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| REC Performance Assurance Reporting |
| NIL Return Submission |



**REC Performance Assurance Reporting:**

**NIL Return Submission**

This form should be used to indicate a NIL return submission for specified reporting item(s).

N.B. this submission should be submitted to the Code Manager at [performanceassurance@recmanager.co.uk](mailto:performanceassurance@recmanager.co.uk) directly for records to be updated.

# Section One – NIL Return

**ALL FIELDS MUST BE COMPLETED BY THE PARTY**

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| **COMPANY DETAILS**  *Please ensure that you provide full details to allow for basic checks to be carried out at Companies House.* | |
| Company Name: |  |
| Trading Name (if different): |  |
| Company Registration Number: |  |

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| **REPORTING DETAILS**  *Please ensure that you provide details in full of the data item(s) that the nil submission is relevant for in line with the* [*Performance Assurance Reporting Catalogue.*](https://recportal.co.uk/the-rec-public) | |
| PARC Reference Number(s): |  |
| Nil Return applicable for more than one month? (Yes/No)  If submitting a Nil Return for more than one item, please answer this for each item. |  |
| If answer to the above is “Yes”, please state the period the Nil Return should apply e.g., April 2022 – July 2022  If submitting a Nil Return for more than one item, please answer this for each item. |  |

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| **REASON FOR NIL RETURN SUBMISSION**  *Please summarise the rationale of the NIL return for each individual item.* |
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# Section Two – Contact Details

**ALL FIELDS MUST BE COMPLETED BY THE PARTY**

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| **CONTACT DETAILS**  *Please provide the following information. Note that the details given must be for the individual who is submitting the NIL return on the organisation’s behalf.* | |
| Full Name: |  |
| Job Title: |  |
| Email address: |  |
| Telephone Number: |  |
| Today’s Date (DD/MM/YYYY): |  |



To find out more please contact:

[enquiries@recmanager.co.uk](mailto:enquiries@recmanager.co.uk)

