

## **OFFICIAL SEED CERTIFICATION FEE COLLECTION**

Official seed certification fees and application forms (CERT 2A, CERT 2, CERT 7 and CERT 7summ) should be sent direct to NIAB who undertake the seed certification scheme in England and Wales on behalf of the Certifying Authority (Fera).

All cheques and forms for seed certification should be sent for the attention of:

Jenny Hankin  
NIAB  
Huntingdon Road  
Cambridge CB3 0LE.

All cheques should be made payable to: **NIAB Cert Fees Client A/C.**

For BACS payments:

Lloyds TSB  
Sort code: 30-91-56  
Account no: 03979015  
Account name: NIAB Cert Fees Account

### **Refunds**

The following information sets out the circumstances when a refund of seed certification fees may be allowed.

#### **1 Seed Lots**

Normally there is no reason for refunds on seed lots. However, if a seed lot duplicates a previous entry a refund may be given.

#### **2 Crops - Withdrawn**

- i) Refunds may be paid on crop fees if the Cert 2 crop entry has not cleared payment (all crops).

ii) For crops where the Cert 2 crop entry has cleared payment and has been processed by NIAB:-

- Crops inspected by a Licensed crop inspector (e.g. C1 and C2): **no refund is applicable.**
- Crops inspected by Official inspectors (e.g. PB, Basic, Pre-NL varieties, late samples) a **refund of the inspection fee** is applicable as follows:

**Winter Oilseeds:** Requests before the 30<sup>th</sup> October - **Refund**  
Requests received after 30<sup>th</sup> October - **No refund**

**All remaining species:** Requests before 15<sup>th</sup> May - **Refund**  
Requests after the 15<sup>th</sup> May - **No refund**

<b>Inspection Fee for Winter Oilseeds</b>	- Varietal status changing from Pre-National Listed to National Listed: Official inspection completed Official inspection not carried out	- <b>No refund</b> - <b>Refund of Inspection fee only</b>
<b>Duplicates</b>	- Crop duplicated with other crops entered by applicant or other applicants	- <b>Refund</b>
<b>Crop Areas</b>	- Crop areas entered incorrectly as acres instead of hectares or vice versa	- <b>Charge or refund as applicable</b>
<b>Crops not eligible</b>	- Crops not eligible due to sown seed lot	- <b>Refund</b>
<b>Category changes</b>	- Category of crop changed from category entered up or down. <b>NB: Exception if official crop inspection has been completed: no refund</b>	- <b>Charge or refund the difference as applicable</b>

In exceptional circumstances, for example major flood or storm damage, special refunds maybe agreed on application to **Fera**.

### 3 Payment of refunds

i) Refunds can be paid back in the following ways:

- Deducted from the next payment (**only by agreement with Fera**)
- Cheque payment by NIAB to the applicant.

- ii) **Cheques** - which are incorrectly completed will normally be returned for re-issue. If a minor amount is outstanding then this could be paid via next payment.

#### **4 Additional Costs**

**Additional areas:** An additional charge is made if the area has increased by more than 0.2ha.

#### **5 Additional crop inspections**

For crops which only require one inspection and a request is made for a second inspection:

- A note on the reject letter confirms that the further inspection requires payment and that the applicant must sign to show agreement
- Applicants are invoiced at the end of July for the additional charge
- Any money owed can be paid with the next payment

If you want to make an appeal about a refund this should be made direct to **Fera**.

For information on seed certification entries and fees contact: Jenny Hankin, NIAB Seed Certification **Tel: 01223 342220**.

Any other queries regarding seed certification: Mandy Clements, PVS Division, Fera **Tel: 01223 342387**.

**Tony Watts**

**February 2011**