

Department of Agriculture, Fisheries and Food

15th December 2008

To the Forester or Forestry Company
named in the address

Payment Procedures

Dear Sir or Madam:

1. Signatures of Applicants

I would like to remind you that the signature on Form 1, Form 2 and Mandate (where applicable) **MUST** be the personal signature of the applicant. Foresters must ensure that no other party signs as the applicant.

2. Mandated Payments

Please note also that all payment mandates must bear the signature of an **independent** witness. Mandate forms which are submitted without the signature of an independent witness cannot be accepted.

In this regard a representative of the company due to benefit from the mandated payment cannot be considered an independent witness. However, a family member/neighbour of the applicant is considered independent as they are not the beneficiary of the mandated payment.

From 1st January 2009, Form 2 and associated documentation will be returned to the forester where there are discrepancies in applicant signatures or where an independent witness does not sign mandates.

Yours sincerely

Gerry Fogarty
Assistant Principal