

# CNF Data Collection Form

The Claim Notification Form (CNF) requires the details of someone to be the main business contact. Please see the full guidance on the CNF [here](#).

\* Indicates required question

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## Business details

1. Business Name \*

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2. Technical lead's full name \*

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3. Technical lead's email address \*

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4. Technical lead's job title \*

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5. Technical lead's phone number \*

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6. Company UTR \*

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7. End Date of the Relevant Financial Period \*

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*Example: 7 January 2019*

## 8. Can HMRC use this email to send communications to you? \*

*Tick all that apply.*

- ☐ Yes  
☐ No

### R&D projects for the upcoming claim

HMRC asks for a summary of the high-level planned activities, for example if you've developed software you'll need to include what it'll be used for to show that the project meets the standard [definition of R&D](#) (include link). You can find a simplified breakdown of the rules here (link PDF -

[https://drive.google.com/file/d/1QTVzVLrva9szN7HYNUo\\_ch4tdNt8s\\_iv/view?usp=drive\\_link](https://drive.google.com/file/d/1QTVzVLrva9szN7HYNUo_ch4tdNt8s_iv/view?usp=drive_link)) What this means in reality is we require three elements to the information for your CNF:

1. We need you to describe in one or two sentences of the existing industry baseline or capability at the point of inception for the project. It is important that this is not your own capability as a company, as HMRC's DSIT guidelines state that for any R&D claim, the capability "must be an advance in either science or technology against the existing industry baseline, and not a companies capability alone"
2. We need you to describe in one or two sentences what the new knowledge or capability sought by your competent professionals was. This can be either through the creation of a new/appreciable improvement to an existing "product, process, device, material or service"
3. We need you to describe in one or two sentences what was technologically uncertain or not readily deducible to a competent professional. Specifically "we sought to achieve X, but had A, B, C uncertainty, meaning it was not readily deducible to the competent professionals how to overcome the uncertainty"

Please note there is a 10,000 character limit for this section

## 9. Number of R&amp;D projects \*

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10. Overview of R&D projects \*

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