

## Appendix 3: Submission due dates

**Table 1: Contract report submission due dates**

Report	Due within
Contract Notification Report (CNR)	One month of the initial reporting date.
Contract Pricing Statement (CPS)	One month of the initial reporting date.
Contract Reporting Plan (CRP)	One month of the initial reporting date.
Quarterly Contract Report (QCR) [if >£50m]	One month after quarter end throughout contract length. <i>Not in the quarter of the initial reporting date or of the completion date</i>
Interim contract report (higher value) (ICR) [>£50m]	Dates agreed with Secretary of State within 3 years of agreement and within every 3 years thereafter; or  12 months after the after the quarter within which the initial reporting date fell and every year thereafter.
Interim contract report (lower value) [<£50m]	Dates agreed with Secretary of State within 5 years of agreement and within every 5 years thereafter; or  3 years after the after the quarter within which the initial reporting date fell and every three years thereafter.
Contract completion report (CCR)	6 months after contract completion date.
Contract costs statement (CCS)	12 months after contract completion date.
On demand contract report	Varies according to report required.

**Table 2: supplier report submission due dates**

Report	Due date
<p>Actual rates claim report (ARCR)</p> <p>Estimated rates claim report (ERCR)</p>	<p>Either: Three months after either: the end of the relevant accounting period, or the date on which the on-going contract condition was first met in relation to the relevant financial year, whichever is the later; or</p> <p>If the designated person and the Secretary of State agree, a date which is within three months after the end of the period described above.</p>
<p>QBU estimated cost analysis report (QBUECAR)</p> <p>QBU actual cost analysis report (QBUACAR)</p>	<p>Either: Three months after either: the end of the relevant accounting period, or the date on which the on-going contract condition was first met in relation to the relevant financial year, whichever is the later; or</p> <p>If the designated person and the Secretary of State agree, a date which is within three months after the end of the period described above.</p> <p>The Secretary of State may by written notice require the designated person to provide a further QBUECAR or QBUACAR for any one or more QBU for the relevant financial year. The designated person must provide the QBUECAR or QBUACAR within one month of receiving a written notice.</p>
<p>Estimated rates agreement pricing statement (ERAPS)</p>	<p>The same as for the estimated rates claim report.</p> <p>The Secretary of State may by written notice require the designated person to provide a further ERAPS for any one or more pricing QBU for the relevant financial year. The designated person must provide an ERAPS within three months of receiving a written notice.</p>
<p>Rates comparison report (RCR)</p>	<p>The Secretary of State may, for any relevant financial year, by written notice require the designated person to provide a RCR for any one or more pricing QBU for that relevant financial year. The designated person must provide the RCR within two months of receiving a written notice.</p>
<p>Strategic Industry Capacity Report (SICR)</p>	<p>Either: twelve months after: the end of the time period to which financial accounting statements are prepared for the designated person and which ends on any day falling within the relevant financial year; or the date on which the on-going contract condition was first met in relation to the relevant financial year, whichever is later;</p> <p>If the designated person and the Secretary of State agree, a date which is within six months after the end of the period described above, by that date.</p>
<p>Small and Medium Enterprise report (SME)</p>	<p>Either: the end of the designated person's accounting period; or</p> <p>the date on which the on-going contract condition was first met in relation to the relevant financial year, whichever is later.</p>