

## Claim Notification Form

If you're planning to claim Research and Development (R&D) tax relief or expenditure credit **for accounting periods beginning on or after 1 April 2023, you MUST submit a claim notification form.**

Note: it is encouraged by HMRC for a claimant company to read and understand the [HMRC's Guidelines for Compliance \(GfC3\)](#) the GfC3 gives a lot of helpful information about how your claim must be prepared and how to apply the definition of R&D to your projects.

[\(Guidelines on the meaning of research and development for tax purposes - GOV.UK\)](#)

[\(Check if you can claim Research & Development \(R&D\) tax relief - GOV.UK\)](#)

**Below Is a set of questions for each project you Identify as qualifying for R&D tax relief.**

**This has been extracted from HMRCs Claim Notification Form which must be completed before the company Is looking to claim R&D tax relief within their company tax return.**

You will need to provide the following details to complete the claim notification form:

Company registered name:	XXXXX Limited/LTD
Company Unique Taxpayer Reference (UTR):	
The Accounting period of R&D claim:	DD/MM/YYYY – DD/MM/YYYY
the period of account start and end date	DD/MM/YYYY – DD/MM/YYYY
main senior internal R&D contact in the company who is responsible for the R&D claim, e.g. (a company director)	Name: Telephone Number: Email Address:
A high-level summary of the planned R&D project/(s)	<p><b>Project 1 Name:</b></p> <p>provide a <b>brief</b> description of why the project is/will qualify for R&amp;D by answering the following:</p> <ol style="list-style-type: none"> <li>1. What technological/scientific advancement did the project seek?</li> <li>2. What was the technological/scientific baseline before you sought the advancement?</li> <li>3. What technological/scientific uncertainties/challenges did you face?</li> <li>4. What work did you carry out to overcome the technological/scientific uncertainties/challenges you faced?</li> </ol>

5. Start date of R&D

6. End date of R&D

**Project 2 Name (if applicable):**

provide a **brief** description of why the project is/will qualify for R&D by answering the following:

1. What technological/scientific advancement did the project seek?
2. What was the technological/scientific baseline before you sought the advancement?
3. What technological/scientific uncertainties/challenges did you face?
4. What work did you carry out to overcome the technological/scientific uncertainties/challenges you faced?
5. Start date of R&D
6. End date of R&D

**Project 3 Name (if applicable):**

provide a **brief** description of why the project is/will qualify for R&D by answering the following:

1. What technological/scientific advancement did the project seek?
2. What was the technological/scientific baseline before you sought the advancement?
3. What technological/scientific uncertainties/challenges did you face?
4. What work did you carry out to overcome the technological/scientific uncertainties/challenges you faced?
5. Start date of R&D
6. End date of R&D

HMRC Temporary Access Key:

Submission Reference:

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