

CONSUMER PROTECTION ACT 2007 (GROCERY GOODS UNDERTAKINGS) REGULATIONS 2016

**ANNUAL COMPLIANCE REPORT**

**1 January 2020 – 31 December 2020**

VERSION: JANUARY 2021

|  |
| --- |
| **Signature Page** |

|  |
| --- |
| The information provided in this Annual Compliance Report for the period 1 January 2020 to 31 December 2020 is a detailed and accurate account of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of Relevant Grocery Goods Undertaking) compliance with the requirements of the Consumer Protection Act 2007 (Grocery Goods Undertakings) Regulations 2016 and is submitted to the Competition and Consumer Protection Commission in accordance with Regulation 18 of these Regulations.  **Print Name:**  **Signature :**  **Title: Company Secretary / Director [delete as appropriate]**  **Date:** |

|  |
| --- |
| **Section 1: Compliance** |

|  |
| --- |
| **1(a) Overview of Compliance**  In accordance with Regulation 18(3)(a), please provide below, a detailed and accurate account of the Relevant Grocery Goods Undertaking’s (RGGU) compliance with the requirements of the Regulations. |
|  |

|  |
| --- |
| **1 (b) Details of breaches or alleged breaches**  In accordance with Regulation 18(3) (a), please provide details of any breach or alleged breach that has been identified by, or notified to, the RGGU. If information is being provided for more than one breach or alleged breach, the RGGU is required to report on each breach or alleged breach separately.  *(If no breach or alleged breach has taken place, please indicate “not applicable” for each section)* |
|  |
| **Please provide details of the breach or alleged breach that has taken place during the reporting period, including details of suppliers involved, product / product category** |
|  |
| **Was the breach/alleged breach identified by, or notified to the RGGU?** |
|  |
| **What steps have been taken to rectify this breach/alleged breach, and any actions that have been taken to prevent a re-occurrence?** |
|  |
| **Has this breach/alleged breach been resolved or is the issue still ongoing?** |
|  |

|  |
| --- |
| **Section 2: Designation and training of staff** |

**Please provide details for each designated staff member.**

|  |
| --- |
| **2(a) Details of designated staff**  Regulation 17 (1) states that the RGGU shall designate and train appropriate members of its staff to be responsible –   1. for compliance with the Regulations 2. for the dissemination of information in relation to the implementation of the Regulations to other staff in the RGGU.   In accordance with Regulation 18(3)(b), the annual compliance report shall include the name, position and contact details of the staff of the RGGU designated under Regulation 17. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position** | **Contact Details** | **Whether responsible for:**  **a) Compliance with Regulations**  **b) Dissemination of information**  **c) Both** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **2 (b) Details of training provided to designated staff**  In accordance with Regulation 18(3)(c), the annual compliance report shall include details of the training of staff undertaken in accordance with Regulation 17, including the number, position and location of staff trained, the person or persons undertaking such training, the nature of the training and the frequency of both new and refresher training undertaken.  Section 2(a) of this report lists all staff that have been designated to be responsible for compliance with the Regulations and for dissemination of information in relation to the implementation of the Regulations. |

**Please include details of all relevant training provided to designated staff including how many staff were trained in total, the position within the RGGU of the staff trained and the location of the staff trained*.***

***(Please continue on a separate sheet, if necessary)***

**Please provide the following details on the delivery of training.**

|  |
| --- |
| **Person or Person(s) providing the training** |
|  |
| **Nature of the relevant training** |
|  |
| **Frequency of both new and refresher training undertaken** |
|  |

|  |
| --- |
| **Section 3: Dissemination of Information** |

|  |
| --- |
| In accordance with Regulation 18(3)(d), the Annual Compliance Report shall include details of the dissemination in accordance with Regulation 17 of information on the implementation of these Regulations to staff of the RGGU, including the nature, format, frequency of the dissemination of such information.  *(Note this section will provide details of any information that has been disseminated to staff other than the designated staff trained as included in Section 2).* |

**Please provide the following details on the information disseminated.**

|  |
| --- |
| **Nature of the information disseminated** |
|  |
| **Format of the information disseminated** |
|  |
| **The frequency of the information disseminated** |
|  |

|  |
| --- |
| In accordance with Regulation 18(3)(e), the annual compliance report shall include a list of the names and addresses of **all** suppliers of grocery goods (both in Ireland and internationally) with whom the RGGU has (a) entered into, (b) renewed or (c) terminated contracts **within the period covered by the Report**. Please refer to guidance document for further details on completing this section. |

|  |
| --- |
| **Section 4: List of Suppliers** |

**Please provide the following supplier details andplease specify exactly whether category (a), (b) or (c) applies to each supplier.**

|  |  |  |
| --- | --- | --- |
| **Name of Supplier** | **Address of Supplier** | **Status :**   1. **Entered into contract** 2. **Renewed contract** 3. **Terminated contract** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| ***(Please continue on a separate sheet, if necessary. As an alternative to this table, the CCPC will accept an excel file containing details of the relevant suppliers submitted as an annex to this report).*** | | |