

The process for late registrations is changing

From the **1st November 2019**, the registration process is changing with regards to any late fees payable. The current procedures within the office come with a great deal of manual inputting of information when completing late registration fees.

There is a cost related to dealing with the late registrations, which is reflected in the fees that have been agreed as part of our Articles of Association and Bye-laws for a number of years. This cost is in place to encourage the registration of animals or upgrading to fully registered in a timely manner.

All registration charges and late fees remain unchanged. However, the following late fees will be applied automatically by the accounts system on completion of the animal's registration and added to the member's invoice.

A reminder of the fees that will be applied:

Age groups	Additional late registration fee
Male and female at 4 months	£25 + VAT
Male and female at 5 months	£35 + VAT
Male and female at 6 months	£45 + VAT
Male and female at 7 months	£55 + VAT
Male and female at 8 months	£65 + VAT
Male and female at 9 months	£75 + VAT
Male and female at 10 months	£85 + VAT
Male and female at 11 months	£95 + VAT
Male and female at 12 months	£105 + VAT
Male and female at 1 - 2 years	£175 + VAT
Male and female at 2 - 3 years	£275 + VAT
Male and female at 3 - 4 years	£375 + VAT
Male and female at 4 - 5 years	£475 + VAT

Upgrade intimation to full registrations
(must be previously intimated within 27 days):

Males £25 + VAT	Plus additional late registration fee
0 - 6 months	no extra charge
6 - 12 months	£25 + VAT
1 - 2 years	£175 + VAT
2 - 3 years	£275 + VAT
3 - 4 years	£375 + VAT
4 - 5 years	£475 + VAT

Females £25 + VAT	Plus additional late registration fee
At 4 months	£25 + VAT
At 5 months	£35 + VAT
At 6 months	£45 + VAT
At 7 months	£55 + VAT
At 8 months	£65 + VAT
At 9 months	£75 + VAT
At 10 months	£85 + VAT
At 11 months	£95 + VAT
At 12 months	£105 + VAT

There are many reasons why people register or upgrade to registered animals late, and it takes up a great deal of time and resource in the office dealing with these. There will be no exceptions to this process and we thank you for your co-operation.