



Llywodraeth Cymru
Welsh Government

**Rural Payments Wales (RPW) Online
Authorisation for Agent / Woodland Agent / Farming Union and Farming Association**

SECTION A – To be completed by Agent / Farming Union / Woodland Agent representative:

Agent / Farming Union Trading Title: Agent / Farming Union CRN:

Please sign to confirm that you agree to undertake the roles indicated below when accessing the RPW Online service on behalf of the farming business named in Section B.

Name (in block capital letters): _____ **Signature:** _____ **Date:** ____/____/____

SECTION B – To be completed by the Customer:

Roles - The agent / farming union would have view only access to your farm business details, applications and associated documents and correspondence.

Tick which additional roles you wish the agent / farming union name in Section A to have.

Amend Business Details	Complete Claims	Accept Contract (*Not applicable for Farming Unions)	Submit Claims (*Not applicable for Farming Unions)	View Financial Information	Manage Entitlements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Customer's Trading Title: Customer's CRN:

Method of Correspondence will be Online

Preferred method of notification: Email: SMS/Text: Email and SMS/Text:

Email Address: Mobile Number:

Declaration – I confirm that I authorise the agent or farming union named above to undertake the roles indicated above when accessing the RPW Online service on my/our behalf.

I understand that when the agent or farming union named above complete and/or submit application forms online on my/our behalf, my/our farming business remain responsible for ensuring the Declarations and Undertakings relevant to those application forms are adhered to.

Name (in block capital letters): _____ **Signature:** _____ **Date:** ____/____/____

Notes:

Preferred Correspondence

This is the method by which you will receive your letters from the Welsh Government. All correspondence will be sent Online via your RPW Online account.

Method of Notification

This is the method by which RPW Online contacts you to inform you that a new document / letter has been added to your account and you need to log in to read it. You have the choice of Email, SMS (Text Message) or both.

Roles

The Roles table allows you to specify the things you wish your agent or farming union to do or see. This information will enable us to set up the exact type of access you request.

The work you can assign for your agent or farming union representatives are:

- **Amend Business Details** – This will allow your agent or farming union representatives to make amendments to your business details held within your online account. If these are major changes we will send notification of the change to your farming business' correspondence address. Apart from simple spelling corrections etc., we classify major changes as amendments to partners/authorised individuals, primary contact, business or third party roles/links, correspondence address, main farm address, trading titles and notification of death.
- **Complete Claims** – This will allow online completion of any RPW application forms on your behalf. This could be in your presence or not. This role does **not** mean they can submit the application forms once completed.
- **Accept Contract** – This will allow online acceptance of Glastir Contracts on your behalf. ***NOTE: This role is only applicable for agents. Farming unions are unable to submit claims online on customer's behalf. Ticks entered in this box incorrectly will be disregarded in respect of farming unions.**
- **Submit Claims** – This will allow online submission of any RPW application forms on your behalf. ***NOTE: This role is only applicable for agents. Farming unions are unable to submit claims online on customer's behalf. Ticks entered in this box incorrectly will be disregarded in respect of farming unions.**

If you wish your agent to complete **and** submit your application forms online you will need to tick **both** the Complete Claims and Submit Claims roles. You will remain responsible for the accuracy and completeness of any applications completed and/or submitted online on your behalf.

- **View Financial Information** – This will allow your agent or farming union representative to view your financial information online, e.g. payment letters, overpayment letters and payments made to you.
- **Manage Entitlements** – This will allow your agent or farming union representative to view your Single Payment Scheme (SPS) entitlements information and initiate transfers of your entitlements online. Notification of any transfer (or lease) applications made will be sent to your farming business' correspondence address.

Return completed forms to: Rural Payments Wales, PO Box 251, Caernarfon, LL55 9DA.