



User Guide for Customers
Authority to Act
View/Register/Terminate

1st June 2017
v.1

Contents

1. View Authority to Acts	3
2. View Historical Registrations	4
3. View Authorised by Tab	5
4. Trainer Registers a Sub Agent (AA5) – Search for a Stable Employee	6
4.1 Trainer Registers a Sub Agent (AA5) – View Summary of Registration	7
4.2 Trainer Registers a Sub Agent (AA5) – Application Successful	8
5. Owner Appoints a Trainer (AA1) – Search for agent	10
5.1 Owner Appoints Trainer (AA1) – View Summary of Registration	12
5.2 Owner Registers a Trainer (AA1) – Application Successful	14
6. Company Registers Trainer (AA2) – Search for Trainer	17
6.1 Company Appoints Trainer (AA2) – View Summary of Registration.....	18
6.2 Company Registers a Trainer (AA2) – Application Successful.....	19
7. Owner/Company Registers Non Trainer (AA4) – Input Detail of Agent	20
7.1 Owner/Company Registers Non Trainer (AA4) – View Summary of Registration	22
7.2 Owner/Company Registers a Non Trainer (AA4) – Application Successful	24
8. Terminate an Authority to Act	27
8.1 Terminating an Agents Authority to Act – Communications	29

1. View Authority to Acts

- As a Trainer - from the main menu select Trainer and under the Authority to Act menu select 'Your Agents'
- As an Owner – from the main menu select Owner and under the Authority to Act menu select 'Your Agents'
- Current registrations will display in a table format. Information displayed as follows:
 - Name of agent (listed in alpha order of surname)
 - Type (this is the reference to the registration type)
 - Registered (date of registration)
 - Renewal (date of renewal)
 - Authority to Claim
 - Charging Account
 - Termination Date (will show as N/A if no date has been set)
- Option to Terminate by clicking the 3 blue dots
- Record count and pagination will also display
- Option to select 'Authorised by' (this will display people that have appointed you to act on their behalf)
- Option to Register an Authority to Act

View Authority to Act

Authority to Act

Mr. A. Owner

YOUR AGENTS AUTHORISED BY REGISTER AUTHORITY TO ACT

Name of Agent	Type	Registered	Renewal	Authority to Claim	Charging Account	Termination Date
Trainer A	AA1	29/04/2017	29/04/2018	Yes	Mr A. Owner	N/A
Trainer B	AA1	29/04/2017	29/04/2018	Yes	Mr A. Owner	N/A
Trainer C	AA1	29/04/2017	29/04/2018	Yes	Mr A. Owner	N/A

3 items found, displaying all items

[Historical Registrations](#)

2. View Historical Registrations

- To view the historical registrations , select the option of Historical Registrations
- Historical agents will be displayed in a table format with the following information:
 - Name of agent (listed in alpha order of surname)
 - Type (this is the reference to the registration type)
 - Authority to Claim
 - Charging Account
 - Cancelled Date
- Record count and pagination will also display
- Historical agents cannot be re-activated; a new application will be required for this. For further details please contact the Ownership Desk.

View Historical Registrations

Historical Registrations

Name of Agent	Type	Authority to Claim	Charging Account	Cancelled Date
Trainer C	AA1	Yes	Normal	29/04/2017

One item found

1

To re-activate an historical Authority to Act please contact Weatherbys Ownership Desk.

3. View Authorised by Tab

- The Authorised by tab provides a list of all the people (as applicable) that have appointed you to act on their behalf
- This can be accessed by selecting the 'Authorised by' option in the Authority to Act menu or if you are currently viewing your Authority to Act registrations, by selecting the 'Authorised by' link
- Information shown as follows;
 - Name of Appointer (listed in alpha order of surname)
 - Type (this is the reference to the registration type)
 - Registered (date of registration)
 - Renewal (date of renewal)
 - Termination Date (will show as N/A if no date has been set)
- Record count and pagination will also display

View Owners that have authorised you to act on their behalf - Authorised By

YOUR AGENTS AUTHORISED BY REGISTER AUTHORITY TO ACT					
Current Registrations +					
Name of Appointer	Type	Registered	Renewal	Authority to Claim	Termination Date
Mrs B. Owner	AA4	29/04/2017	29/04/2018	Yes	N/A
One item found		1			

User Guide – Authority to Acts

4. Trainer Registers a Sub Agent (AA5) – Search for a Stable Employee

- Select to Register a sub agent from the Authority to Act Menu; Trainer > Authority to Act > Register Authority to Act, or if viewing your current registration by selecting the Register Authority to Act link
- Register Authority to Act screen is displayed - AA5 / Appointment of Authorised Sub Agent
- The screen provides an overview of what the registration entitles the sub-agent to do
- If the agent is already in you employment (stable employee), you can search for them via surname
- A list of results will be returned based on your search, if no matches are found then an error will be returned 'Stable Employee not found. Please add Employee to your Stable Employee Register and try again once processed'
- There is also an option to select if you wish the agent to become a registered user of the British Horseracing Administration Service, this must be selected prior to selecting your agent from the list of returned results

Search for a Stable Employee

REGISTER AUTHORITY TO ACT

AA5 / Appointment of Authorised Sub-Agent

I understand that such an appointment will entitle my sub-agent to:

- Sign or terminate registrations;
- Make entries, declarations to run, rider bookings, declarations of forfeit and confirmations of entry;
- Submit Transfer of Engagements on my behalf;
- Add an owner or horse to a Sponsorship Agreement.

To find out more about authority to act registrations, please refer to the help & support site.

By completing this application you agree that any information you provide may be held by the British Horseracing Authority, or Weatherbys Limited, including in their computer records and, where applicable, also by Weatherbys Bank Limited for the purpose of client identity verification. You also agree that it may be properly disclosed to other agencies registered to receive such information in connection with the management, regulation and integrity of horseracing. In addition, you agree that details of horse ownerships (including partners in a Partnership, syndicators in a Syndicate or club managers in a Racing Club) may be released to third parties. For further information, please contact Weatherbys' Data Protection Officer/Company Secretary on 01933 440077.

or

Name

A. Denny



B. Dennymore



I wish the above named agent to be registered as a user with the British Horseracing Authority Administration Service.

2 employees found, displaying all employees

User Guide – Authority to Acts

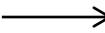
4.1 Trainer Registers a Sub Agent (AA5) – View Summary of Registration

- Upon selection of the agent a summary of the registration details are displayed in separate panels of information
 - Customer Details – Trainer Name and Address
 - Appointment of Authorised Sub Agent
 - Displays the selected agents name
 - States if the agent was selected to be registered to use the BHA Administration Service
 - Registration date
 - Renewal Date (this will be the fee alignment date)
 - Option to edit – pencil icon. This will return you to the search and selection screen in order to make any necessary amendments
 - Payment Details and Accounts
 - Charge – this is where the charge will be directed
 - Account – will be the default account of the trainer
 - Fees Payable – breakdown of registration fee, ROA Discount (as applicable), VAT and the final total. (Fees where appropriate are pro rata to the fee alignment date)
 - Option to Submit – completes registration
 - Option to cancel – cancels the application

Register Authority to Act Sub Agent (AA5) – Summary Screen

REGISTER AUTHORITY TO ACT

Customer details
Trainer B
A1XXXXXXXX XXXX, A2XXXXXXXX XXXX, A3XXXXXXXXXXXX, A4XXXXXXXX, Gloucestershire GL54 4LL

Appointment of Authorised Sub-Agent Select to edit  

Agent: B. Dennyore

Racing Admin: I wish the above named agent to be regis Authority Administration Service. orseracing

Registration date: 28/06/2017

Payment details & accounts

Please note: Fees where appropriate are pro-rata to the fee alignment date

Charge: Trainer B
Account: Default Account

Fees payable	
Regn Authy To Act	25.92
Authority to Act ROA	-5.18
VAT	4.14
Total	£24.88

4.2 Trainer Registers a Sub Agent (AA5) – Application Successful

- Upon successful application the screen will refresh with a green banner stating the application has been successfully added
- There is a link to 'Return Home' or navigation can be via the menu options
- The registration has now been added and can be viewed on your list of Agents
- A communication will be sent to inform you of the registration based on your set communication preference, this may be by email, letter or direct to your communications screen and viewed under Receipts. To view a receipt simply click on it.

Authority to Act Successfully Added

REGISTER AUTHORITY TO ACT

Authority to Act successfully added

Customer details

Trainer B
A1XXXXXXXX XXXX, A2XXXXXXXX XXXX, A3XXXXXXXXXXXX, A4XXXXXXXX, Gloucestershire GL54 4LL

Payment details & accounts

Charge: Trainer B
Account: Default Account

Fees payable

Regn Authy To Act	25.92
Authority to Act ROA	-5.18
VAT	4.14
Total	£24.88

Appointment of Authorised Sub-Agent

Agent: B. Dennyrmore

Racing Admin: I wish the above named agent to be registered as a user with the British Horseracing Authority Administration Service.

Registration date: 28/06/2017 Renewal date: 01/01/2018

[< RETURN TO HOME](#)

- In the event an agent is selected to be registered and that agent is still a current registered agent, the following warning will show when you try to complete the application

User Guide – Authority to Acts

Warning when registering an Authority to Act that is already in existence

REGISTER AUTHORITY TO ACT

There is already a registration between these two people.

Viewing a Receipt

ANNOUNCEMENTS (0) INBOX (6) **RECEIPTS (3)** DELETED (31)

Title:

RESET

SUBMIT

 ACTIONS ▾

Action	Title ¹	From	To	Received [†]
<input type="checkbox"/>	B. Dennyore - Authority to Act	RS Ownership	Trainer B	28/06/2017 12:52

Viewing Content of a Receipt

B. Dennymore - Authority to Act



B. Dennymore - Authority to Act

Our records indicate that you have appointed an Authority to Act for B. Dennymore.

Please note that the relevant fee will be debited from your account.

Racing Services

Weatherbys Ltd
Sanders Road, Wellingborough NN8 4BX
Main: +44 (0)1933 440077

Our office is open between 8:30 a.m. and 5:30 p.m. (UK time), Monday to Friday, excluding bank holidays. Please note that all telephone calls made to or from this office will be recorded for the purposes of security, accuracy and training.

This is an automated message.

Weatherbys Ltd is registered in England No. 526599 and its Registered Office is at Sanders Road, Wellingborough, Northamptonshire NN8 4BX. This email (including any attachments) is intended only for the recipient(s) named above. For full details of our email disclaimer please refer to our [website](#).

5. Owner Appoints a Trainer (AA1) – Search for agent

- Select to Register a trainer from the Authority to Act Menu; Owner > Authority to Act > Register Authority to Act, or, if viewing your current registration by selecting the Register Authority to Act link
- AA1 Appointment of Authorised Agent (Licensed Trainer/Permit Holder) is displayed
- The screen provides an overview of what the registration entitles the Trainer/Permit Trainer to do

User Guide – Authority to Acts

- You can search for a trainer by inputting the first few characters of the surname and selecting from the list of returned results. If no matches are found then the screen will return with 'No trainers'
- If a number of matches are found then the results will paginate and you can navigate through the pages to select the required trainer
- To select a trainer click on the blue icon

Search and select a trainer

REGISTER AUTHORITY TO ACT

AA1 / Appointment of Authorised Agent (Licensed Trainer/Permit Holder)

I understand that such an appointment will entitle the authorised agent or their sub-agent to:

- Sign ownership registration forms on my behalf (including, without limitation, those concerning Partnerships, colours and sponsorship);
- Amend Partnerships, where allowed, on my behalf (including updating the composition and split of percentage shares);
- Maintain, share and transfer colours on my behalf;
- Terminate any registrations in which I am involved, including ones linked to horses with another trainer, on my behalf (including those concerning Partnerships, Syndicates, Racing Clubs, leases, colours and sponsorships where applicable);
- Make entries, declarations to run, jockey bookings, declarations of forfeit and confirmations of entry;
- Submit and sign transfer of engagements on my behalf;
- Submit and sign non-racing agreements on my behalf;
- View and update contact details on my behalf.

To find out more about authority to act registrations, please refer to the help & support site.

By completing this application you agree that any information you provide may be held by the British Horseracing Authority, or Weatherbys Limited, including in their computer records and, where applicable, also by Weatherbys Bank Limited for the purpose of client identity verification. You also agree that it may be properly disclosed to other agencies registered to receive such information in connection with the management, regulation and integrity of horseracing. In addition, you agree that details of horse ownerships (including partners in a Partnership, syndicators in a Syndicate or club managers in a Racing Club) may be released to third parties. For further information, please contact Weatherbys' Data Protection Officer/Company Secretary on 01933 440077.

Tr	🔍	or	APPOINT NON-TRAINER
Name	Licence/Permit Type	Based	
A. Trainer	Combined	Hampshire	→ 
			One trainer found

5.1 Owner Appoints Trainer (AA1) – View Summary of Registration

- Upon selection of the agent if you are involved in other ownership entities then there will be an option to select to charge an alternative account – such as a partnership, syndicate, or club. If however you are a sole owner and not involved in any other ownerships you will progress direct to the summary screen where a summary of the registration details are displayed in separate panels of information
 - Customer Details – Owner Name and Address
 - Appointment of Authorised Agent (Licensed Trainer/Permit Holder)
 - Displays the selected agents name
 - Registration date
 - Renewal Date (this will be the fee alignment date)
 - Option to edit – pencil icon. This will return you to the search and selection screen in order to make any necessary amendments
 - Payment Details and Accounts
 - Charge – this is where the charge will be directed
 - Account – will be the default account of the owner
 - Fees Payable – breakdown of registration fee, ROA Discount (as applicable), VAT and the final total. (Fees where appropriate are pro rata to the fee alignment date)
 - Option to edit – pencil icon. This will enable an alternative account to be selected for charging (as applicable)
 - Option to Submit – completes registration
 - Option to cancel – cancels the application

User Guide – Authority to Acts

Register Authority to Act – select alternative charge account

Appointment of Authorised Agent (Licensed Trainer/Permit Holder) 

Agent: A. Trainer
Registration date: 28/06/2017 Renewal date: 23/02/2018

Payment details

Amount payable: £33.18

Charge: 

- A. Owner
- Partnership 1
- A. Owner**

Select the arrow icon to view alternative charge options (as applicable)

Register Authority to Act - Trainer (AA1) – Summary Screen (arrows indicate edit options)

REGISTER AUTHORITY TO ACT 

Customer details

A. Owner
A1XXXXX & XXXXXXXXXXXXX, A2XXXXX XXXX, A3XX XXXXXXXX, A4XXXXXXXXXX, Wiltshire SN8 4JS

Appointment of Authorised Agent (Licensed Trainer/Permit Holder) 

Agent: A. Trainer
Registration date: 28/06/2017 Renewal date: 23/02/2018

Payment details & accounts 

Please note: Fees where appropriate are pro-rata to the fee alignment date

Charge: A. Owner
Account: Default Account

Fees payable

Regn Authy To Act	34.56
Authority to Act ROA	-6.91
VAT	5.53
Total	£33.18

5.2 Owner Registers a Trainer (AA1) – Application Successful

- Upon successful application the screen will refresh with a green banner stating the application has been successfully added
- There is a link to 'Return Home' or navigation can be via the menu options
- The registration has now been added and can be viewed on your list of Agents
- A communication will be sent to inform you of the registration based on your set communication preference, this may be by email, letter or direct to your communications screen and viewed under Receipts. To view a receipt simply click on it.
- In the event an agent is selected to be registered that is already a current agent a warning will show when you try to complete the application

Authority to Act Successfully Added

REGISTER AUTHORITY TO ACT

Authority to Act successfully added

Customer details

A. Owner
A1XXXXX & XXXXXXXXXXXX, A2XXXXX XXXX, A3XX XXXXXXXX, A4XXXXXXXXXX, Wiltshire SN8 4JS

Appointment of Authorised Agent (Licensed Trainer/Permit Holder)

Agent: A. Trainer
Registration date: 28/06/2017 Renewal date: 23/02/2018

Payment details & accounts

Charge: A. Owner
Account: Default Account

Fees payable

Regn Authy To Act	34.56
Authority to Act ROA	-6.91
VAT	5.53
Total	£33.18

< RETURN TO HOME

User Guide – Authority to Acts

Warning when registering an Authority to Act that is already in existence

REGISTER AUTHORITY TO ACT

There is already a registration between these two people.

Viewing Receipts

ANNOUNCEMENTS (0) INBOX (0) RECEIPTS (3) DELETED (0)

Title:

RESET

SUBMIT



ACTIONS ▾

Action	Title ¹	From	To	Received [↑]
<input type="checkbox"/>	A. Trainer - Authority to Act	RS Ownership	A. Owner	28/06/2017 13:46

Content of a receipt

Mr A. Trainer - Authority to Act



Mr A. Trainer - Authority to Act

Our records indicate that you have appointed an Authority to Act for A. Trainer.

Please note that the relevant fee will be debited from your account.

Racing Services

Weatherbys Ltd
Sanders Road, Wellingborough NN8 4BX
Main: +44 (0)1933 440077

Our office is open between 8:30 a.m. and 5:30 p.m. (UK time), Monday to Friday, excluding bank holidays. Please note that all telephone calls made to or from this office will be recorded for the purposes of security, accuracy and training.

This is an automated message.

Weatherbys Ltd is registered in England No. 526599 and its Registered Office is at Sanders Road, Wellingborough, Northamptonshire NN8 4BX. This email (including any attachments) is intended only for the recipient(s) named above. For full details of our email disclaimer please refer to our [website](#).

6. Company Registers Trainer (AA2) – Search for Trainer

- Select to Register a trainer from the Authority to Act Menu; Owner > Authority to Act > Appoint Company Agent, or, if viewing your current registration by selecting the Appoint Company Agent link
- AA2 Appointment of Authorised Agent (Licensed Trainer/Permit Holder) screen displays
- The screen provides an overview of what the registration entitles the Trainer/Permit Trainer to do
- You can search for a trainer by inputting the first few characters of the surname and selecting from the list of returned results. If no matches are found then the screen will return with 'No trainers
- If a number of matches are found then the results will paginate and you can navigate through the pages to select the required trainer
- To select a trainer click on the blue icon

Company Selects to Appoint Company Agent (AA2) and searches for an agent

AA2 / Appointment of Company Agent (Licensed Trainer/Permit Holder)

We understand that such an appointment will entitle the authorised agent or their sub agent to:

- Sign ownership registration forms on our behalf (including, without limitation, those concerning Partnerships, Syndicates, Racing Clubs, colours and sponsorship);
- Amend Partnerships, Syndicates and Racing Clubs, where allowed, on our behalf (including the composition and split of percentage shares where applicable);
- Maintain, share and transfer colours on our behalf;
- Terminate any registrations in which we are involved on our behalf (including those concerning Partnerships, Syndicates, Racing Clubs, leases, colours and sponsorships where applicable);
- Make entries, declarations to run, jockey bookings, declarations of forfeit and confirmations of entry on our behalf;
- Submit and sign transfer of engagements on our behalf;
- Make a claim in a claiming or selling race;
- Submit and sign non-racing agreements on our behalf;
- View and update contact details on our behalf.

In the instance that the agent is also a director of the company, in addition, they will be entitled to:

- Pay invoices charged to the company on our behalf;
- Register an authority to act on our behalf.

To find out more about authority to act registrations, please refer to the help & support site.

By completing this application you agree that any information you provide may be held by the British Horseracing Authority, or Weatherbys Limited, including in their computer records and, where applicable, also by Weatherbys Bank Limited for the purpose of client identity verification. You also agree that it may be properly disclosed to other agencies registered to receive such information in connection with the management, regulation and integrity of horseracing. In addition, you agree that details of horse ownerships (including partners in a Partnership, syndicators in a Syndicate or club managers in a Racing Club) may be released to third parties. For further information, please contact Weatherbys' Data Protection Officer/Company Secretary on 01933 440077.

ha	🔍	or	APPOINT NON-TRAINER
Name	Licence/Permit Type	Based	
Trainer 1	Flat	Suffolk	>
Trainer 2	Combined	Oxfordshire	→ >
Trainer 3	Combined	Gloucestershire	>

6.1 Company Appoints Trainer (AA2) – View Summary of Registration

- Upon selection of the agent if the company is also involved in other ownership entities then there will be an option to select to charge an alternative account – such as a partnership, syndicate, or club. If there is no involvement in other ownership's you will progress direct to the summary screen where a summary of the registration details are displayed in separate panels of information for review.
 - Customer Details – Owner Name and Address
 - Appointment of Authorised Agent (Licensed Trainer/Permit Holder)
 - Displays the selected agents name
 - Registration date
 - Renewal Date (this will be the fee alignment date)
 - Option to edit – pencil icon. This will return you to the search and selection screen in order to make any necessary amendments
 - Payment Details and Accounts
 - Charge – this is where the charge will be directed
 - Account – will be the default account of the owner
 - Fees Payable – breakdown of registration fee, ROA Discount (as applicable), VAT and the final total. (Fees where appropriate are pro rata to the fee alignment date)
 - Option to edit – pencil icon. This will enable an alternative account to be selected for charging (as applicable)
 - Option to Submit – completes registration
 - Option to cancel – cancels the application

User Guide – Authority to Acts

Register Authority to Act - Trainer (AA1) – Summary Screen (arrows indicate edit options)

APPOINT COMPANY AGENT

Customer details

Company One Ltd

Appointment of Company Agent (Licensed Trainer/Permit Holder) 

Agent: Trainer 1

Registration date: 28/06/2017 Renewal date: 03/12/2017

Payment details & accounts

Please note: Fees where appropriate are pro-rata to the fee alignment date

Charge: Company One Ltd
Account: Default Account

Fees payable

Regn Company A/A	22.61
Authority to Act ROA	-4.52
VAT	3.62
Total	£21.71

6.2 Company Registers a Trainer (AA2) – Application Successful

- Upon successful application the screen will refresh with a green banner stating the application has been successfully added
- There is a link to 'Return Home' or navigation can be via the menu options
- The registration has now been added and can be viewed on your list of Agents
- A communication will be sent to inform you of the registration based on your set communication preference, this may be by email, letter or direct to your communications screen and viewed under Receipts. To view a receipt simply click on it.
- In the event an agent is selected to be registered that is already a current agent, a warning will show when you try to complete the application

User Guide – Authority to Acts

Authority to Act Successfully Added

APPOINT COMPANY AGENT

Authority to Act successfully added

Customer details
Company One Ltd

Appointment of Company Agent (Licensed Trainer/Permit Holder)

Agent: Trainer 1

Registration date: 28/06/2017 Renewal date: 03/12/2017

Payment details & accounts

Charge: Company One Ltd
Account: Default Account

Fees payable

Regn Company A/A	22.61
Authority to Act ROA	-4.52
VAT	3.62
Total	£21.71

< RETURN TO HOME

7. Owner/Company Registers Non Trainer (AA4) – Input Detail of Agent

- Select to Register an Authority to Act from the main Menu; Owner > Authority to Act > Register Authority to Act, or, if viewing your current registration by selecting the Register Authority to Act link
- Register Authority to Act screen is displayed (AA1 for an Owner and AA2 for a Company), select option 'Appoint Non Trainer'
- AA4 / Appointment of Authorised Agent (Non Trainer) registration screen is displayed
- The screen provides an overview of what the registration entitles the agent (Non Trainer) to do
- Details of the agent must be added to the application in the following fields
 - Title (Mandatory)
 - Forename (Mandatory)
 - Surname (Mandatory)
 - Date of Birth (Mandatory) – select from the date calendar
 - Sex (Mandatory)

User Guide – Authority to Acts

- Address (Mandatory) – input postcode and select to search (magnify glass). There is also an option to enter an address manually if required
- Email (Mandatory)
- Telephone Number (Optional)
- Option to select if the agent can make claims in a claiming or selling race on your behalf
- Option to select if the agent should be registered as a user of the BHA Administration Site
- Option to continue
- Option to change and appoint an agent (licensed trainer)

Select Appoint Non Trainer

REGISTER AUTHORITY TO ACT

AA1 / Appointment of Authorised Agent (Licensed Trainer/Permit Holder)

I understand that such an appointment will entitle the authorised agent or their sub-agent to:

- Sign ownership registration forms on my behalf (including, without limitation, those concerning Partnerships, colours and sponsorship);
- Amend Partnerships, where allowed, on my behalf (including updating the composition and split of percentage shares);
- Maintain, share and transfer colours on my behalf;
- Terminate any registrations in which I am involved, including ones linked to horses with another trainer, on my behalf (including those concerning Partnerships, Syndicates, Racing Clubs, leases, colours and sponsorships where applicable);
- Make entries, declarations to run, jockey bookings, declarations of forfeit and confirmations of entry;
- Submit and sign transfer of engagements on my behalf;
- Submit and sign non-racing agreements on my behalf;
- View and update contact details on my behalf.

To find out more about authority to act registrations, please refer to the help & support site.

By completing this application you agree that any information you provide may be held by the British Horseracing Authority, or Weatherbys Limited, including in their computer records and, where applicable, also by Weatherbys Bank Limited for the purpose of client identity verification. You also agree that it may be properly disclosed to other agencies registered to receive such information in connection with the management, regulation and integrity of horseracing. In addition, you agree that details of horse ownerships (including partners in a Partnership, syndicators in a Syndicate or club managers in a Racing Club) may be released to third parties. For further information, please contact Weatherbys' Data Protection Officer/Company Secretary on 01933 440077.

Enter Trainer's surname (minimum 2 characters)



or

APPOINT NON-TRAINER



User Guide – Authority to Acts

Register Authority to Act – Application form for Non Trainer (AA4)

AA4 / Appointment of Authorised Agent (Non-Trainer)

I understand that such an appointment will entitle the authorised agent or their sub agent to:

- Sign ownership registration forms on my behalf (including, without limitation, those concerning Partnerships, Syndicates, Racing Clubs, colours and sponsorship);
- Amend Partnerships, Syndicates and Racing Clubs, where allowed, on my behalf (including the composition and split of percentage shares where applicable);
- Maintain, share and transfer colours on my behalf;
- Terminate any registrations in which I am involved on my behalf (including those concerning Partnerships, Syndicates, Racing Clubs, leases, colours and sponsorships where applicable);
- Make entries, declarations to run, jockey bookings, declarations of forfeit and confirmations of entry on my behalf;
- Submit and sign transfer of engagements on my behalf;
- Submit and sign non-racing agreements on my behalf;
- View and update contact details on my behalf.

To find out more about authority to act registrations, please refer to the help & support site.

By completing this application you agree that any information you provide may be held by the British Horseracing Authority, or Weatherbys Limited, including in their computer records and, where applicable, also by Weatherbys Bank Limited for the purpose of client identity verification. You also agree that it may be properly disclosed to other agencies registered to receive such information in connection with the management, regulation and integrity of horseracing. In addition, you agree that details of horse ownerships (including partners in a Partnership, syndicators in a Syndicate or club managers in a Racing Club) may be released to third parties. For further information, please contact Weatherbys' Data Protection Officer/Company Secretary on 01933 440077.

Name

Title	Forename	Surname
-------	----------	---------

Date of birth

Sex

Address

Postcode	FIND ADDRESS	ENTER ADDRESS MANUALLY
----------	--------------	------------------------

E-mail address

Telephone number

- I wish to authorise the above named agent to make a claim in a claiming or selling race on my behalf.
- I wish the above named agent to be registered as a user with the British Horseracing Authority Administration Service.

OR APPOINT TRAINER

CONTINUE

7.1 Owner/Company Registers Non Trainer (AA4) – View Summary of Registration

- Upon 'continue', if you are involved in other ownership entities then there will be an option to select to charge an alternative account – such as a partnership, syndicate, or club. If however there are no links to other ownerships you will progress direct to the summary screen where a summary of the registration details are displayed in separate panels of information for review.

User Guide – Authority to Acts

- Customer Details – Owner Name and Address
- Appointment of Authorised Agent (Non Trainer)
 - Displays the selected agents name
 - Date of Birth
 - Sex
 - Address
 - Email Address
 - Telephone Number
 - Authority to Claim
 - Racing Admin Access
 - Registration date
 - Option to edit – pencil icon. This will return you to the agent input screen in order to make any necessary amendments
- Payment Details and Accounts
 - Charge – this is where the charge will be directed
 - Account – will be the default account of the owner
 - Fees Payable – breakdown of registration fee, ROA Discount (as applicable), VAT and the final total. (Fees where appropriate are pro rata to the fee alignment date)
 - Option to edit – pencil icon. This will enable an alternative account to be selected for charging (as applicable)
- Option to Submit – completes the application process
- Option to cancel – cancels the application

User Guide – Authority to Acts

Summary of Application

<p>Customer details</p> <p>Mr Customer Name A1XXXXX & XXXXXXXXXXXXX, A2XXXXX XXXX, A3XX XXXXXXXX, A4XXXXXXXXXX, Wiltshire SN8 4JS</p>	<p>Payment details & accounts </p> <p>Please note: Fees where appropriate are pro-rata to the fee alignment date</p> <p>Charge: Mr Customer Name Account: Default Account</p> <p>Fees payable</p> <table><tr><td>Regn Authy To Act</td><td>34.56</td></tr><tr><td>Authority to Act ROA</td><td>-6.91</td></tr><tr><td>VAT</td><td>5.53</td></tr><tr><td>Total</td><td>£33.18</td></tr></table>	Regn Authy To Act	34.56	Authority to Act ROA	-6.91	VAT	5.53	Total	£33.18
Regn Authy To Act	34.56								
Authority to Act ROA	-6.91								
VAT	5.53								
Total	£33.18								
<p>Appointment of Authorised Agent (Non-Trainer) </p> <p>Name: Mr Jack Snow Date of birth: 01/01/1988 Sex: Male Address: Weatherbys Thoroughbred Ltd, Sanders Road, Finedon Road Industrial Estate, WELLINGBOROUGH, Northamptonshire, NN8 4BX, Great Britain E-mail address: 123@abc.com Telephone number: 01933 440077</p> <p>Authority to Claim: I wish to authorise the above named agent to make a claim in a claiming or selling race on my behalf.</p> <p>Racing Admin: I wish the above named agent to be registered as a user with the British Horseracing Authority Administration Service.</p>									

7.2 Owner/Company Registers a Non Trainer (AA4) – Application Successful

- Upon successful application the screen will refresh with a green banner stating the application has been successfully submitted
- There is a link to 'Return Home' or navigation can be via the menu options
- The registration **will not** be added to your list of agents until it has been processed by Weatherbys
- A communication will be generated and can be viewed under Receipts, this will inform you the application has been submitted and the fee will be debited from your account upon completion of the registration
- Upon successful completion by Weatherbys a communication will be sent to inform you the agent has been registered based on your set communication preference, this may be by email, letter, or direct to your communications screen and viewed under Receipts. To view a receipt simply click on it.

Example of communication following submission to Wbys

Mr Jack Snow - Authority to Act



Mr Jack Snow - Authority to Act

Our records indicate that you have requested to appoint an Authority to Act for Mr Jack Snow.

Please note that the relevant fee will be debited from your account following the registration of the Authority to Act.

Racing Services

Weatherbys Ltd
Sanders Road, Wellingborough NN8 4BX
Main: +44 (0)1933 440077

Our office is open between 8:30 a.m. and 5:30 p.m. (UK time), Monday to Friday, excluding bank holidays. Please note that all telephone calls made to or from this office will be recorded for the purposes of security, accuracy and training.

This is an automated message.

Weatherbys Ltd is registered in England No. 526599 and its Registered Office is at Sanders Road, Wellingborough, Northamptonshire NN8 4BX. This email (including any attachments) is intended only for the recipient(s) named above. For full details of our email disclaimer please refer to our [website](#).

8. Terminate an Authority to Act

- Owner Menu > Authority to Act > Your Agents, select the 3 Blue dots next to the applicable agent that you wish to terminate the registration for and select Terminate.
- Terminate Authority to Act Screen is displayed with the following information
 - Appointed Agent – Name of Trainer
 - Start date
 - End Date
 - Terminate options – select as applicable
 - Immediately (updated overnight) – if selected will show a termination date of today
 - Next Renewal Date (will not renew on renewal date) – if selected will show a termination date as of the renewal date
- Option to submit – will update the registration with a termination date
- Option to Cancel – will cancel from the screen with no changes made to the registration
- Upon completion the termination date can be seen in the Authority to Act Enquiry Screen (date will reflect the option selected as part of the termination)
- Once the registrations are updated (overnight on the date of the termination) they will be visible in the list of historical registrations
- Communications will be sent to Appointer and Appointee upon cancellation

Select to terminate a registration

Current Registrations

Name of Agent	Type	Registered	Renewal	Authority to Claim	Charging Account	Termination Date
Trainer D	AA1	29/04/2017	29/04/2018	Yes	Mr A. Owner	N/A
Trainer A	AA1	29/04/2017	29/04/2018	Yes	Mr A. Owner	N/A
Trainer B	AA1	29/04/2017	29/04/2018	Yes	Mr A. Owner	N/A

3 items found, displaying all items

User Guide – Authority to Acts

Terminate Authority to Act

TERMINATE AUTHORITY TO ACT

You have selected to terminate the following registration. (Please note that no refund is available for this termination)..

Appointed Agent: Gillian Boanas,

Start Date: 29/04/2017

End Date: 29/04/2018

Terminate: Immediately (This will be updated overnight)
 Next Renewal date. (Do not renew)

Select option as applicable

SUBMIT CANCEL

View Termination Date

Current Registrations

Name of Agent	Type	Registered	Renewal	Authority to Claim	Charging Account	Termination Date
Trainer D	AA1	29/04/2017	29/04/2018	Yes	Mr A. Owner	29/04/2018
Trainer A	AA1	29/04/2017	29/04/2018	Yes	Mr A. Owner	N/A
Trainer B	AA1	29/04/2017	29/04/2018	Yes	Mr A. Owner	N/A

3 items found, displaying all items

1

8.1 Terminating an Agents Authority to Act – Communications

Example of communication to the appointee when a termination date has been set by the appointer



A. N. Owner One - Authority to Act

This notification is to confirm that the Authority to Act which was registered for you to act on behalf of A. N. Owner One is due to be cancelled on 27/07/2017.

If you have any further queries please do not hesitate to contact the Ownership Desk.

Racing Services

Weatherbys Ltd
Sanders Road, Wellingborough NN8 4BX
Main: +44 (0)1933 440077

Our office is open between 8:30 a.m. and 5:30 p.m. (UK time), Monday to Friday, excluding bank holidays. Please note that all telephone calls made to or from this office will be recorded for the purposes of security, accuracy and training.

This is an automated message.

Weatherbys Ltd is registered in England No. 526599 and its Registered Office is at Sanders Road, Wellingborough, Northamptonshire NN8 4BX. This email (including any attachments) is intended only for the recipient(s) named above. For full details of our email disclaimer please refer to our [website](#).

Example of cancellation of communication to an agent to inform of cancellation



A. N. Owner One - Authority to Act

This notification is to confirm that the Authority to Act which was registered for you to act on behalf of A. N. Owner One has been terminated.

If you have any further queries please do not hesitate to contact the Ownership Desk.

Racing Services

Weatherbys Ltd

Sanders Road, Wellingborough NN8 4BX

Main: +44 (0)1933 440077

Our office is open between 8:30 a.m. and 5:30 p.m. (UK time), Monday to Friday, excluding bank holidays. Please note that all telephone calls made to or from this office will be recorded for the purposes of security, accuracy and training.

This is an automated message.

Weatherbys Ltd is registered in England No. 526599 and its Registered Office is at Sanders Road, Wellingborough, Northamptonshire NN8 4BX. This email (including any attachments) is intended only for the recipient(s) named above. For full details of our email disclaimer please refer to our [website](#).