

**QUARTERLY DECLARATION FOR BUSINESSES RECEIVING RELIEF FROM A PROPORTION OF THE COSTS OF THE RENEWABLES OBLIGATION (RO), FEED IN TARIFF (FIT) AND CONTRACTS FOR DIFFERENCE (CFD)**

Please read the accompanying Scheme Guidance before you complete this declaration. Once completed this should be converted to PDF, or scanned, and submitted to: energyintensiveindustries@businessandtrade.gov.uk.

**Name of Business:**

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**Companies House Registration Number (should be 8 characters long):**

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**Please indicate which quarterly reporting period this is for:**

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| Quarter 1 (January – March) **DUE APRIL-JUNE** Quarter 2 (April – June) **DUE JULY-SEPTEMBER**Quarter 3 (July – September) **DUE OCTOBER- DECEMBER**Quarter 4 (October – December) **DUE JANUARY- MARCH** |

Please indicate any changes including site closures, new installations, significant increases or decreases in production or business level changes in line with the guidance for the EII relief schemes. If you need to submit additional data please attach a revised Part 2 application form to this return:

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**Publication and transparency**

Information provided in these forms may be subject to publication or release to other parties or to disclosure in accordance with the government’s obligations, as determined by the government in its absolute discretion, under the access to information regime.

**Privacy Notice**

The data controller is the Department for Business and Trade (DBT). You can contact the DPO (Data Protection Officer) at: Data Protection Officer, Department for Business and Trade, Old Admiralty Building, Whitehall, London, SW1A 2DY. The email address is: data.protection@businessandtrade.gov.uk.

DBT will be processing your personal data solely for the purposes of administering the relief schemes. The personal data you provide will not be shared or disclosed to any other party outside DBT without your explicit consent. We will retain this information for the period needed for administering the relief schemes.

A full list of your rights under the General Data Protection Regulation (GDPR) can be found at: <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/individual-rights/individual-rights/>

You have a right to lodge a complaint with the ICO (supervisory authority) at any time. Should you wish to exercise this right, full details are available at: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights>

**DECLARATION:**

To my knowledge all the information submitted in this quarterly update is a true, complete and accurate assessment of the business’s activity.

**Signature of primary contact plus date (electronic signature acceptable):**

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