

Leisure Horse Ireland	Document No.: LHI Rules 002 EIR	Revision No.: 2
Prepared & Approved By:	Directors	Date: 08/11/2017
TITLE: LHI Equine Identification Register (Rules & Procedures)		

1 A. General Definitions in These Rules:

Leisure Horse Ireland and L.H.I. are registered trading names of The Irish Piebald & Skewbald Association Ltd.

Leisure Horse Ireland operates and maintains:

- The Irish Piebald & Skewbald Studbook
- The Irish Donkey Studbook and
- An Equine Identification Register

These rules relate to Leisure Horse Ireland's operation of The Equine Identification Register.

"The Issuing Authority" means The Irish Piebald & Skewbald Association Ltd t/a Leisure Horse Ireland.

"The Approved Laboratory" means Weatherbys Ireland GSB Ltd.

"An Approved Studbook" means a studbook approved under the relevant National and EU equine legislation by the Competent Authority in its country of origin.

In The Republic of Ireland "The Competent Authority" means The Department of Agriculture, Food & the Marine (DAFM).

"AIM" means the Animal Identification & Movement central database stored and maintained by DAFM.

A registered veterinary surgeon means that for registrations within the Republic of Ireland, the veterinary surgeon must be Veterinary Council of Ireland registered.

A 'compliant transponder' is one which has been issued by one of the currently approved passport issuing bodies, thus strictly controlling number ranges and that they:

- Comply with standard ISO 11784,
- Apply HDX or FDX-B technology, and are
- Capable of being read by a reading device compatible with standard ISO 11785 at a minimum distance of 12 cm.
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1 B. General Terms & Conditions:

Ownership of the Passport:

An identification document (passport) is issued as an aid to the identification of the equine to which it refers and is based on information supplied by the identifying veterinary surgeon and owner / breeder. The passport remains the property of LHI and can be recalled at any time. It is not a certificate of legal ownership and should not be construed as such.

No Right To Cancel:

Due to the nature of a Horse Passport, you acknowledge that when we have received your order, you do not have the right to cancel your order, and consequently the application fee will be retained to cover the costs associated with the processing of your application. This does not affect your other statutory rights.

VAT:

LHI is registered for VAT in Ireland (Reg. No. IE 6386639N).

All fees include VAT.

VAT receipts are available on request.

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Payment Methods:

Payment should be made with the application as either a Cheque or Postal Order, made payable to Leisure Horse Ireland. Alternatively payment can be made by debit or credit card over the telephone, or online by PayPal and debit or credit card.

Payments Not Honoured:

Where cheques are returned unpaid by your bank you will be required to pay an additional €15 charge to cover bank and administration costs, in addition to the original amount.

Our Liability:

While LHI believes the information contained within its Identification Documents to be correct, we cannot guarantee its accuracy, in particular where it is dependent on information supplied to us. Therefore, we cannot accept liability for any loss resulting from errors that may arise.

Return of Completed Documents:

If return recorded delivery of documents has not been expressly requested and paid for by the applicant owner / custodian, the risk of loss passes to the applicant owner / custodian when an item is placed with the postal service by Leisure Horse Ireland. Separate proof of postage for each item of non recorded outgoing mail is not operationally practical; therefore where a registration record in Leisure Horse Ireland Database is recorded as "Completed", this will suffice as proof of postage of the document.

Data Protection - Personal Information:

Any personal information you provide will be held securely and in accordance with the Data Protection Legislation. We will only use your personal data for the purposes for which you have provided it. Information we receive or hold on you is routinely shared with DAFM / AIM and may be provided to other Government Agencies authorised under legislation to request it. We may also need to disclose personal data to a third party so that the service you requested can be provided.

All your calls, both inbound and outbound, will be recorded and may be monitored for training and quality purposes, in order that the service may be improved and to help prevent and detect fraud.

We may check information provided or received. If false or inaccurate information is provided and fraud is identified, details will be passed to the appropriate fraud prevention agencies.

Your data may be used for marketing, research and statistical purposes. If you give us information about another person, in doing so you confirm that they have given you permission to provide it to us to be able to process their personal data and also that you have told them who we are and what we will use their data for, as set out in this notice.

By providing us with the Information you consent to all of the information being used, processed, disclosed, and retained as set out herein. In the case of personal data, with limited exceptions, you have the right to access, and if necessary rectify information held about you by formal written application to LHI.

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2. Purpose of the LHI Identification Register.

Horses that are not eligible for classification in The Irish Piebald & Skewbald Studbook and / or horses where breed, breeder and origin are unknown and where they do not qualify for entry in any other stud book (i.e. to have full or partial pedigree recorded), may be entered into the LHI Equine Identification Register providing they are identified in accordance with these rules.

3. Non-Discrimination of Owner / Breeders

The LHI Identification Register shall operate in a non-discriminatory fashion towards owner/breeders.

4. System of Identifying and Registering Equine.

Equine are identified and registered by the following procedure:

- a) An owner / custodian may utilise a vet supplied marking chart or if requested Leisure Horse Ireland issues a registration form and current identification marking chart to the owner / custodian.
- b) Owner / custodian appoints a registered veterinary surgeon at their own expense who confirms the animal details by taking the markings and scans for any pre-existing transponder.
 - i. Where no transponder exists in the animal, the registered veterinary surgeon must implant a compliant transponder (see definition).
 - ii. Where a pre existing transponder is found the owner / custodian must check with the issuing authorities in Ireland to ensure the animal was not registered previously. If the animal was registered previously the only course of action is to apply for a duplicate passport from that issuing authority.
 - iii. Where a pre existing transponder is found and it is established that the animal was not registered previously,
 - a) If the existing transponder is of a compliant type, this number must be detailed on the markings by the vet and may be used for registration.
 - b) If the existing transponder is not of a compliant type, a compliant transponder must also be implanted by the vet and both (or all) numbers detailed on the markings.
- c) The form providing owner / custodian details, completed marking chart and the current fee are to be sent to Leisure Horse Ireland.
- d) Leisure Horse Ireland issues the passport to the owner / custodian when satisfied that all registration details are correct.
- e) The Passports shall state the category, i.e. "Equine Identification Passport".
- f) By using the services of Leisure Horse Ireland to register an equine, the owner / custodian also consents to allow their details to be shared / provided to the DAFM AIM system (central database).

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5. Note on fitness for human consumption

Horses not presented for identification within six months of birth or outside the year of birth (whichever is longer) are not suitable for slaughter for human consumption and will be classified accordingly in Section IX Part II of the passport.

6. Lifetime Identity Document (the Passport)

- The identity document (the passport) is a lifetime document of identification.
- Passports issued by LHI shall remain the property of LHI. Upon the death of an animal LHI must be notified and the passport must be returned to the LHI offices.
- Where an LHI Identification passport is lost, mislaid or accidentally destroyed, LHI should be contacted as soon as possible with a view to having a duplicate passport issued.
- Each equine entered in the LHI Equine Identification Register, for which an identity document is issued, shall be given a Unique Equine Life Number (UELN).

7. Identification System in the LHI Identification Register

Horses are identified in the studbook by a 15-digit UELN registration number as follows:

- a. first three digits will be the country code (372 Ireland)
- b. next 3 digits relate to the LHI EU Approval Number (003)
- c. next two digits are gap numbers (00)
- d. Last 7 digits will be the individual LHI registration number and also correspond to the last 7 digits on the microchip number where possible.

8. Naming and Prefixes

- a. Horses are named at the time of registration.
If a name is not specified by the owner / custodian on the application form or a requested name is not available or deemed inappropriate, Leisure Horse Ireland will apply a randomly selected name to the animal.
Any name change requested thereafter will incur the current fee payable to Leisure Horse Ireland.
Any name chosen or selected must be unique as duplication of names is not permissible.
- b. If a breeder has a prefix name and this name is registered with Leisure Horse Ireland, this can also be used for naming at registration. Any horse named with a registered prefix cannot have its name changed without the permission of the person who owns the prefix. Prefix forms are available to download or upon request from Leisure Horse Ireland and the following rules apply:
 - i. The current fee payable applies.
 - ii. Prefix may have a minimum of 3 and a maximum of 20 characters.
 - iii. Prefix may be one word only.
 - iv. Breed names are not permitted.
 - v. The prefix name will be registered with Leisure Horse Ireland only.

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9. Postage of Documents

If return recorded delivery of documents has not been expressly requested by the owner / custodian, the risk of loss passes to the owner / custodian when an item is placed with the postal service by Leisure Horse Ireland. Separate proof of postage for each item of non recorded outgoing mail is not operationally practical; therefore where a registration record in Leisure Horse Ireland Database is recorded as "Completed", this will suffice as proof of postage of the document.

10. Passport Requirements

A passport must be returned to the appropriate Issuing Authority when:

- a. A transfer of ownership is to be recorded.
- b. The animal to which it refers dies or is destroyed, or
- c. The owner / custodian is requested to do so by the Issuing Authority.

11. Replacement Passports

The owner / custodian of an animal registered in the LHI Equine Identification Register must notify the Issuing Authority, in writing, of the loss or destruction of a Passport. In cases of loss or destruction the Issuing Authority may, at its sole discretion, re-issue a Passport. Application for a re-issued Passport must be made on the current Application Form and be accompanied by the current fee. Where a duplicate passport is issued, the animal is not considered suitable for slaughter for human consumption and will be classified accordingly in Section IX Part II of the passport.

12. Amendments to Rules & Procedures

- a. The Issuing Authority may without notice add to, vary, suspend or terminate the services they provide under these Rules and Procedures.
- b. The Issuing Authority may vary, amend or add to these Rules and Procedures. Any such change will be effective upon notice to owners / custodians of animals registered in the Equine Identification Register. Notice will be by any means the Issuing Authorities think fit in so far as permitted by law.

13. Rectification & Removal of Entries in the Equine Identification Register

- a. Where the Issuing Authority is satisfied that an entry in the Equine Identification Register may be incorrect, it may require the owner / custodian of the animal to engage a veterinary surgeon, at their expense, to take the animal's markings and / or to provide such certificates as the Issuing Authority may designate.
- b. Where an Issuing Authority is satisfied that an entry in the Equine Identification Register is incorrect it may without notice vary, amend, add to or expunge the entry in the Register. Any such change will be effective upon notice to the owner / custodian of the animal registered in the Equine Identification Register.

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14. Corrections/Amendments of Entries in Equine Identification Register

- a. Where the owner / custodian of an animal registered in the Equine Identification Register wishes to amend, correct or otherwise update the registration, the owner / custodian should make an application to the Issuing Authority in writing, specifying the exact details of the amendment required and enclose the identification document issued in respect of the animal together with the current fee.
- b. Where the ownership / custodianship of an animal registered in the Equine Identification Register changes, the new owner / custodian is required to apply to the Issuing Authority to amend the name and address of the owner / custodian recorded in the Equine Identification Register. The application shall be accompanied by the Passport issued in respect of the animal, a completed Transfer of Ownership form and the current fee. The new owner / custodian further consents to their information being shared on the DAFM / AIM central database.
- c. Certain amendments may result in the animal being no longer considered suitable for human consumption and will be classified accordingly in Section IX Part II of the passport.
- d. The Issuing Authority may refuse to execute the requested amendment or may require the applicant to supply veterinary certificates, a new marking chart and confirmation of microchip number(s) in support of the application.

15. Appeals against Decisions of the Issuing Authority

- a. Where the Issuing Authority exercises a power conferred on it by these Rules and Procedures to the detriment of the interests of the owner / custodian of an animal registered, or for which registration is sought, in the Equine Identification Register, the owner / custodian shall have the right to make and have considered written representations on the issue.
- b. The appeals procedure will be carried out in the following stages:

Stage I

An owner/ custodian who feels aggrieved in relation to any matter pertaining to Leisure Horse Ireland operations should, in the first instance, write to the Chief Executive Officer (CEO) of Leisure Horse Ireland, making it clear that Stage I of the Appeals Procedure is being invoked. The CEO will reply as soon as is reasonably practicable, but in any case within thirty days from receipt of the letter from the appellant.

Stage II

If the grievance is not resolved at Stage I, or if a reply is not forthcoming from the CEO within thirty days, the owner / custodian may request in writing, that at their next board meeting, the board allow the owner / custodian to attend the meeting during the period that the grievance is being considered. At the boards discretion, the owner / custodian may be allowed to make an oral submission on the grievance. If the oral submission is allowed, the board will then reconsider the issue and must communicate its decision to the appellant within thirty days.

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Stage III

If the issue remains unresolved after Stage II, the owner / custodian may request an independent hearing, usually by an official of the Competent Authority. The board shall grant such a hearing. Appeals at Stage III will be heard by an individual or group of individuals with appropriate expertise, agreed by both parties to the dispute. From the date of appointment of the person(s) hearing the appeal, the case will be heard and the decision taken will be communicated to both parties within three months. The person(s) hearing the case will decide on the apportionment of costs, as appropriate.

Stage IV

Any dispute that remains unresolved after Stage III may be pursued by invoking provisions under the legal personality of Leisure Horse Ireland: the 1963 Companies Act.

All owner / custodians who use the services of Leisure Horse Ireland must abide by these rules, regulations and standards.