**CCS COMPANY REGISTRATION FORM (New Customer) CCS CR/CY**

*Please complete this form fully and return to the Business Area which issued it to you. Please submit bank details if you intend to receive payments from the Department of Agriculture, Food and the Marine (DAFM)*

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| --- | --- |
| \* VAT No: And/Or \* COMPANY IDENTIFIER:  \* COMPANY NAME: | |
| TRADING NAME: | |
| \* NATIONALITY: \* LANGUAGE | |
| CONTACT NAME: | |
| \* POSTAL ADDRESS  EIRCODE: | |
| BUSINESS ADDRESS (if different)  EIRCODE: | |
| TELEPHONE: \*MOBILE:  \* EMAIL ADDRESS FAX NO: | |
| TAX CLEARANCE DETAILS  ACCESS CODE: TRN: | |
| **Withholding Tax □ *(tick box)***  **If your business provides a Professional Service, it is subject to Professional Services Withholding Tax. (PSWT)** (see [www.revenue.ie](http://www.revenue.ie) for more information)  **Tax Type: Corporation Tax ⬜ Income Tax ⬜** | **Relevant Contract Tax □ *(tick box)***  **If your business relates to Construction, Forestry or Meat Processing Industries, payments are subject to Relevant Contracts Tax. (RCT)** (see [www.revenue.ie](http://www.revenue.ie) for more information) |
| Signature: Date: | |
| *Any fields denoted by an asterisk are mandatory and must be completed* | |
| **Return to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Business Area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| **For Official Use Only – To be completed by DAFM Business Area**  **Select Farmer Status (for statistical purposes) Full Time:** □ **Part time:** □ **Non Farmer** □  **Business Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Business ID: \_\_\_\_\_\_\_\_\_\_\_\_\_ Start date: \_\_\_\_\_\_\_\_\_\_\_\_\_**  **Is this Company to be set up as** Accounts Payable⬜ **OR** Accounts Receivable ⬜  (DAFM pays customer) (Customer pays DAFM)  **Tax Clearance details: Access Code and TRN verified? Yes** □ **No** □  **Liability for RCT established? Yes** □ **No** □  **Liability for PSWT established?: Yes** □ **No** □  **Prepared by: Approved by:**  **Business Area: Business Area:**  **Grade: Grade:**  **Phone No : Phone No:**  **Date:** **Date:** | |

**Data Protection Notice**

**General Data Protection information applicable to all Department of Agriculture, Food and the Marine customers is available at** [**https://www.gov.ie/en/organisation-information/ef9f6-data-protection**](https://www.gov.ie/en/organisation-information/ef9f6-data-protection/)

**Information specific to the personal data being collected:**

1. **Specified purpose:**

The personal data sought from you is required for the purpose of entering your details onto the DAFM Corporate Customer System (CCS). Failure to provide all the personal data required to facilitate the entering of your details onto CCS will result in DAFM being unable to conduct business with you.

1. **Legal basis:**

For customers supplying the Department, the legal basis for processing the personal data is Article 6(1) (b) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (the General Data Protection Regulation) i.e. processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. For customers paying the Department, the legal basis for processing is Article 6(1)(c) of the same Regulation i.e. processing is necessary for compliance with a legal obligation to which the controller is subject.

1. **Recipients:**

Information provided on this form will be shared with other Business Areas within the Department for the purposes of facilitating and processing payments or collecting charges in a timely and efficient manner. DAFM is also obliged by law to provide data on request to the Central Statistics Office under Section 30 of the Statistics Act 1993, to the Department of Employment Affairs and Social Protection (DEASP) under Section 262 of the Social Welfare Consolidation Act 2005 (as amended), to the Revenue Commissioners under the Taxes Consolidation Act 1997 and S.I. 273 of 2011 Returns of Payments (Government Departments and Other Bodies) Regulations 2011, to An Garda Síochana and other bodies in accordance with current data protection legislation.

1. **Transferred outside the EU:**

The information is not transferred outside of the EU.

1. **Retention Period:**

The data submitted will be retained by DAFM only as long as there is a business need to do so in line with the purposes for which it was collected. It will then be marked for destruction and will be destroyed in line with internal guidelines or guidelines for destruction received from the National Archives Office or associated permissions received from them.

1. **Data provision being statutory or contractual obligation:**

The data provided for this purpose is being requested under a contractual obligation in cases where DAFM issue payments **or** as being necessary to the collection of rates, tolls or other charges imposed under any Act or Statutory Instrument administered by the Minister for Agriculture, Food and the Marine

1. **Automated Decision Making:**

There is no automated decision making process.

1. **Information from Third Party:**

Your personal data in relation to your Tax Clearance Certificate is obtained from Revenue in line with the Department’s requirement to verify tax compliance.  In circumstances where this Department did not gather your personal data you are still entitled to exercise your rights in relation to this personal data and the details on how to exercise individuals rights are detailed here - <https://www.gov.ie/en/organisation-information/ef9f6-data-protection/>.

1. **Technical information on data collected:**

Technical information on the cookies used on the Gov.ie website is available at the following link: <https://www.gov.ie/en/help/privacy-policy/?section=cookies>