

ADDRESS CHANGE NOTIFICATION 2008

This notification form is for Horse Passport Agency passports only. The completed form should be returned with the passport and the £10 administration fee (valid until 31st December 2008) to Horse Passport Agency Ltd. Passports weigh more than 60gms. To ensure they arrive safely post them by Royal Mail Special Delivery and take a photocopy of the vaccination pages for your records

Life No:	
Animal name:	

*NEW ADDRESS:

Title:	First Name:	Initial(s):	Surname:
Address:			Post Code:
Email:	Nationality:		
Telephone:	Date of Birth:		

I confirm that I have read and agreed to The Horse Passport Agency Ltd's Privacy Statement and Terms & Conditions. The details provided on this form are, to the best of my knowledge, accurate in all respects.

Owner Signature:

Date:

*This notification is for updating your contact details on Horse Passport Agency passports where the animal is *already* recorded in your ownership.

Please retain this section

TERMS & CONDITIONS

The following information should be retained by the applicant. By making an application to the Horse Passport Agency Ltd, or by requesting information from our website (www.horsepassportagency.org), you confirm your consent to these Terms & Conditions of Use.

Glossary: "Agency", "we", "us" or "our" refers to the Horse Passport Agency Ltd (registered in England No. 4734122)
"You" and "your" refers to a person making contact with the Agency or who is, or has been, registered with the Agency as an owner of an equine.

Legislation: The Agency is based in England and is governed by the Horse Passport (England) Regulations 2004. Applicants should be aware of this information, and if they are based in another country within the UK the horse passport legislation for that country also (copies displayed on our website), before submitting a passport application or a change of ownership application.

Privacy Statement: Our Privacy Statement is available on our website or by forwarding a request together with a stamped addressed envelope to our offices. By making an application to the Agency, or by requesting information from our website (www.horsepassportagency.org), you confirm your consent to the terms of our Privacy Statement which explains how and why this information is collected and how it will be used.

Description of the Passport: The Agency supplies passports under approval from DEFRA to comply with the Horse Passport Regulations for England, Scotland, Wales and Northern Ireland and Commission Decision 93/623/EEC. The Passport is an A5 UPVC bound document which is personalised with a typed description of the animal, a diagram and contact information for all recorded owners.

Ownership of the Passport: The passport is issued as an aid to identification of the animal. It is not a certificate of legal ownership and should not be construed as such. The passport remains the property of the Agency and can be recalled at any time.

Amendments: Where you have made an application (new passport or change of ownership) to the Agency and you require a correction or amendment to be made before the issue of the document there will be an additional £10 administration fee.

No Right To Cancel: Due to the personalised nature of a Horse Passport, you acknowledge that when we have received your order, you do not have the right to cancel your order, and consequently the application fee will be retained to cover the costs associated with the processing of your application. This does not affect your other statutory rights.

Payment & Fees:

- Fees (all fees are inclusive of VAT and delivery costs and are valid for correctly completed applications submitted before 31.12.08)
 - New Passport Application Fee: £21
 - New Passport Application including Fast Track: £35
 - Change Of Ownership Notification £12.50
 - Other Amendments: £10
 - Duplicate Passport: £25
- VAT: The Agency is registered for VAT (Reg. No. 824 9189 01). All fees quoted above include VAT at a rate of 17.5%. VAT receipts are available on request.
- Payment Methods: Payment should be made with the application as either a Cheque or Postal Order, payable to the Horse Passport Agency Ltd.
- Payments Not Honoured: Where cheques are returned to the Agency unpaid by your bank you will be liable for any bank charges (normally £7.50) the Agency has incurred and £10 per letter we write to you in relation to the payment.

Our Liability: Whilst the Agency believes the information contained within its Horse Passports to be correct we cannot guarantee its accuracy, in particular where it is dependent on information supplied to us. Therefore, we cannot accept liability for any loss resulting from errors that may arise. Except for liability which cannot be limited or excluded by applicable law, our maximum liability is limited to a full refund of the application or other applicable fee paid at the time of order.

Contact Details: If you have any queries or concerns please contact us at: The Horse Passport Agency Ltd., 79 High Street, Castle Donington, Derby, DE74 2PQ. Telephone 0870 2418263 or e-mail enquiries@horsepassportagency.co.uk