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Statements

10.1 Your statement

We send statements to you to improve the service we offer. Your statement lets you see the information we hold on the CTS database about your cattle. Any payment due to you may depend on you keeping accurate records, so this is your chance to put mistakes right.

a What does it show?

Your statement shows details of all the cattle that were registered to your holding on the statement date. It also shows:

- any recent cattle movements that you, or your agent (if you have one), have reported or corrected;
- any passport applications you, or your agent, have made with mistakes that haven't been corrected yet; and
- cattle that have incomplete or confusing movement histories.

b Statement date

To make the statement we take a 'snapshot' of the information on the CTS on a particular date. You can find the snapshot date on the front page of your statement. Your statement shows you the information we have about the animals on your holding, and the movements and events that have been reported up to and on that date.

By the time you see the details, some of them may be out of date because we have updated our records with what you have told us in the meantime. Any information we receive after the snapshot date will be shown on your next statement. Information may also appear out of date because we have corrected an invalid movement or passport application too late to be included in the statement.

c Sections in the statement

The statement includes a front sheet followed by these sections.

- Cattle with application problems.
- Cattle with movement problems.
- Cattle with inferred movements.
- Movements and events reported.
- Cattle on your holding.
- Older cattle on holding.
- Missing or amended details.

- Death reporting.
- Declaration and undertakings.

d Checking the statement

When you receive your statement, please check that the details are correct – remember that information we receive after the snapshot date will not show.

If you find that some details are incorrect, make corrections in the boxes on the statement and return it to us.

If we have not asked you to respond to any of the information we sent to you, and you are happy that the information is correct, you do not need to return any pages to us. However, a declaration page is available for you to confirm you have checked and agree with the information in the statement.

We will normally send you two statements every year.