



## Transfer of SLCF monies to an enrolled project

### Approved Body Details

1. Name and registration number of Approved Body making transfer  
 \_\_\_\_\_  
 SLCF/AB/

### Project Details

2. Name and enrolment number of project receiving transfer  
 \_\_\_\_\_  
 SLCF/AB/ /
3. Date of project enrolment \_\_\_\_\_
4. Date of transfer to project \_\_\_\_\_
5. Amount transferred in this transaction £ \_\_\_\_\_
6. Are further payments expected to be made to this project?  Yes  No  
*If Yes, please notify us when each transaction is made, using a separate transfer to project form.*

### Qualifying Contribution Details

7. Details of the qualifying contribution(s) (QCs) being used in this transaction

LO Name	LO Registration No.	QC Received Date	QC Amount
	SLfT		£
	SLfT		£
	SLfT		£

8. Have you notified the landfill operator(s) of this transfer?  Yes  No  
 If no, please notify the LOs as soon as possible of any transfer involving monies from their specific contributions.

### CTP Information

9. Do any of the above QCs have associated CTP payments? \* Yes  No
10. \*If Yes, have you notified SEPA of the CTP name and address?  Yes \*\* No
11. \*If Yes, have you notified the CTP of this transfer?  Yes \*\* No

\*\*If no, please notify SEPA or the CTP as soon as possible of the relevant details.

## Declaration

13. Your signature:

Your name:

Date:

## Notes

Regulation 30 (1) (g) of the Scottish Landfill Tax (Administration) Regulations 2015 requires you to notify SEPA within seven days of any transfer of qualifying contributions or income from you. This form should be used to notify us of any transfers of money to a project. Regulation 30(1) (n) requires you to also notify the landfill operator and any contributing third party that you have transferred their contribution to a project.

Transfer of monies from one Approved Body to another Approved Body or from an Approved Body back to a landfill operator should be notified to SEPA using a Transfer of Monies form (<https://www.revenue.scot/scottish-landfill-tax/scottish-landfill-communities-fund/approved-bodies>).

This form, and certain details from the project enrolment form and the contributing third party form, sets out the statutory information that an Approved Body is required to provide to SEPA. Failure to provide this information by the statutory deadline may result in enforcement action being taken.

Please complete this form electronically and return to [slcf@sepa.org.uk](mailto:slcf@sepa.org.uk).

If you would prefer to submit a paper form, please complete in BLOCK CAPITALS and post to:  
SEPA, SLCF Team, Angus Smith Building, 6 Parklands Avenue, Eurocentral, Holytown, North Lanarkshire, ML1 4WQ.

Please also keep a copy for your records.

For further information, or if you have any questions on this form, please contact the SLCF Team on **01698 839000**, at [slcf@sepa.org.uk](mailto:slcf@sepa.org.uk) or at <http://www.sepa.org.uk/environment/waste/scottish-landfill-communities-fund/>.

### How we use your information

"The Scottish Environment Protection Agency (SEPA) will be the data controller of the information you provide in this form.

SEPA was established under the Environment Act 1995 and is responsible for protecting and improving the environment. SEPA also has functions relating to Scottish landfill tax and is the regulator of the Scottish Landfill Communities Fund (the "Fund").

The information provided in this form will be processed by SEPA to monitor compliance with your obligations as an Approved Body, maintaining relevant public register(s) and otherwise discharging SEPA's regulatory obligations under the Regulations.

SEPA may also use your information:

- in exercising its other functions and powers in connection with the Scottish landfill tax, protecting and improving the environment
- to offer/provide you with literature/services and guidance relating to the Fund, the Scottish landfill tax and other environmental affairs
- to carry out statistical analysis, research and development on environmental and Scottish landfill tax issues
- to provide public register information to enquirers
- to investigate possible breaches of environmental and Scottish landfill tax law and taking any resulting action
- to prevent breaches of environmental and Scottish landfill tax law
- for the purposes of public consultations
- to assess customer service satisfaction and improving our service.

We may also share your information with (and obtain information about you from) public bodies such as Revenue Scotland, Scottish Government, the Police, HMRC, ENTRUST, the Health & Safety Executive, Local Authorities and the Emergency Services and organisations and agents that act for them. Any such data sharing will be for various purposes, such as making sure the information is accurate, to prevent or detect crime, to protect public funds and enabling the relevant public bodies to perform their statutory functions.

**You should ensure that any persons named on this form are informed of the contents of this notice**