

Department of Agriculture, Environment and Rural Affairs (DAERA)

Basic Payment Scheme (BPS) 2017

BC3: BUSINESS MERGER APPLICATION FORM

If you are changing the structure of your business by merging with another business you should **complete this BC3 merger application**. This form will also provide for the entitlements held by the farm businesses involved in the merger to be transferred to the new merged business.

You **do not complete** Form TE1, nor can you use the online application to transfer entitlements involved in a merger.

If the business merger is to take place for the 2017 BPS Scheme year, this BC3 form should be received by DAERA no later than Monday 15 May 2017.

Before completing the BC3 you are advised to read the 'Guide to Business Changes', particularly where:

- You have nominated an authorised person to act on your behalf.
- An EJO or Bankruptcy Order exists against you. If the order restricts the transfer of assets, including payment entitlements, the BC3 may be rejected.
- There are outstanding debts/penalties exist against the original business.

It is envisaged that this form will cover the majority, but not all, of the situations likely to occur in Northern Ireland. If you feel that this form does not adequately cover your situation you should contact the Business Changes Section in Area-Based Schemes Payment Branch on 0300 200 7848 and seek further advice.

'Merger' means the joining of two or more separate businesses into one new business. The new business must be controlled in terms of management, benefits and financial risks by 'active' farmers (or one of the active farmers) originally managing the individual businesses.

Two or more separate farm businesses that merge can have the total number of their BPS payment entitlements combined into one farm business. Once businesses have been merged, the entitlements will belong to the merged business.

You should read the Guide to Transfer of BPS Entitlements and the Guide to Business Changes, available on the DAERA website, for further advice:

<https://www.daera-ni.gov.uk/articles/area-based-schemes-2017-information-and-guidance>

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The completed BC3 form should be returned, together with the relevant supporting documentation to:

**Department of Agriculture, Environment and Rural Affairs
Area-Based Schemes Payments Branch
Business Changes Section
Orchard House
40 Foyle Street
Derry/Londonderry
BT48 6AT**

The Department will acknowledge receipt of your application form. If you have not received an acknowledgement letter within 15 days from the date of posting please telephone the Business Changes Section in Area-Based Schemes Payment Branch on 0300 200 7848 without delay.

PART 1: DETAILS OF THE BUSINESSES WHICH ARE BEING MERGED

Where the farm business is a multi-member business, it is necessary for each member to sign the BC 3 at Part 5 of this form.

Business A

Category 1 Business ID Number:
Business Trading Name:
Name of the person(s) to whom payment will be made, if this is different from the Business Trading Name:
Date of Birth ---- ----/ ---- ----/---- ----
Business Address:
Post code:
Phone number:
Mobile number:
E-mail:
Status in the farm business: _____
(for example, sole trader, head of holding, partner, agent/form filler)

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Business B

Category 1 Business ID Number:
Business Trading Name:
Name of the person(s) to whom payment will be made, if this is different from the Business Trading Name:
Date of Birth ---- ----/ ---- ----/---- ----
Business Address:
Post code:
Phone number:
Mobile number:
E-mail:
Status in the farm business: _____
(for example, sole trader, head of holding, partner, agent/form filler

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PART 2 DETAILS OF THE NEW MERGED BUSINESS

Enter the details of the new business which has been created as a result of the merger.

(A new Business ID Number will be notified to you when your business change is approved)

Business Trading Name:
Name of the person(s) to whom payment will be made, if this is different from the Business Trading Name:
Date of Birth ---- ----/ ---- ----/---- ----
Business Address:
Post code:
Phone number:
Mobile number:
E-mail:
Status in the farm business: _____
(for example, sole proprietor, partnership, company, trust)

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PART 3 MEMBERSHIP DETAILS OF THE MERGED BUSINESS

List the details of **all** members of the new merged business including the name of the person to whom payment will be made.

Applicant Reference Number	Details of members of the newly merged business
	Forename(s):
	Surname:
	Date of Birth ---- ----/ ---- ----/---- ----
	Address:
	Telephone:
	Forename(s):
	Surname:
	Date of Birth ---- ----/ ---- ----/---- ----
	Address:
	Telephone:
	Forename(s):
	Surname:
	Date of Birth ---- ----/ ---- ----/---- ----
	Address:
	Telephone:
	Forename(s):
	Surname:
	Date of Birth ---- ----/ ---- ----/---- ----

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	Address:
	Telephone:
	Forename(s):
	Surname
	Date of Birth ---- ----/ ---- ----/---- ----
	National Insurance Number
	Address:
	Telephone:

PART 4 DATE OF MERGER

The date of the business merger is

_____ (must be on or before 15 May 2017)

You may wish to provide evidence of the merger.

Note:

If you have already provided documentary evidence in relation to an earlier assessment of the merger you do not have to resubmit the evidence. In such cases you should indicate below the documents sent to DAERA, when they were sent and provide a copy of any related correspondence from DAERA.

Details of evidence already submitted to DAERA:

List of documents enclosed with this application:

(Where the Department has found the original businesses not to be separate, no further evidence of the merger is required).

All entitlements which belong to each original business will now belong to the newly created merged business, if the merger application is approved.

PART 5 DECLARATION AND WARNING

The Declaration MUST be signed by all members of the original and the newly merged business created.

We request that this application be considered under the business merger arrangements pertaining to the Basic Payment Scheme.

We declare that:

- The farm businesses listed above wish to merge into one farm business and request that the BPS entitlements from each business transfer into one newly merged business.
- We declare that the information given by us in this BC3 application is true and complete to the best of our knowledge and belief. We have also enclosed all relevant documents relating to this application.
- We are aware that if, at a later date, it is found that any of the merged businesses were incorrectly allocated entitlements under the Basic Payment Scheme, these entitlements will have to be recovered or their value amended.
- We are aware of the conditions pertaining to the Basic Payment Scheme and have complied with them.
- We are farmers carrying out agricultural activity on a holding within the meaning of Articles (4) (1) (a) (b) and (c) and Regulation (EU) No. 1307/2013 as set out in the '2017 Guide to the Basic Payment Scheme'.
- We have read and understood all of the relevant Guides.

We undertake:

- To provide any additional information relating to this application that DAERA may reasonably require.
- To advise DAERA of any material change to the information given on this form.
- To comply with EU Regulations and any other applicable legislation governing the Basic Payment Scheme and the Single Application process.

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Members of Business A

Signed:

Print Name

Status of person signing: _____
(e.g.: Sole proprietor, partner, director, trustee, agent)

Date: _____

Signed:

Print Name

Status of person signing: _____
(e.g.: Sole proprietor, partner, director, trustee, agent)

Date: _____

Signed:

Print Name

Status of person signing: _____
(e.g.: Sole proprietor, partner, director, trustee, agent)

Date: _____

Signed:

Print Name

Status of person signing: _____
(e.g.: Sole proprietor, partner, director, trustee, agent)

Date: _____

Members of Business B

Signed:

Print Name

Status of person signing: _____

(e.g.: Sole proprietor, partner, director, trustee, agent)

Date: _____

Signed:

Print Name

Status of person signing: _____

(e.g.: Sole proprietor, partner, director, trustee, agent)

Date: _____

Signed:

Print Name

Status of person signing: _____

(e.g.: Sole proprietor, partner, director, trustee, agent)

Date: _____

Signed:

Print Name

Status of person signing: _____

(e.g.: Sole proprietor, partner, director, trustee, agent)

Date: _____

Continue on a separate sheet as necessary.

PART 6 PERSONAL DATA PRIVACY NOTICE

The Department takes data protection, freedom of information and environmental information issues seriously. It takes care to ensure that any personal information supplied to it is dealt with in a way which complies with the requirements of the Data Protection Act 1998.

This means that any personal information you supply will be processed principally for the purpose for which it has been provided. However, the Department is under a duty to protect the public funds it administers, and to this end may use the information you have provided for this purpose. It may also share this information with other bodies responsible for the audit or administration of public funds, in order to prevent and detect fraud.

In addition, the Department may also use it for other legitimate purposes in line with the Data Protection Act 1998, Freedom of Information Act 2000 and Environmental Information Regulations 2004.

These include:

- Administration of the Common Agricultural Policy and other aid schemes;
- Administration of the Common Fisheries Policy;
- The production and safety of food;
- Management of land and other environmental controls;
- Animal health and welfare;
- Occupational health and welfare;
- The prevention and detection of fraud or maladministration (e.g. The Comptroller & Auditor General and HM Revenue & Customs.);
- Compilation of statistics;
- Disclosure to other organisations when required to do so; and
- Disclosure under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004 where such disclosure is in the public interest.

Legislation introduced by the European Commission in 2014 requires Member States to publish details of the amounts paid to CAP beneficiaries. Data will be published for all beneficiaries on a searchable website, and will include the name and locality of the beneficiary and details of the amounts and schemes for which subsidy has been paid. However, for those receiving less than the equivalent of €1,250 in subsidies, the name of the beneficiary will be withheld.

Data will be made available from 31st May each year and will cover all payments made in the previous EU financial year (October to October). The data will be updated annually and remain available for two years from the date it is published.