

# UTASS Briefing: 30<sup>th</sup> January 2015

## CAP REFORM: REGISTRATION.

The RPA have opened the registration process for the Basic Payment Scheme, the replacement for SPS under the new CAP regime. It is essential that **all potential applicants complete this process over the next few weeks**. The new Government Gateway [gov.uk/verify](http://gov.uk/verify) is **not** proving to be suitable for most farmers due to the forms of identification being requested from the credit rating agencies providing the service. To address this the RPA have also opened a phone line to establish identity.

**Farmers are advised to have the following information to hand before calling the service:**

- SBI (Single Business Identifier)
- Vendor Number
- Bank Account details (s currently used for RPA BACS payments).
- The last SPS Claim or Entitlement Statement (available form UTASS for those who claimed online through us last year)
- National Insurance number.
- CPH number
- Personal Identifier (PI) if known and any accompanying passwords

An email address is also required. If you do not have one you could use a family member, friend or UTASS if no other is available. Having assembled as much of this information as possible you are ready to register and will have to go through the following process:

1. Call the RPA CAP Information Service 03000 200 301
2. Choose the “registration” option (press one) and then hold until an operator is available (this may take some time with 95,000 potential applicants trying to register).
3. When you have supplied the requested information including an email address and established your identity you will be issued with a 10 digit Customer Reference Number.
4. The RPA operator will advise you that a registration code will be sent to your email address so that you can enter the RPA website [gov.uk/rural-payments](http://gov.uk/rural-payments) and, with your Customer Reference Number and code, establish a password so that you can log in to your own businesses details. This has to be done within 12 hours of receipt or a new code has to be sought from the RPA.
5. Once on the site it is important to check that your personal details are correct as well as some limited mapping information. As the site is under development you are only able to perform limited functions at the moment but you can empower an agent or UTASS to help you with the rest of the application process.

This is as much as can be done at the moment and the RPA will advise you when additional parts of the programme become available. UTASS staff will be available by appointment for those who do not have access to the internet or need help with the process. A large dose of patience for everyone will be essential!

For further advice and assistance contact UTASS 01833 641010.

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