

## Transfer of Entitlements – 2023 Q&A

**I have tried to submit my transfer of entitlements online but am unable to do so. What should I do?**

1. Contact our Advisory Service on 0300 200 7848. A member of staff will try to resolve your online issue(s) in advance of the trading window closing.

If these issues have been resolved a member of staff will ask you or your agent to complete your transfer online. If these issues cannot be resolved an electronic *TE1 form – Lease, Sale, Gift* will be issued to you or your agent.

2. The *TE1 form – Lease, Sale, Gift* – should be returned to us by email to [areabasedschemes@daera-ni.gov.uk](mailto:areabasedschemes@daera-ni.gov.uk).

You or your agent can also post this form and any supporting documentation to:

Area-based Schemes Payment Branch, 40 Foyle Street,  
Derry/Londonderry BT48 6AT no later than 2 May.

Forms should be returned so that they reach us no later than **Tuesday, 2 May 2023**.

**How do I submit a transfer of entitlements due to inheritance?**

### 1. Email

We ask that you or your agent email the electronic *TE1 form – Actual Inheritance* <https://www.daera-ni.gov.uk/publications/te1-actual-inheritance-and-anticipated-inheritance-forms-2023> and any supporting documentation to [areabasedschemes@daera-ni.gov.uk](mailto:areabasedschemes@daera-ni.gov.uk) **no later than Tuesday 2 May**.

### 2. Post

You or your agent can also post your TE1 form and any supporting documentation to:



Area-based Schemes Payment Branch, 40 Foyle Street,  
Derry/Londonderry BT48 6AT no later than 2 May.

### 3. **Single Application (SA) Advisory Service**

If you do not have access to email or an agent, contact our Advisory Service on 0300 200 7848.

### **Will my transfer application still go ahead if I don't have all my supporting documentation?**

1. There are a number of options available to you depending on your particular circumstances. To discuss your options contact our Entitlements Team at [areabasedschemes@daera-ni.gov.uk](mailto:areabasedschemes@daera-ni.gov.uk) or speak to a member of staff on 0300 200 7848.

### **What should I do if I need to withdraw or undo a transfer of entitlements that was either carried out online or by a TE1 application form?**

1. If a transfer needs to be withdrawn or undone both parties involved in the transaction should request this by emailing [areabasedschemes@daera-ni.gov.uk](mailto:areabasedschemes@daera-ni.gov.uk).

If either customer does not have access to email then they should speak to a member of staff on 0300 200 7848.

