



# Application to register as an Agriculture Agent

## Panel A - Agent details. To be completed by the agent. All fields are mandatory Please use Block Capitals.

### Personal Details

Personal Public Services Number (PPS No)

         

Format of PPS No is 7 numbers followed by 1 or 2 letters as printed on any correspondence from the Revenue Commissioners or Department of Social Protection.

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Gender: Male  Female  Date of Birth: \_\_/\_\_/\_\_ Mobile No: \_\_\_\_\_  
If mobile given, do you wish to receive SMS messages? Yes  No

Email Address: \_\_\_\_\_

Your Agriculture Agent number will be issued to this email address

Home Address: \_\_\_\_\_  
\_\_\_\_\_

### Qualifications

Please state your agricultural qualification(s) \_\_\_\_\_

Have you any other registration with the Department of Agriculture, Food & the Marine?  Yes  No  
e.g. Agricultural Agent, Herd Owner, etc. If yes, please quote any reference number(s) you may have below.

AGT \_\_\_\_\_

### Agency details

Name of agency that you are employed by \_\_\_\_\_

Please ask your manager to complete the form overleaf.

I wish to apply to the Department of Agriculture, Food & the Marine

- ✓ to be registered as an Agriculture Agent
- ✓ to be registered for access to the Department's Single Sign On system
- ✓ to be granted the authority to submit application forms online on behalf of my clients for:

BPS/Greening/ANC/Entitlement Related Applications	<input type="checkbox"/>	Pig and Poultry Investment Scheme	<input type="checkbox"/>
Young Farmer Capital Investments Scheme	<input type="checkbox"/>	Dairy Equipment Scheme	<input type="checkbox"/>
Low Emission Slurry Spreading Equipment Scheme	<input type="checkbox"/>	Animal Welfare Safety and Nutrient Storage Scheme	<input type="checkbox"/>
Organic Capital Investment Scheme	<input type="checkbox"/>	Tillage Capital Investment Scheme	<input type="checkbox"/>
Organic Farming Scheme	<input type="checkbox"/>	Green Low-carbon Agri-environment Scheme (GLAS)	<input type="checkbox"/>
Nitrates	<input type="checkbox"/>		

### Applicant's Declaration

I acknowledge that the data to which I will have access is confidential and is covered by current Data Protection legislation and Regulation (EU) No 2016/679 (General Data Protection Regulation). I understand that this information is made available to me for the purposes of submitting application forms online on behalf of my clients for the Schemes indicated above. I undertake to use the information solely for the purposes for which it is intended and not to disclose it to third parties. I confirm that I will keep my log-on details confidential and will not disclose them to a third party. I agree to indemnify the Minister for Agriculture, Food and the Marine from any losses, damages, liabilities, costs and expenses (including necessary legal expenses) arising out of injury, loss or damage to any person whatsoever, resulting from or in any way connected with or arising out of the use of the Department's Single Sign On System or the use of any data provided by the Department by whatsoever means by myself, my servants or agents. I confirm that the information on this form is correct to the best of my knowledge and that it refers to me. I hereby declare that I am aware of the attached Terms and Conditions pertaining to this application and agree to comply fully with these requirements.

Signed \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form to  
On-Line Services Section,  
Department of Agriculture, Food & the Marine  
Government Buildings,  
Farnham Street,  
Cavan.  
H12 D459

If you have any queries in relation to the form, please  
contact this unit at Lo call Number **0761 064424**

**Department of Agriculture, Food & the Marine Agriculture Agency Registration Form**

**Agency Details** Please complete Panel B or C below and sign the declaration at Panel D. This page to be completed by the Company Manager.

**Panel B.** Please complete if the Agency is already registered with the Department. Please use Block Capitals.

If the Agency has already been registered with the Department, please quote your Agriculture Agency Number and Agency Name.

**Agriculture Agency Number:** AGY \_\_\_\_\_

This will have been issued to you by the Department of Agriculture Food & the Marine if your company has already been registered as an Agriculture Agency.

**Agency Name:** \_\_\_\_\_

**Panel C.** Please complete if the Agency is not registered with the Department. Please use Block Capitals.

Is the Agency a Company or an Individual/Sole Trader?      Company       Individual/Sole Trader

Please complete these fields for Company

**VAT Number:** \_\_\_\_\_

**CRO Number:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Trading Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

Please complete these fields for Individual/Sole Trader

**PPS Number:**   

**First Name:** \_\_\_\_\_

**Surname:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

Please complete the remaining fields below in either situation

**Address:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Telephone No:** \_\_\_\_\_ **Mobile No:** \_\_\_\_\_ Do you wish to receive SMS messages? Yes  No

**Email Address:** \_\_\_\_\_ **Fax No:** \_\_\_\_\_

Please complete tick boxes below:

I confirm that this agency has Professional Indemnity Insurance.

And I enclose proof of same with this application.

**Panel D. Declaration.** You must complete this panel.

*I acknowledge that the data to which the agency will have access is confidential and is covered by current Data Protection legislation and Regulation (EU) No 2016/679 (General Data Protection Regulation). The agency understands that this information is made available to it for the purposes of submitting application forms online on behalf of its clients for the Schemes indicated above. The agency undertakes to use the information solely for the purposes for which it is intended and not to disclose it to third parties. I confirm that the agency will keep all log-on details confidential and will not disclose them to a third party. The agency agrees to indemnify the Minister for Agriculture, Food and the Marine from any losses, damages, liabilities, costs and expenses (including necessary legal expenses) arising out of injury, loss or damage to any person whatsoever, resulting from or in any way connected with or arising out of the use of the Department's Single Sign On System or the use of any data provided by the Department by whatsoever means by the agency, its servants or agents. I confirm that the information on this form is correct to the best of my knowledge and that it refers to the agency. I hereby declare that I am aware of the attached Terms and Conditions pertaining to this application and the agency agrees to comply fully with these requirements.*

**Signed** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Position held in Company** \_\_\_\_\_

**Company Stamp or Seal**

Your Agriculture Agency Number will be issued to you after successful registration in DAFM. All future employees of the agency, when applying for registration with the Department, should quote this number.

For Official Use Only - CCS		For Official Use Only - SSO	
Agent Number Assigned		Form & CCS match	Yes <input type="checkbox"/> No <input type="checkbox"/>
Date Letter/email issued to Agent		Login Assigned	
Agency Number Assigned		Authority allocated	
Date Letter/email issued to Agency		Registered by	
Registered by		Date registered	
Date registered			



## Data Protection Notice

1. The personal data sought from you is required to enable you register as an Agriculture Agent with the Department of Agriculture, Food and the Marine for the purpose of accessing DAFM On-Line Services on behalf of clients and submitting applications to the Department on behalf of clients for the scheme(s) selected on this form. Failure to provide all the personal data required will result in DAFM being unable to register you as an agriculture agent and you will not be in a position to access DAFM On-Line Services or submit applications on behalf of your clients.

2. The legal basis for processing this personal data is Article 6(1) (c) of Regulation (EU) 2016/79 of the European Parliament and of the Council of 27 April 2016 (the General Data Protection Regulation) i.e. processing is necessary for compliance with a legal obligation to which the controller is subject.

3. Data provision being statutory or contractual obligation:

The data provided for this purpose is being requested under a statutory obligation and the legal basis for each of the schemes is outlined in the Terms and Conditions of that scheme.

4. Information provided on this form will be shared with other Business Areas within the Department for the purposes of processing applications in a timely and efficient manner. The Department is also currently obliged by law to provide information concerning applicants in response to requests received from the Office of the Revenue Commissioners, An Garda Síochána and other bodies in accordance with current Data Protection legislation.

5. The data submitted will be retained by DAFM only as long as there is a business need to do so in line with the purposes for which it was collected. It will then be marked for destruction and will be destroyed in line with internal guidelines or guidelines for destruction received from the National Archives Office or associated permissions received from them.

6. Each individual has data protection rights, which have been further enhanced by the introduction of the General Data Protection Regulation (GDPR) effective from 25 May 2018. These rights, where applicable, are:

- A right to access, rectify or erase their personal data
- A right to restriction of processing
- A right to object or withdraw consent to processing
- A right to data portability
- A right to make a complaint to the Data Protection Commissioners Office <https://www.dataprotection.ie>

Further information is available here - [www.agriculture.gov.ie/dataprotection/](http://www.agriculture.gov.ie/dataprotection/)

7. The Data Controller for the collection and processing of all personal data in the Department of Agriculture, Food and the Marine is the Minister for DAFM as a legal entity.

8. The Data Protection Officer can be contacted in relation to any of your rights outline as above:  
Data Protection Officer, Data Protection Unit, Corporate Affairs, Department of Agriculture, Food and the Marine, Pavilion A, Grattan Business Park, Dublin Road, Portlaoise, Co. Laois. R32 K857.

Email: [dataprotectionofficer@agriculture.gov.ie](mailto:dataprotectionofficer@agriculture.gov.ie)

9. Technical information on the cookies used on our Department's website is available at the following link:  
<https://www.agriculture.gov.ie/legalnotices/privacy/>

## **Terms and Conditions of Use of the Department of Agriculture, Food and Marine's Single Sign on System**

1. The Minister for Agriculture, Food and the Marine grants access to Agriculture Agents/Agency to the Department's Single Sign On System solely for the purposes of submitting Basic Payment Scheme applications and/or the schemes listed below on behalf of clients of the Agent/Agency :

**Tillage Capital Investment Scheme**  
**Animal Welfare Safety and Nutrient Storage Scheme**  
**Basic Payment Scheme/Greening/Areas of Natural Constraints**  
**Dairy Equipment Scheme**  
**Green Low-carbon Agri-environment Scheme (GLAS)**  
**Low Emission Slurry Spreading Equipment Scheme**  
**Organic Capital Investment Scheme**  
**Organic Farming Scheme**  
**Pig and Poultry Specialised Equipment Scheme**  
**Young Farmer Capital Investment Scheme**  
**Nitrates**

2. The Minister reserves the right to refuse or withdraw access to the Department's Single Sign On System.
3. In the event that the Minister withdraws access to the Department's Single Sign On System from any agent or agency, that agent/agency will be notified and may appeal that decision within 14 days to the Minister.
4. The Agriculture Agent/Agency understands that in the event that a client of the agent/agency instructs the Minister to remove that client from the list of clients associated with an agent/agency, the Minister will remove that client from the list of clients associated with an agent/agency.