

Basic Payment Scheme Transfer of Entitlements

Common Errors Document

- The Transferor Signature Confirmation Form not submitted by the Agricultural Advisor, not signed by all relevant transferor parties or not appropriately witnessed.
- Failure to include additional information e.g. the Constitution in respect of transfers involving companies.
- Failure to include accurate/ legible additional information, e.g. Waiver and Indemnity Forms may only be witnessed by solicitors.
- Failure to ensure that the 10 digit Transfer Key has been sent to the transferee.
- Failure to accept the Transfer by the Transferee.
- Assignment as a Herd Keeper is not sufficient for transferring entitlements; Applicant must be a registered Herd Owner or hold a BPS Transfer Number.
- Failure to ensure that all parties to the Transfer are registered to use the online system, Agfood.ie.
- Failure to respond to queries issued by the Transfer of Entitlements Section in a timely fashion. Delays or non-response to queries can result in delays or non-issue of BPS Payments.
- Failure to advise the Transfer of Entitlements Section of the assignment of a Herd Number in cases where a Transfer of Entitlements Application includes a BPS Reference Number.
- Supporting documents uploaded under the wrong heading on AgFood. Any documentation required in relation to transfers should be uploaded to the transfer of entitlements application.