**Annual Self-declaration form -**

**Compliance requirements for PPC Code signatories**

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| **Private and confidential**All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 2018. |

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| **Business/Company information** |
| **Company Name** |  |
| **Name of responsible person/ Company Owner/sole trader****Position held in Company** |  |
| **Registered office /Business Address** |  |
| **Registration Number if registered with Companies House** |  |
| **Name of immediate parent company or Group if applicable**  |  |
| **Type of organisation** | Please select from [ ] PLC[ ] Limited Company[ ] LLP[ ] Other Partnership[ ] Sole trader[ ] Other (please specify) |
| **Are you a Small or Large Business?** | [ ] **Small** – 0 -49 employees[ ] **Large** – 50 employees or more**How many direct, PAYE, Permanent, temporary,** **part time and labour only sub-contractors do you have in total during a 12-month rolling period?**  |
| **Contact number(s)****Email &** **Telephone Number**  |  |

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| **Declaration of individual on behalf of the Business/Organisation**  |
| 1. **Do you Pay suppliers on time?**
 | No[ ]  | Yes – please explain how you are compliant.[ ]   |
| By paying 95% of invoices within the agreed payment terms and without attempting to change terms retrospectively. | No[ ]  | Yes – please provide further information[ ]  |
| By paying 95% of all invoices within 60 days, and 95% of invoices from businesses with fewer than 50 employees within 30 days | No[ ]  | Yes – please provide further information[ ]  |
| By acknowledging the right to use late payment legislation to invoice for late payment interest and charges when appropriate | No[ ]  | Yes – please provide further information[ ]  |
| 1. **Do you give clear guidance to suppliers?**
 | No[ ]  | Yes – please provide further information[ ]  |
| By providing clear and easily accessible guidance on payment procedures and invoicing requirements at on-boarding stage and on an ongoing basis. | No[ ]  | Yes – please provide further information[ ]  |
| By ensuring there is a system for dealing with complaints and disputes which is clearly communicated and providing a contact-point (or online portal) for suppliers to ascertain the status of invoices being processed. | No[ ]  | Yes – please provide further information[ ]  |
| By advising suppliers immediately if there is any reason why an invoice will not be paid to the agreed terms. | No[ ]  | Yes – please provide further information[ ]  |
| 1. **Do you adopt and encourage good practice?**
 | No[ ]  | Yes – please provide further information[ ]  |
| By requesting that lead suppliers encourage adoption of the code throughout their own supply chains. | No[ ]  | Yes – please provide further information[ ]  |
| By using the PPC logo to demonstrate commitment to the Code principles and enhance supplier confidence. | No[ ]  | Yes – please provide further information[ ]  |
| By avoiding any practices that adversely affect the supply chain. | No[ ]  | Yes – please provide further information[ ]  |
| **Please tick the boxes below and then sign this form.**  |
| [ ]  | I agree that the information provided here may be processed in connection with and for Prompt Payment Code purposes and I understand that when a signatory’s payment practice is challenged, the PPC administrators will investigate and will aim to achieve a positive outcome through mediation with both parties wherever possible. If this fails to achieve a satisfactory outcome and it is determined that the payment practices are non-compliant, as a signatory I may be removed from the Code. |
| [ ]  | In accordance with the Prompt Payment Code procedures, I agree to provide a valid annual self-declaration form.  |
| [ ]  | I agree to inform the Prompt Payment Code administrators if the business/company has concerns in relation to meeting the obligations of the Prompt Payment Code. |
| [ ]  | I understand that the information contained on this form, may be supplied by the Prompt Payment Code administrators to other persons or organisations who are Compliance Board members in circumstances where there is a complaint that is being considered. |
| Signature | 🗶 |
| Print name |  |
| Today’s date |  |

Completed forms to be e-mailed to ppc@smallbusinesscommissioner.gov.uk