



Owner – User Guide

Maintaining a Sole Owner

6th April 2017
v.1

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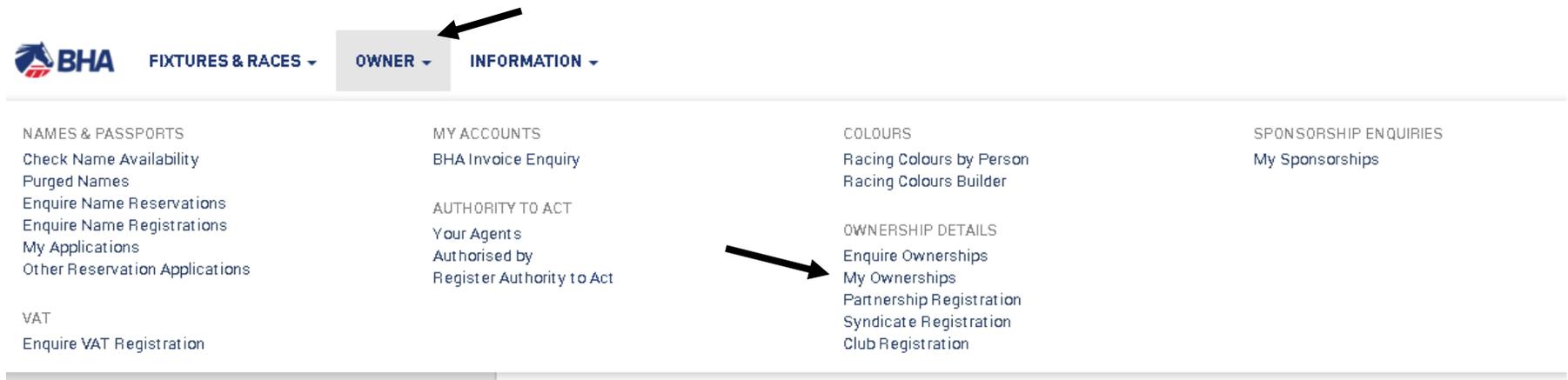
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1. Logging in as a Sole Owner

- Access the New Racing Admin Site (NRAS) using www2.racingadmin.co.uk and enter your log in details as provided upon approval of your application. This will be your email address that was entered on application and the password that you chose.
- You will be able to access various menu options once you have logged in.

2. Owner Menu

- To view your ownership details, click on the Owner menu at the top of the screen.
- Then select “My Ownerships” from the Ownership Details menu. This screen will provide you with your details for your racehorse owner registration and all other associated Ownerships.



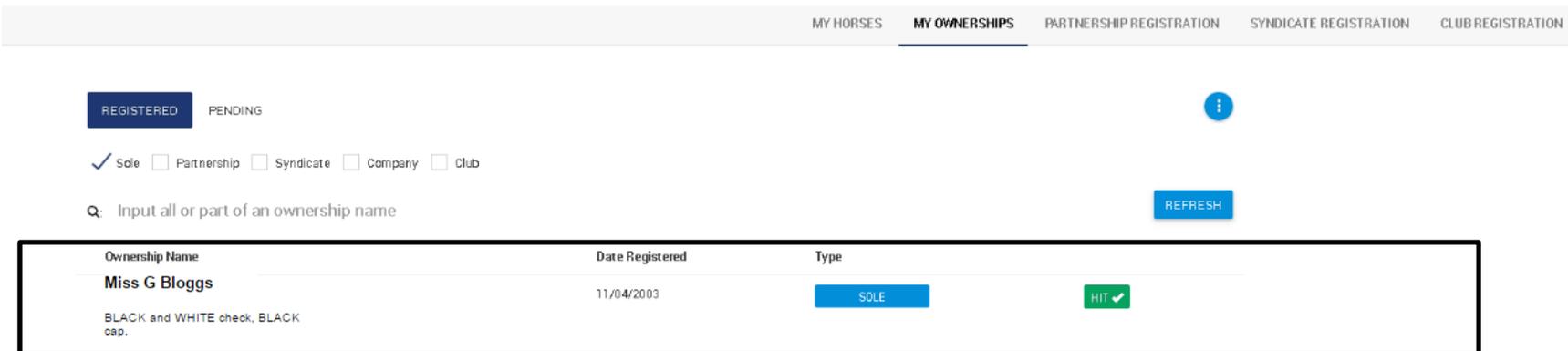
- From this menu, you can perform a variety of actions, including registering colours, names and sponsorships in addition to registering new ownership entities.

2.1 My Ownerships

- This screen will show you details on your racehorse owner registration as well as showing all the details for any other entities you may be involved in e.g. Partnerships, Syndicates, and Clubs.
- You can view any recent applications that have been submitted but not yet been reviewed by the BHA by clicking on the “Pending” tab.

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- This screen will display the details of your racehorse owner registration and any colours which are registered to you personally.
- The HIT badge will be green if you have a horse(s) in training, and red if not. 
- Click on your click the row to view more details on your sole ownership.



Ownership Name	Date Registered	Type
Miss G Bloggs BLACK and WHITE check, BLACK cap.	11/04/2003	SOLE

2.2 Owner Details

- This screen will show you details on your Sole Ownership including:
 - Ownership type – *this will display as “Sole” in a blue box.*
 - Racing Name
 - Registered Owner status
 - Registration Date
 - ROA Membership status, and if applicable start and end date
 - Renewal date – *this will display the date that your registrations e.g. Colours etc. will be renewed*
- It is possible to access the menus for horses owned, colours, VAT, Authority to Act, sponsorships, and names via this screen.
- To select one of these options just click on the name in the menu and you will be taken to that respective screen. For further help on how to navigate and complete one of these registrations please see the relevant user guide.

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DETAILS HORSES OWNED OWNERSHIPS COLOURS AUTHORITY TO ACT VAT SPONSORSHIPS

Owner details ?

Ownership type:	SOLE	Racing name:	Miss G. Bloggs
Registered owner:	Yes	End date:	
Registration date:	11/04/2003	End date:	
ROA member:	No	Start date:	
Start date:		End date:	
Renewal date:			
Racing package:	None		
Package from:		To:	

Racing colours

BLACK and WHITE check, BLACK cap

Example of Owners Details screen

3. Maintaining Owner Details

- From the Owner details screen, you will also be able to access several options from the “Show More” button.
- Clicking on this button will display the following:
 - Maintain Contact Details

The screenshot shows the 'Owner details' screen with the following elements:

- Navigation Tabs:** DETAILS (selected), HORSES OWNED, OWNERSHIPS, COLOURS, AUTHORITY TO ACT, SPONSORSHIPS, VAT.
- Owner details section:**
 - Ownership type: SOLE
 - Registered owner: Yes
 - Registration date: 02/03/2012
 - ROA member: Yes
 - Start date: 02/03/2012
 - Fee Alignment Date: 30/12/2017
 - Racing name: Mr J. Bloggs
 - End date: (blank)
 - End date: (blank)
- Show More Menu:** A blue circular button with three vertical dots is located in the top right corner. A black arrow points to a 'Contact details' button that is displayed in a white box with a black border, which is part of the menu that appears when the 'Show More' button is clicked.

- Click contact details to proceed to the contact details screen.

4. Maintaining Your Contact Details

- This screen will allow you to maintain the following contact details:
 - Telephone numbers
 - Email addresses
 - Fax Numbers
 - Addresses

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MY OWNERSHIPS / CONTACT DETAILS

My telephone numbers 

Work Phone: 2222222222

Mobile Phone: 2222222222

My email addresses 

Email: email@testing.com

My fax numbers 

My addresses 

Principal Place of Business:	UNIT 1 FARM LANE COUNTY PO5 1CO	★
Primary Residential (Home):	LITTLE COTTAGE STABLE TOWN COUNTY PO5 6TD	

4.1 Adding a Telephone Number

- To add a new telephone number, click the blue 3 dot show more button. This will display two options, shown below.
- Click the first option, “Add Telephone Number” to add a telephone number.

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MY OWNERSHIPS / CONTACT DETAILS

My telephone numbers

Work Phone: 2222222222

Mobile Phone: 2222222222

ADD TELEPHONE NUMBERS

MAINTAIN TELEPHONE NUMBERS

- You will then be directed to the add contact screen. You will need to select the phone number type from the drop down. To expand the drop-down box, click the arrow on the right-hand side of the box.

ADD CONTACT

Telephone number

Type: *

Type

Alternative Home Number
Home Phone
Mobile Phone
Secondary Residency Phone
Secretary/PA
Work Phone

Details: *

Telephone number

Is this your preferred
method of contact?

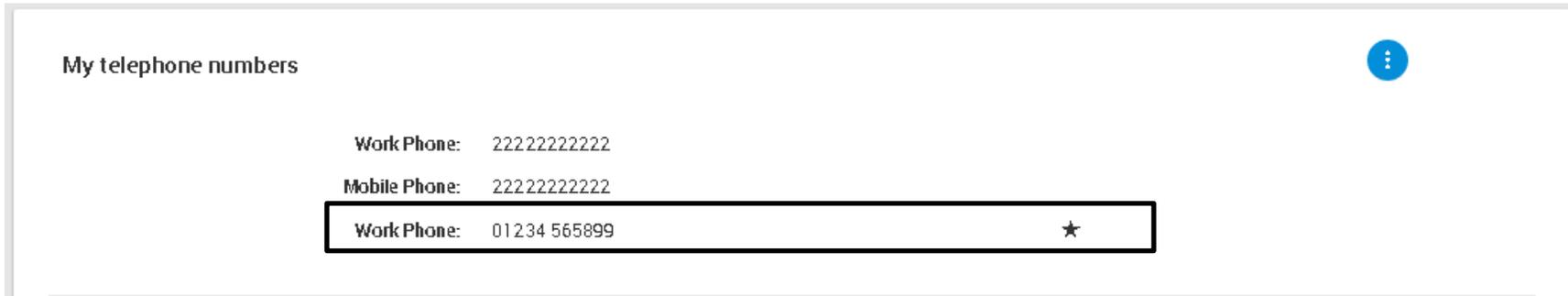
SUBMIT

CANCEL

- Select a telephone number type by clicking on the drop-down box to display all the options. You will then need to enter the telephone number; click on the telephone number box to enter the details.
- If you wish the new telephone number to be your preferred contact, please click the box to the right of the telephone number field.
- Once you have entered all the details, click "Submit" to save the changes.

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- If you no longer want to proceed with the changes, click “Cancel”. You will be asked to confirm your decision, if you click “Submit”, you will be taken back to the contact details screen. If you click no, you will return to the add telephone number screen.



My telephone numbers 

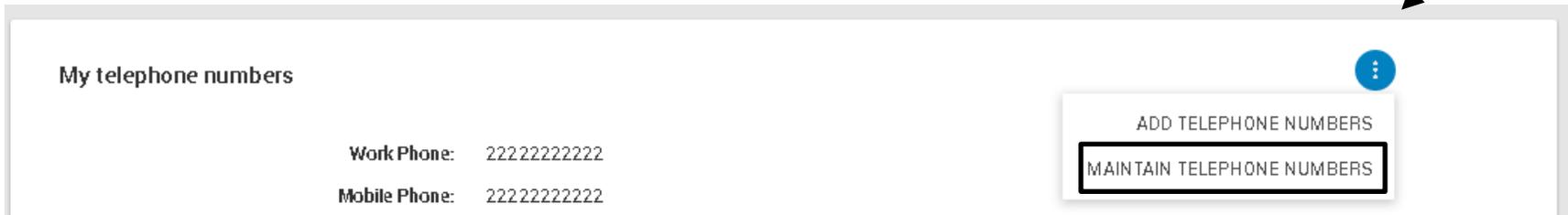
Work Phone: 2222222222

Mobile Phone: 2222222222

Work Phone: 01234 565899 ★

4.2 Maintaining a Phone Number

- To edit an existing phone number, click the blue 3 dot show more button, and then select the second option “Maintain Telephone Numbers”.



My telephone numbers 

Work Phone: 2222222222

Mobile Phone: 2222222222

ADD TELEPHONE NUMBERS

MAINTAIN TELEPHONE NUMBERS

- A screen will now display allowing you to edit the phone numbers. Click in the relevant phone number box to begin amending the number.

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Telephone numbers

Is this your preferred method of contact?
Please select one

Home Phone: * 22222222222222 

Home Phone: * 22222222222222 

Mobile Phone: * 22222222222222 

- You also have the option to select the number you wish to be your main contact number. You can do this by selecting the tick box.

MAINTAIN CONTACT DETAILS

Telephone numbers

Is this your preferred method of contact?
Please select one

Mobile Phone: * 22222222222222 

Work Phone: * 22222222222222 

- You can also delete a number if you wish to remove it entirely from the system. To delete a number, you will need to click on the delete icon.

MAINTAIN CONTACT DETAILS

Telephone numbers

Mobile Phone: *	<input type="text" value="22222222222222"/>	<input checked="" type="checkbox"/>	Is this your preferred method of contact? Please select one	
Work Phone: *	<input type="text" value="22222222222222"/>	<input type="checkbox"/>		

- Once the delete icon has been selected the following warning will be displayed.

Delete Telephone number



Please confirm that you would like to delete the following Telephone number.

Mobile Phone:

- If the delete icon has been selected in error, then please select "Cancel".

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- To delete the phone number permanently from the system you must select “Confirm”. Once this has been selected then it will take you to an updated version of the screen with the selected number removed. If you are happy with the information displayed on screen, then select “Submit”. Once this has been selected all your changes will be made. If you do not wish to make the change then please select “Cancel”

5. Maintaining an Email Address

- Once on the “Maintain Contact Details” screen, scroll down to the My Email Addresses section.

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OWNERSHIP DETAILS / CONTACT DETAILS

PERSONAL DETAILS	CONTACT DETAILS
My telephone numbers 	
Tel/Fax: 01234 123456	★
Mobile Phone: 07123456789	
Work Phone: 01234 987654	
SMS Phone: 07123456789	
My email addresses 	
 Email: gbloggs@gmail.com 	
My fax numbers 	
My addresses 	
Unknown: A1 XXXX XXXXX A2XXXXXXXX XXXXX A3XXXX-XX-XXXXX County NN8 4BX	★

- Then click the “Show More” button.  to show the following options.

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My email addresses

Email: gbloggs@gmail.com

ADD EMAIL ADDRESS
MAINTAIN EMAIL ADDRESS

5.1 Add an Email Address

- Firstly, select “Add Email Address” from the “Show More” button

My email addresses

Email: gbloggs@gmail.com

ADD EMAIL ADDRESS
MAINTAIN EMAIL ADDRESS

This will take you to the following screen.

ADD CONTACT

Email address

Type: *

Details: *

Is this your preferred
method of contact?

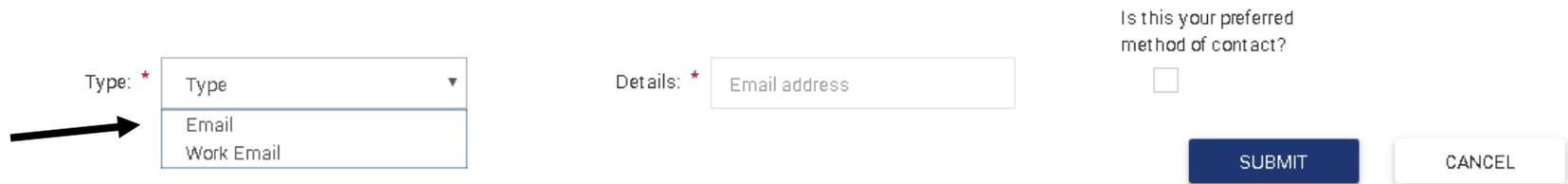
SUBMIT

CANCEL

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- You will need to select the type of contact you are adding by clicking on the arrow of the “Type” box and choosing an option from the drop-down list.

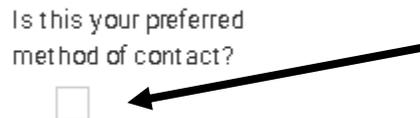
Email address



The screenshot shows a form with the following elements:

- A label "Type: *" followed by a dropdown menu. The dropdown is open, showing "Type" (selected), "Email", and "Work Email". An arrow points to the dropdown arrow.
- A label "Details: *" followed by a text input field containing "Email address".
- A label "Is this your preferred method of contact?" followed by an unchecked checkbox.
- Two buttons: "SUBMIT" (dark blue) and "CANCEL" (light grey).

- You will also need to enter email address in the other textbox. You can do this by clicking in the box and starting to type.
- If you wish email to be your preferred method of contact, then please select the “Is this your preferred method of contract” tick box.



The image shows a close-up of the checkbox and its label. The label is "Is this your preferred method of contact?" and the checkbox is unchecked. An arrow points to the checkbox.

5.2 Maintain an Email Address

Click the “Show More” button.

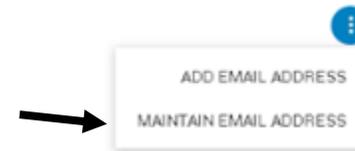


to show the following options. Select “Maintain Email Address”.

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My email addresses

Email: gbloggs@gmail.com



- This will take you to the next screen where there will be an orange warning displayed stating that if you change the email that you use to log onto the site, it may impact on your ability to log in next time.

MAINTAIN CONTACT DETAILS

Email addresses

Warning! Maintaining an email address could invalidate your ability to log in to the system. If you wish to amend the email address you use to login in with please contact the Racing Administration Helpdesk on 01933 304828

		Is this your preferred method of contact? Please select one	
Email: *	<input type="text" value="gbloggs@gmail.com"/>	<input type="checkbox"/>	
Email: *	<input type="text" value="gbloggs@gmail.com"/>	<input type="checkbox"/>	
Email: *	<input type="text" value="gbloggs@gmail.com"/>	<input type="checkbox"/>	

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- You can amend the email addresses shown in the free text field by just clicking in the box and typing over the information
- You can also state whether you'd like this to be your preferred method of contact which can be chosen by clicking the tick box. Once you have made all your amendments you must click the "Submit" button.

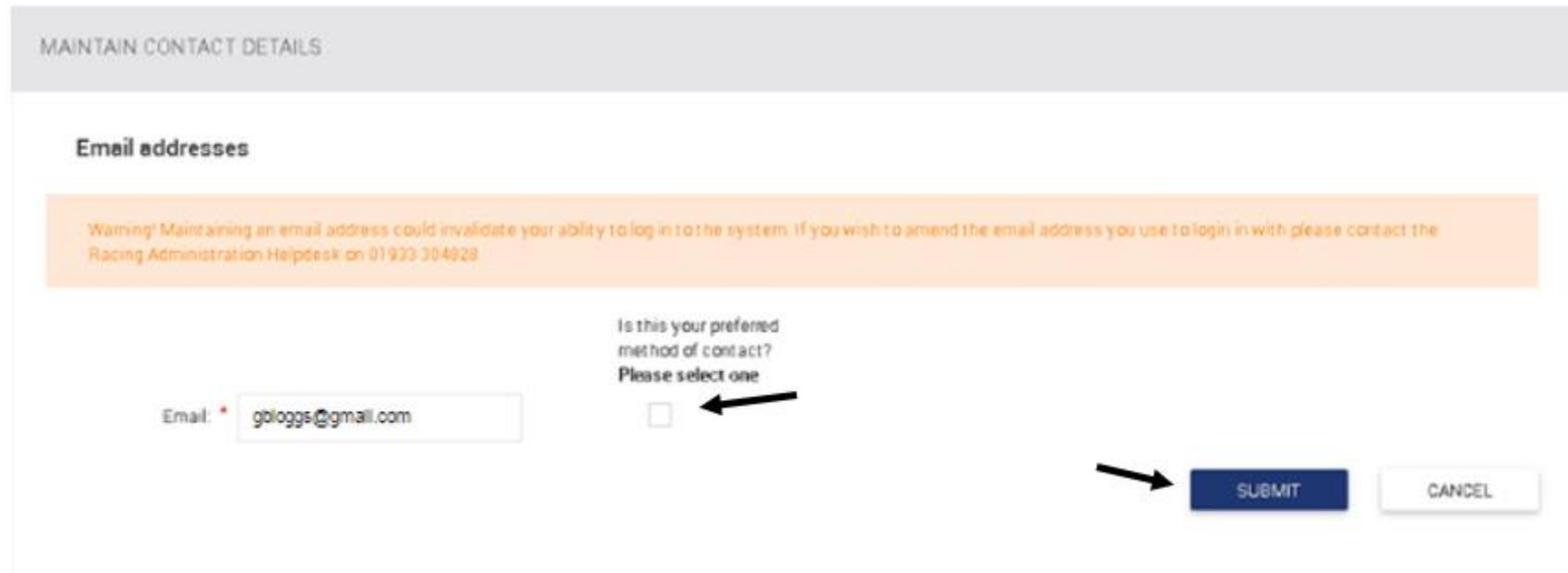
MAINTAIN CONTACT DETAILS

Email addresses

Warning! Maintaining an email address could invalidate your ability to log in to the system. If you wish to amend the email address you use to login in with please contact the Racing Administration Helpdesk on 01933 304928

Email: *

Is this your preferred method of contact?
Please select one



- Once "Submit" has been selected it will take you back to the main contact details screen.

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- If at any point, you do not wish to make any changes to your email address then you can click “Cancel”. If you select the “Cancel” button it will display a warning to confirm you want to leave any changes you made.



Are you sure?

You have not completed this process. Are you sure you wish to cancel?

YES

NO

- If you wish to continue maintaining the email address, please select “No”.
- If you have amended the email address in error, then please select “Yes”. Once “Yes” has been selected it will return you to the main contact details screen.

6. Maintaining Fax Numbers

- Please ensure you are on the “Contact Details” page. Then select the “Show More” button.  to show the following options for “My Fax Numbers”

6.1 Add Fax Number

- If you select “Add Fax Number” it will take you through to the next page.

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My fax numbers



- This will display the following screen which gives you the option to enter another fax number into the free text field.
- You can state what type of Fax Number using the dropdown box
- You can also state whether you'd like this to be your preferred method of contact which can be chosen by clicking the tick box.
- Once you have made all your amendments you must click the “Submit” button.

A screenshot of a web form titled 'ADD CONTACT'. The form is titled 'Fax number'. It contains three main fields: 'Type: *' with a dropdown menu showing 'Fax', 'Details: *' with a text input field containing '3333333333333333', and 'Is this your preferred method of contact?' with an unchecked checkbox. At the bottom right, there are two buttons: 'SUBMIT' (dark blue) and 'CANCEL' (light grey).

- If at any point, you do wish to make any changes to your email address, then you can click the “Cancel” button. If you select the “Cancel” button it will display a warning to confirm you want to leave any changes you made. If you have clicked “Cancel” in error, then please select “No” which will keep you on the “Add Fax Number” screen. If you click “Yes” then it will take you back to the contact details screen.



Are you sure?

You have not completed this process. Are you sure you wish to cancel?

YES

NO

6.2 Maintain Fax Number

Click the “Show More” button.  to show the following options. Select “Maintain Fax Number

My fax numbers

ADD FAX NUMBER

MAINTAIN FAX NUMBER

- This will take you to the next screen where you will be able to maintain your fax number(s)
- You can amend the fax number shown in the free text field by just clicking in the box and typing over the information
- You can also state whether you’d like this to be your preferred method of contact which can be chosen by clicking the tick box. Once you have made all your amendments you must click the “Submit” button.



Are you sure?

You have not completed this process. Are you sure you wish to cancel?

YES

NO

- If you wish to continue maintaining the email address, please select “No”.
- If you have amended the email address in error, then please select “Yes”. Once “Yes” has been selected it will return you to the main contact details screen.

7. Maintain Addresses

- Please ensure you are on the “Contact Details” page. Then select the “Show More” button.  to show the following options for “My Addresses”.

My addresses

Unknown: A1 XXXX XXXXX
A2XXXXXXXX XXXXX
A3XXXX-XX-XXXXXX
County
NN8 4BX

★

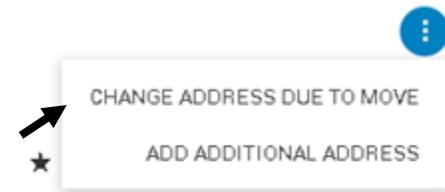


7.1 Change Address Due to Move

- This section is where you can change your address due to you moving house. If you wish to add another address onto the system but keep the remaining one, then please select “Add Additional Address” and refer to Section 7.2 for assistance.
- To change your address firstly select the “Change Address Due to Move” and it will progress you through to the next step.

My addresses

Unknown: A1 XXXX XXXXX
A2XXXXXXXX XXXXX
A3XXXX-XX-XXXXXX
County
NN8 4BX



- This next step will display two tabs the “New Address” tab and “Care of Agent”.

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ADD ADDRESS

1. Add Address 2. Review Details

Additional address

NEW ADDRESS CARE OF AGENT

Address Type: *

Country: Great Britain

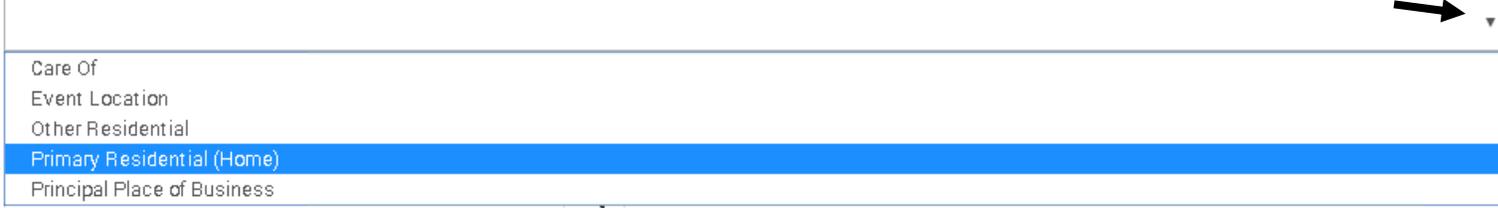
Enter Post code: * ENTER ADDRESS MANUALLY

Address: *

- If you wish to add a new address you must first select the “Address Type” in the first box. If you click the drop- down arrow there are several options shown from which you can choose.

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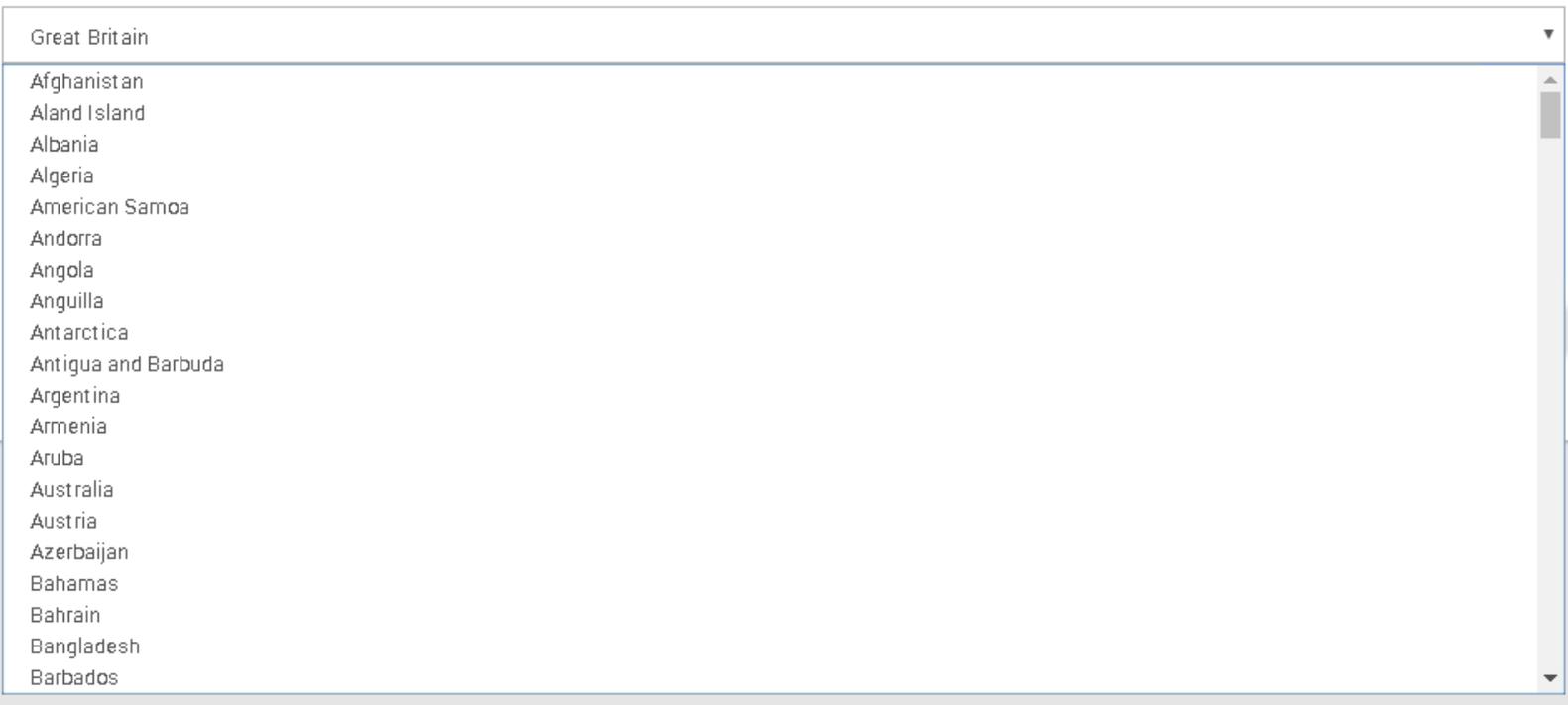
Address Type: *



- Care Of
- Event Location
- Other Residential
- Primary Residential (Home)
- Principal Place of Business

You will then need to select the Country, which again can be chosen from the drop-down box.

Country:



- Great Britain
- Afghanistan
- Aland Island
- Albania
- Algeria
- American Samoa
- Andorra
- Angola
- Anguilla
- Antarctica
- Antigua and Barbuda
- Argentina
- Armenia
- Aruba
- Australia
- Austria
- Azerbaijan
- Bahamas
- Bahrain
- Bangladesh
- Barbados

- If you select a Foreign Address, you will need to fill in the address in the text boxes provided.

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ADD ADDRESS

1. Add Address 2. Review Details

Additional address

NEW ADDRESS CARE OF AGENT

Address Type: *

Address: *

Country:

CONTINUE **CANCEL**

Screen showing Foreign Address Options

- If the address is a Great Britain address you will need to fill in the post code for the property and then click the magnifying glass icon to search for the address. Once you have done this you will need to pick the correct address from the drop-down list.

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ADD ADDRESS

1. Add Address 2. Review Details

Additional address

NEW ADDRESS CARE OF AGENT

Address Type: *

Country: Great Britain

Enter Postcode: * nn8 4bx ENTER ADDRESS MANUALLY

Address: * Please Select...
Weatherbys Thoroughbred Ltd, Sanders Road, Finedon Road Industrial Estate, WELLINGBOROUGH

- There are mandatory fields on this page, if you have not completed one of these fields you will have a warning shown in the form of a red cross. Once you have amended the field the red cross will change to a green tick to demonstrate that it is correct.

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Address: *

Weatherbys Thoroughbred Ltd, Sanders Road, Finedon Road Industrial Estate, WELLINGBOROUGH



CONTINUE

CANCEL

- To progress to the next step, you will need to click the “Continue” button. If you do not wish to continue with the addition of the address you can click the” Cancel” button.
- Once “Continue” has been selected it will take you back to the main contact details screen.
- If at any point, you do not wish to make any changes to your email address then you can click “Cancel”. If you select the “Cancel” button it will display a warning to confirm you want to leave any changes you made.



Are you sure?

You have not completed this process. Are you sure you wish to cancel?

YES

NO

- If you wish to continue maintaining, please select “No”.
- If you have amended the details in error, then please select “Yes”. Once “Yes” has been selected it will return you to the main contact details screen.

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- Once you have progressed to the next step you will be shown a review screen where you can see all the details that you have entered. If you wish to amend any of the details shown, then please click “Add Address” along the top and change as necessary.
- Any changes made will be shown in red until they have been approved by Weatherbys.

ADD ADDRESS

1. Add Address 2. Review Details

Additional address

 Please check the information below. If the details are correct, click 'Submit'. If any of the information is incorrect, please click '1. Add Address' to amend the details.

Address Type: Care Of

Country: Great Britain

Address: Weatherbys Thoroughbred Ltd
Sanders Road
Finedon Road Industrial Estate
WELLINGBOROUGH
Northamptonshire
NN8 4BX

Please note that changes will appear in RED until approved by Weatherbys Ownership Desk

- Once you are happy that all the details shown on the screen are correct please click the “Submit” button.
- If you wish to not make any changes at all, please use the “Cancel” button.

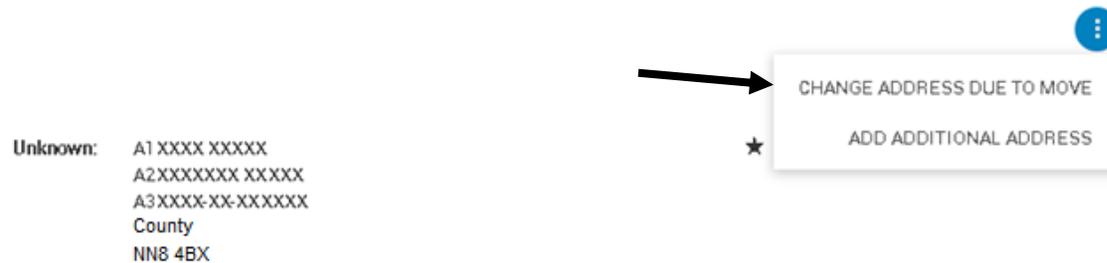
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- Once you have clicked this, a warning will be shown to confirm that you do indeed wish to leave the page.
- If you wish to continue maintaining the address, please select “No”.
- If you have amended the address in error, then please select “Yes”. Once “Yes” has been selected it will return you to the main contact details screen.

7.2 Care of Agent

- Once you have selected the 3-dot maintain option, please select “Change Address Due to Move”

My addresses



- Once you have selected this it will take you to the following screen which will display two tabs the “New Address” tab and “Care of Agent”.
- Select the “Care of Agent” tab which will display the following screen:

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ADD ADDRESS

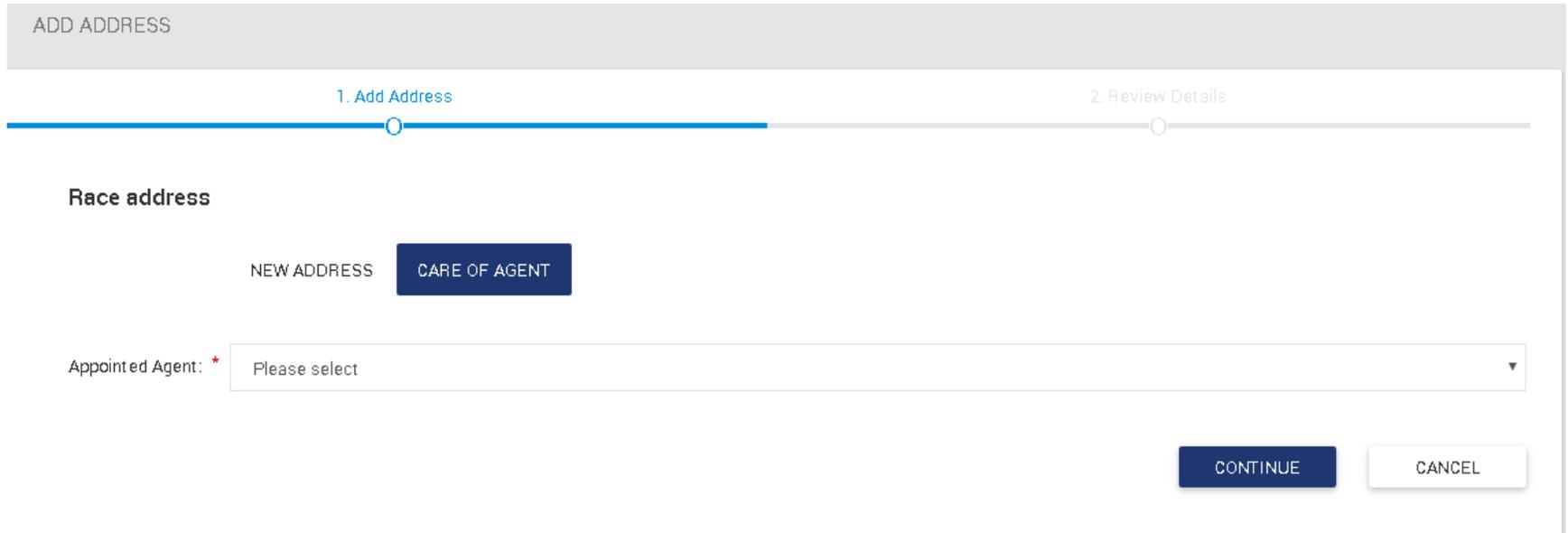
1. Add Address 2. Review Details

Race address

NEW ADDRESS **CARE OF AGENT**

Appointed Agent: * Please select

CONTINUE CANCEL



- You can select a new care of agent address by first clicking on the drop-down box for “Appointed Agent”. This will then display a list of agents with an Authority to Act on your behalf.

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ADD ADDRESS

1. Add Address 2. Review Details

Race address

NEW ADDRESS **CARE OF AGENT**

Appointed Agent: *

- Miss G. Bloggs
- Mr A Jones
- Mrs C Smith
- Ms. M. Black
- Mr X White
- Mr A Orange**
- Miss J Apple
- Ms. B Banana
- Mr C Mango

- Once you have selected the agent you will need to choose the correct address from the drop-down list.

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ADD ADDRESS

1. Add Address 2. Review Details

Race address

NEW ADDRESS CARE OF AGENT

Appointed Agent: * 

Address: * 

- Once you have selected the address you will need to click the “Continue” button.
- Once “Continue” has been selected it will take you back to the main contact details screen.
- If at any point, you do not wish to make any changes to your care of agent address then you can click “Cancel”. If you select the “Cancel” button it will display a warning to confirm you want to leave any changes you made.
- If you wish to continue maintaining the email address, please select “No”.
- If you have amended the address in error, then please select “Yes”. Once “Yes” has been selected it will return you to the main contact details screen.
- If “Continue” has been selected it will take you to Step 2. Review Details. On this page, will be the details that you have entered in the previous step.

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ADD ADDRESS

1. Add Address 2. Review Details

Race address

 Please check the information below. If the details are correct, click 'Submit'. If any of the information is incorrect, please click '1. Add Address' to amend the details.

Address Type: Care Of

Country: Great Britain

Address: A1 XXXX XXXXX
A2XXXXXXXX
A3XXXXX
North Yorkshire
DL8 4TL

Please note that changes will appear in RED until approved by Weatherbys Ownership Desk

- If the details displayed are incorrect then you can go back to the previous step by clicking on the Previous step at the top of the page.

ADD ADDRESS

1. Add Address 2. Review Details



- If you are happy with all the details displayed, you will need to click "Submit". If you click "Submit" it will take you back to the Contact Details page.

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- If you wish to cancel out of the page at any time, then you can click “Cancel”. If you select the “Cancel” button it will display a warning to confirm you want to leave any changes you made.



Are you sure?

You have not completed this process. Are you sure you wish to cancel?

YES

NO

- If you wish to continue maintaining the address, please select “No”.
- If you have amended the address in error, then please select “Yes”. Once “Yes” has been selected it will return you to the main contact details screen.

7.3 Add Additional Address

- Firstly, you must click on the “Add Additional Address” on the Contact Details screen.

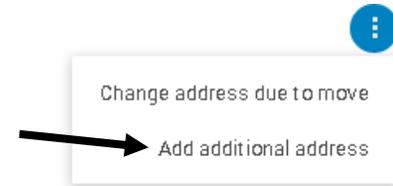
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Addresses

Event Location: House 1
Street 2
Village 3
Town 4
NN8 4BX

Principal Place of Business: House 1
Street 2
Village 3
Town 4
NN8 4BX

Care Of: House 1
Street 2
Village 3
Town 4
NN8 4BX



- Once this has been selected this will take you to the next screen

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ADD ADDRESS

1. Add Address 2. Review Details

Additional address

Address Type: *

Country:

Enter Post code: *

Address: *

If you wish to add a new address you must first select the “Address Type” in the first box. If you click the drop- down arrow there are several options shown from which you can choose

Address Type: *

- Care Of
- Event Location
- Other Residential
- Primary Residential (Home)**
- Principal Place of Business

You will then need to select the Country, which again can be chosen from the drop-down box.

User Guide – Maintaining a Sole Owner

Country:

- Afghanistan
- Aland Island
- Albania
- Algeria
- American Samoa
- Andorra
- Angola
- Anguilla
- Antarctica
- Antigua and Barbuda
- Argentina
- Armenia
- Aruba
- Australia
- Austria
- Azerbaijan
- Bahamas
- Bahrain
- Bangladesh
- Barbados

- If you select a Foreign Address, you will need to fill in the address in the text boxes provided.

ADD ADDRESS

1. Add Address 2. Review Details

Additional address

CARE OF AGENT

Address Type: *

Address: *

Country:

Screen showing Foreign Address Options

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- If the address is a Great Britain address you will need to fill in the post code for the property and then click the magnifying glass icon to search for the address. Once you have done this you will need to pick the correct address from the drop-down list.

ADD ADDRESS

1. Add Address 2. Review Details

Additional address

NEW ADDRESS CARE OF AGENT

Address Type: *

Country: Great Britain

Enter Post code: * nn8 4bx ENTER ADDRESS MANUALLY

Address: * Please Select...
Weatherbys Thoroughbred Ltd, Sanders Road, Finedon Road Industrial Estate, WELLINGBOROUGH

CONTINUE CANCEL

- There are mandatory fields on this page, if you have not completed one of these fields you will have a warning shown in the form of a red cross. Once you have amended the field the red cross will change to a green tick to demonstrate that it is correct.

Address: * Weatherbys Thoroughbred Ltd, Sanders Road, Finedon Road Industrial Estate, WELLINGBOROUGH

CONTINUE CANCEL

- To progress to the next step, you will need to click the “Continue” button. If you do not wish to continue with the addition of the address you can click the “Cancel” button.
- Once you have progressed to the next step you will be shown a review screen where you can see all the details that you have entered. If you wish to amend any of the details shown, then please click “Add Address” along the top and change as necessary.
- Any changes made will be shown in red until they have been approved by Weatherbys.