

# Quarterly declaration for businesses receiving compensation from a proportion of the indirect costs of the European Union Emissions Trading System (EU ETS) and the Carbon Price Support Mechanism (CPS)

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@beis.gov.uk.

**Name of Business:**

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**Please indicate which quarterly reporting period this is for (please choose from the list below):**

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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) **ANNUAL RETURN DUE JANUARY - MARCH**
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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 B04 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, Energy and Industrial Strategy (BEIS). You can contact the BEIS DPO (Data Protection Officer) at: BEIS Data Protection Officer, Department for Business, Energy and Industrial Strategy, 1 Victoria Street, London. SW1H 0ET. The email address is: dataprotection@beis.gov.uk.

BEIS 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 BEIS without your explicit consent. We will retain this information for the period needed for administering the relief schemes.

The data you provide will not be transferred outside the European Community.

A [full list of your rights under the General Data Protection Regulation (GDPR)](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/) is available on the Information Commissioner’s Office (ICO) website.

You have a right to [lodge a complaint with the ICO](https://ico.org.uk/make-a-complaint/) (supervisory authority) at any time.

 **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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