



RBS5: Access to online electronic sales note system

Initial user set-up form

EC Regulation No 1077/2008 requires that from the 1 of January 2009 sales notes of first sale fish should be submitted electronically to the relevant UK fisheries departments.

What does this mean for you?

From January 1 2009, if you are a registered buyer or seller and your annual turnover in first sale fishery products ("first sale fish" means fish being marketed for the first time) is more than €400,000, you will be required to record and submit your records of first sales of fish to us by electronic means. You will no longer have to submit paper copies of sales notes. Fisheries Administrations will be required to maintain a list of all registered buyers and sellers affected by this requirement. **Please note:** These Regulations do not change the actual requirement for information to be provided on a sales note or the deadlines for submission of information. DAFF (Isle of Man) requires **all** buyers and sellers to register for access to the electronic sales note system irrespective of turnover.

Takeover declarations: Under current EU rules, where fish is landed but is not offered for sale or is intended for sale at a later date, the owner of the fish or their agent ("the holder") must complete and submit a takeover declaration. This document must contain similar information to the sales note information (except for the price paid) and must also indicate the place where the products are stored. Takeover declarations must be submitted by "the holder" of the fish using the website provided.

In order to be able to fulfil this requirement and submit forms electronically, registered buyers and sellers will be required to complete this application form in order to have access to the online electronic sales note system.

Notes on completing this form

1. This form is for registered buyers and sellers only, and therefore a valid registration number is required. A registered seller is an auction trader (an individual, partnership, company or corporate body) who sells first sale fish by competitive bidding at a designated auction site in the UK. A registered buyer is someone (an individual, partnership, company or corporate body) who buys first sale fish direct from a vessel or agent (i.e. other than by competitive bidding from a registered seller at a designated auction site).
2. If you are not currently a registered buyer or seller, there is information on how to register at www.marinemanagement.org.uk or by contacting your local MMO office.
3. Information you supply to us will be used to register you/your company with our appointed software supplier in order for them to provide you with details on how to access the electronic reporting system.
4. Failure to return **or** complete all sections of this form will result in you/your company being unable to access the electronic reporting system. DAFF IoM requires **all** buyers and sellers to register for access to the electronic sales note system and submit takeover declarations irrespective of turnover.

FILLING OUT THIS FORM

You can either:

1. Print this form and fill out the relevant fields using capital letters and in black ink, or
2. Fill out the relevant fields onscreen, then Print Form

The form must then be signed and returned to the address above by fax, post or email

5. Article 3(2) of The Sea Fishing (Enforcement of Community Control Measures) Order 2000 no. 51 for England, Wales and Northern Ireland states that: "Any person who furnishes information which he knows to be false...shall be guilty of an offence."
6. If you have any questions regarding the completion of this form please contact the Marine Management Organisation via the address at the top of this form.

SECTION A: Company/Individual details

Company/Individual's name

Buyer/Seller registration number

Registered address:

Annual turnover (calendar year) of first sale fishery products in Pounds Sterling and Euros £ €

Conversion rate used Calendar year

Please use the European Central Bank foreign exchange rates applicable on 1st January in the year for which turnover is being calculated

Please also indicate if:

Category A: your turnover is more than €400,000 (in which case electronic submission of sales notes will be compulsory)

Category B: your turnover is less than €400,000 but you would like to submit sales notes electronically

Preferred method of submission of data (tick all which are appropriate):

Email multiple sales notes using supplied file (for example, .csv file)

API (Application Programming Interface), accessible as a web service for the electronic recording system

(This API will allow third parties to develop applications that can read and write information to the electronic recording system over an internet connection. The API will be implemented using the SOAP protocol which will allow the API to be language independent. Our supplier will provide demo applications and will be available to support companies wishing to make use of the API).

Online data entry: Single eSales Note

eForm - off-line data entry and submit via email

UKFD designed Excel spreadsheet - offline data entry and submit via email

SECTION B: Primary contact details

Contact name

Address

Telephone

Fax

Mobile telephone

Email

SECTION C: Authorisation

I have read the notes on completing this form and certify that the particulars given on this form are correct.

Signature

Date

Name in capital letters

Position in company

FOR OFFICE USE ONLY

Date received:

MMO File Ref.:

Approved/rejected:

Notified to supplier:

 Buyer Seller Auction Centre