



# Application from keepers for BCMS to set up Agent access for Cattle Tracing System (CTS) online

## Please read the following notes:

- This form is only to be used if you wish BCMS to set up your Agent/Client relationship.
- Please fill in the boxes on the right hand area of the form and return it to us.
- Use the notes overleaf to fill in the form.
- Use black ink only.
- Use BLOCK capitals, except for signatures.
- Keep your writing within the boxes.

A keeper or an Agent has the right to terminate access at any time by contacting BCMS.

## Data Protection

For information on how we handle personal data go to [www.gov.uk](http://www.gov.uk) and search 'Rural Payments Agency personal information charter'.

## Cattle keeper details

County, Parish, Holding number (CPH)

County	Parish	Holding	Sub-location
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Name (Title-Initials-Surname)

of (address)

Postcode

authorises (name of agent)

of (address of agent)

Postcode

I authorise the above to act on my/our behalf in dealing with the British Cattle Movement Service (BCMS) in respect of birth registrations and movements. And to carry out any other transactions using the Cattle Tracing System (CTS) Online website to access and update my records. I/we understand that any information given by him/her will be deemed to have been provided by me/us and I/we will be subject to any penalties arising from the regulations which apply.

### For BCMS use only

Agent HEAT ID:

Keeper HEAT ID:

**1. Keeper's details**

If you are a farming partnership, all partners should show their agreement to the appointment of the nominated agent by filling in their details and signatures on the form.

**You must tell us if you do not want an agent to act for you anymore.**

**2. Agent's details**

**You must tell us if you do not want to act as an agent anymore.**

**3. Return the completed form to:**

BCMS  
Curwen Road  
Workington  
Cumbria  
CA14 2DD

**4. Our contact details are:**

Helpline  
English: 0345 050 1234  
Cattle keepers in Wales: 0345 050 3456  
Email  
bcmstsonline@rpa.gov.uk

**Cattle Keeper details cont.**

Name (Title-Initials-Surname)

Keeper's signature

Date

Name (Title-Initials-Surname)

Keeper's signature

Date

Name (Title-Initials-Surname)

Keeper's signature

Date

**Agent's details**

I confirm that I will act as an agent for the above keeper/business and request agent access to that keeper's/business' area of the CTS Online website to allow me to undertake transactions on their behalf and access their records.

Name (Title-Initials-Surname)

Company

Agent ID

Agent's signature

Date