

# Customer Registration

Amendment form

CREG 10



## Notes - read the Guidance Notes very carefully before you start.

- 1 Use CAPITAL LETTERS and black ink.
- 2 Write within the boxed areas only.
- 3 Do not use correction fluid. If you make a mistake, please cross through, initial and date it.
- 4 Attach copies of any relevant papers securely to this form.

## Important Information

This form has been sent to you so that you can tell RPA in writing about significant changes to your business details. Any other changes can be notified by phone via the Customer Service Centre.

IMPORTANT: If you change any details in **Parts B or D**, this may affect your entitlement to any claims for payment made by your business. RPA may also need to contact you to request further information about the changes you have told us about.

The parts you need to complete will depend on the information you wish to change however in all cases you must complete Part A and sign the undertakings and declarations at Part F

OFFICIAL  
USE ONLY

<b>Part A</b> <b>Customer details</b>	Part A must be completed. Give the details we currently hold for you on our Customer Register to allow us to easily identify your record.	<input type="checkbox"/>
<b>Part B</b> <b>Business details</b>	Only complete Part B if you are changing the name of your business or the legal status of your business.	<input type="checkbox"/>
<b>Part C</b> <b>Payment details</b>	Only complete Part C if you are making any changes to your current bank details.	<input type="checkbox"/>
<b>Part D</b> <b>Removing legally empowered people</b>	Only complete Part D if you have completed a CReg 01 in the past and wish to remove legal empowerment from a person associated with your business.	<input type="checkbox"/>
<b>Part E</b> <b>Appointing people to represent your business</b>	Only complete Part E if you have completed a CReg 01 in the past and would either like to add someone new to the business or you have removed legal empowerment from someone at Part D and would like to give them a new lower level of empowerment.	<input type="checkbox"/>
<b>Part F</b> <b>Undertakings and declarations</b>	Part F must be completed. This part must be signed by the appropriate people within the business as directed at Part F.	<input type="checkbox"/>
<b>Land changes</b>	You will need to complete an RLE 1 form if you have any land for which you claim or intend to claim via RPA, Natural England or the Forestry Commission, which has not already been registered on the RLR. If any land has been transferred to a different business you will need to complete an RLE 1 to transfer the land to the other business. To request an RLE 1 please contact the Customer Service Centre or mark the box. See page 6 of the guidance notes for further information. <p style="text-align: right;">Please send me an RLE1 form <input checked="" type="checkbox"/></p>	<input type="checkbox"/>

If you have enclosed any other documents with this form write in this box how many documents are attached

Rural Payments Agency, PO Box 1058, Newcastle-upon-Tyne, NE99 4YQ. <http://www.rpa.gov.uk>  
Customer Service Centre: [csc@rpa.gsi.gov.uk](mailto:csc@rpa.gsi.gov.uk) or 0845 603 7777

The Rural Payments Agency is an Executive Agency of the Department for Environment, Food and Rural Affairs (Defra)

## Part A: Customer details

Give your current business details to allow us to easily identify your customer record.

A1 Single Business Identifier (SBI)

A2 Vendor number (if applicable)

Trader number (if applicable)

A3 CPH number (if applicable)

A4 Business name

A5 Telephone number

## Part B: Business details

You only need to complete Part B if you are changing the business name or the legal status of your business.

B1 New name of business

B2 Please put a cross in one of the boxes below to indicate whether this is a change in name only or whether there has also been a change to the structure of the business (i.e. someone has left or joined the business).

Name change only

Change to the structure of business

If there has been a change to the structure of your business and your business claims under the Single Payment Scheme (SPS) we will send you an IACS 26/27 form to complete.

B3 New legal status of business

Sole Trader

Partnership

Trust

Statutory Body

The Crown

Limited Company

Limited Liability Partnership

If your business has changed to a Limited Company you must give your Certificate of Incorporation (C of I) number in the boxes provided

Companies House -  
C of I reference number:

## Part C: Payment details

You only need to complete Part C if you would like to change the payment details we currently hold for your business.

Complete the boxes below with your new payment details:

C1 Where is your new account held?

Bank

Building Society

Sort code

Account number

Account name

Roll number (Building Society accounts only)

C2 If you are changing your currency which currency do you now wish to be paid in?

Sterling  Go to C4

Euro  Go to C3

See guidance notes for the instructions that apply to payment in Euros.







