**Prompt Payment Certificate**

Contracting Authority: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supplier: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period of review: ­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sub-contractors were used in the delivery of this contract: Yes No

If yes, the supplier confirms:

They paid valid sub-contractor invoices within 30 days Yes No

*If No, please attach an improvement plan*

The contract with their sub-contractors includes a contact Yes No

within the contracting authority for payment issues

*If No, please attach an improvement plan*

They confirm that all their sub-contractors: Yes No

- drive prompt payment in their supply chain

- pay valid invoices within 30 days

- make it clear the work is part of a public contract

- include a point of contact for the sub-contractor to raise payment issues

- communicate the escalation process for payment issues

*If No, please attach an improvement plan*

Signed by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(Director / External Auditor / Internal Auditor*)