can I choose which schemes are paid to my nominated Payment Agent?

A - No, if you authorise a Payment Agent, **all** payments made by SGRPID to you will be paid into that account. **1 Business = 1 Bank/Building Society Account**

7. Q - How do I authorise a Submission and/or Payment Agent?

A – Complete the relevant sections remembering to tick the relevant box/boxes at section 4.

8. Q - What is an Agent Identification Number?

A - Once a new AA1 form has been processed, we will issue registered agents with their Agent Identification Number (Agent ID). Agents must quote this number on all future correspondence with SGRPID and enter the number on applications, claims or a any other forms when asked to do so.

9. Q- My agency/consultancy firm has a number of offices and employees across the country. Do we always enter our main office address on the AA1 form?

A - No. As we will only issue one Agent ID to each office, enter the address of the office that directly deals with the business. For example, if your head office is in Edinburgh but you work from a sub-office in Stirling, use the Stirling office address at Section 2. Every agent who works from that office must use that Agent ID on all correspondence from that office.

10. Q - Each partner in our consultancy/agency firm has had their own name on AA1s in the past. Should we continue to complete them this way?

A - No. As in question 9, only the consultancy/agent's business name must be used at section 2 along with the address of the office responsible for the farm business/client.

11. Q - I already have permission from the business to sign applications, claims or any other forms on their behalf but have not submitted an AA1 form. Will the business need to complete an AA1 for my consultancy/agency?

A - Yes. If the business wants you to sign any forms for the options at Section 3 of the AA1 form, you will need to submit an AA1 form in order that we can register you as an authorised agent and allocate you an Agent ID.

12. Q –Currently I have more than one agent authorised to receive payments on my Business' behalf. Can this arrangement continue?

A - No. Only one agent can be authorised to receive, on your behalf, all payments made by SGRPID. You will therefore need to complete an AA1 form to authorise your nominated Payment Agent.

13. Q – When and where should I return the AA1?

A – The business and the agent must complete the form and ensure it is submitted to the local SGRPID Area Office or FC Conservancy Office whichever is more convenient. Guidance on completing the AA1 form may be obtained from these local offices. You should submit the AA1 form along with or before making any claim for payment or before submitting any form for an option selected at Section 3.

Agents who wish to use SG Rural Payments Online facility https://sedsh04.sedsh.gov.uk/esd/xsqli/sys_getLogin.xsqli to complete claims on behalf of their clients will not be able to access the application forms, or turnaround data, such as the Single Application Form (SAF), until an AA1 form for each business is received and processed by SGRPID.

If you have any further questions on the completion of this form please contact your local SGRPID Area Office or FC Conservancy Office