V4.1

Energy Theft Detection Incentive Scheme Reporting Timeframe

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Change History

Version	Status	Issue Date	Author	Comments
0.1	DRAFT		Code Manager	Initial Version for Consultation 2024/25 theft year
1.0	FINAL	22/09/2023	Code Manager	Final Version for Consultation 2024/25 theft year
2.0	FINAL		Code Manager	Restructured document to include two Theft Year periods and associated timelines. Corrected non-working day for submission window 13.
3.0	FINAL	28/02/2025	Code Manager	Updated for 2025/26 Reporting year, with 2023/24 Reporting Year details removed as no longer relevant
4.0	FINAL	27/02/2026	Code Manager	Updated for 2026/27 Reporting year, with 2024/25 Reporting Year details removed as no longer relevant
4.1	FINAL	25/08/2026	Code Manager	Unified Brand Update

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Document Controls

Reviewer	Role	Responsibility	Date
Daniel Knight	Code Manager	Primary Review	27.10.2026
Rosalind Timperly	Code Manager	Overall Review	27.10.2026

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Purpose Of This Document

This document provides an outline of the key dates for TDIS reporting, covering:

- Party Submission obligations; the date whereby a party must submit their return to be included within that Scheme Month's reporting
- Code Manager Reporting Deadlines; the date whereby the Code Manager must publish their latest analysis for review by Parties
- The timeframe for disputed totals, during the monthly reporting cycle and the final report submission for the year.

It is intended as a supporting document to Schedule 7 – Energy Theft Reduction for REC Parties that are part of the Theft Detection Incentive Scheme.

Theft Reporting Timelines

The reporting process and timelines for each TDIS Reporting Year follows the following broad structure:

- The TDIS Reporting Year will run from 01 April through to 31 March inclusive.
- The schedule for monthly uploads will follow a one month and one day lag in line with the data submission deadlines defined in the Performance Assurance Report Catalogue. For example, the first submission of data for the TDIS Reporting Year (covering April) will be expected by the first working day of June.
- Theft investigations should be reported once initiated, with information submitted by the relevant Party Data Submission Deadline as defined in Table 1, with updates provided in subsequent months if appropriate (including reporting the final outcome of the theft in line with the below timescales).
- Confirmed thefts must be submitted to the Code Manager in line with the submission requirements based on the month in which they were confirmed (determined based on the Date Investigation Closed field), as defined in the Performance Assurance Report Catalogue. Parties should submit Confirmed Thefts per the primary submission window outlined below (i.e. the submission one month and one day after the month in which the investigation is closed) with the final submission used for any corrections/updates of data.
- Any confirmed thefts with a Date Investigation Closed outside of that allowed in the Submission Period will not be counted and will be excluded from the Incentive Scheme. In summary this applies a rolling two-month window after the month of confirmation for confirmed thefts to be reported, as illustrated in Table 2.
- The Code Manager will process the data submitted on a monthly basis, publishing each Party's results against each target pot and an anonymised view of the results across the rest of the market within the REC Performance Assurance TDIS dashboards.
- The final Party Submission deadline, the date by which all data for the TDIS Reporting Year is required to be submitted is the first working day of June. Any data submitted after this (except relating to resolution of a query raised per the below timescales) may not be included in the calculation of final totals for the TDIS Reporting Year, and therefore, against a Party's theft target unless otherwise agreed by the PAB.
- Parties may wish to raise queries on the confirmed thefts that the Code Manager has reported for them during the TDIS Reporting Year. To allow the Code Manager to resolve queries in time for the next round of reporting, Parties will have 10 Working Days from the Code Manager Reporting Date, defined as the Party Query Deadline in Table 1

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to submit queries. For the final totals as published in June, Parties will have 20 Working Days from Publication to query the total number of assigned thefts, queries raised after this deadline will not be considered.

- Normal REC Helpdesk SLAs will apply to the Code Manager to respond to Party queries (i.e. 3 working days at the time of writing), and Parties will be expected to work with the Code Manager to resolve any queries including the correction of any data within 30 days of raising the query unless otherwise agreed by the Code Manager.

The table on the following page outlines the various submission and reporting dates for reporting confirmed thefts in the TDIS Reporting Year. Table 3 contains the communications and associated supplier actions that will be required during the closure of the 2025/26 Reporting Year.

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Table 1: The Reporting, Output and Query Deadlines for each Submission Period by Reporting Year.

Submission Period	Party Submission Deadline	Primary Submission for Confirmed Thefts with a Date Investigation Closed in this Month	Final Submission for Confirmed Thefts with a Date Investigation Closed in this Month	Code Manager Reporting Date	Party Query Deadline
Reporting Year 2025/26					
1	02 June 2025	April 2025	N/A	17 June 2025	01 July 2025
2	01 July 2025	May 2025	April 2025	22 July 2025	05 August 2025
3	01 August 2025	June 2025	May 2025	19 August 2025	03 September 2025
4	01 September 2025	July 2025	June 2025	23 September 2025	07 October 2025
5	01 October 2025	August 2025	July 2025	21 October 2025	04 November 2025
6	03 November 2025	September 2025	August 2025	18 November 2025	02 December 2025
7	01 December 2025	October 2025	September 2025	16 December 2025	05 January 2026
8	05 January 2026	November 2025	October 2025	20 January 2026	03 February 2026
9	02 February 2026	December 2025	November 2025	17 February 2026	03 March 2026
10	02 March 2026	January 2026	December 2025	24 March 2026	09 April 2026
11	01 April 2026	February 2026	January 2026	21 April 2026	06 May 2026
12	01 May 2026	March 2026	February 2026	19 May 2026	03 June 2026
13	01 June 2026	N/A	March 2026	23 June 2026	21 July 2026

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Submission Period	Party Submission Deadline	Primary Submission for Confirmed Thefts with a Date Investigation Closed in this Month	Final Submission for Confirmed Thefts with a Date Investigation Closed in this Month	Code Manager Reporting Date	Party Query Deadline
Reporting Year 2026/27					
1	01 June 2026	April 2026	N/A	23 June 2026	07 July 2026
2	01 July 2026	May 2026	April 2026	21 July 2026	04 August 2026
3	03 August 2026	June 2026	May 2026	18 August 2026	02 September 2026
4	01 September 2026	July 2026	June 2026	22 September 2026	06 October 2026
5	01 October 2026	August 2026	July 2026	20 October 2026	03 November 2026
6	02 November 2026	September 2026	August 2026	17 November 2026	01 December 2026
7	01 December 2026	October 2026	September 2026	15 December 2026	31 December 2026
8	01 January 2027	November 2026	October 2026	19 January 2027	02 February 2027
9	01 February 2027	December 2026	November 2026	16 February 2027	02 March 2027
10	01 March 2027	January 2027	December 2026	23 March 2027	08 April 2027
11	01 April 2027	February 2027	January 2027	20 April 2027	05 May 2027
12	03 May 2027	March 2027	February 2027	18 May 2027	02 June 2027
13	01 June 2027	N/A	March 2027	22 June 2027	20 July 2027

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Table 2: The highlighted cells below indicate the range of Date Investigation Closed (top row) allowed to be reported in each Submission Period for the applicable Reporting Year. The yellow highlighting indicates the primary submission window (i.e. the month of Date Investigation Closed for which Confirmed Thefts should be submitted) and the red highlighting indicates the final allowed Submission Period for which thefts with a Date of Investigation Closed in that month can be reported.

	Date Investigation Closed											
Submission Period	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dev	Jan	Feb	Mar
1												
2												
3												
4												
5												
6												
7												
8												
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Table 3: Reporting Year Finalisation Communication Timelines – 2025/26 Reporting Year

Based on the scheme data submission and query timeline and the process for finalisation of the Reporting Year the following communications will be issued to suppliers, with actions required as noted.

Date	Communication	Content	Format	Supplier Action Required
3 April 202	Final Data Submission Reminder	Reminder of Final Data Submission deadline – i.e. 3 May 2026 date due as per table 1 above (period 12), with query window closing 4 June 2026.	Email to Contract Manager and Alternate	Submit date (as per normal requirements)
Prior to 23 June 2026	Reporting Year Data Finalisation – Stage 1	Confirmation that final data submission window has passed and results available in Performance Assurance Dashboards. Reminder of final query window deadline of 21 July 2026. Request for details of any portfolio acquisitions / disposals during the year.	Email to Contract Manager and Alternate	Review final results and provide positive confirmation that results have been reviewed and agreed or raise query timely. Provide details of any portfolio changes or positive confirmation of no change.
Late July (subject to queries)	Reporting Year Data Finalisation – Stage 2	Confirmation that query window has closed and any submitted queries have been resolved. Reminder to provide details of any portfolio acquisitions / disposals during the year (if not already provided).	Email to Contract Manager and Alternate	Review post-query results and confirm they reflect outcome of any queries. Provide positive confirmation that results have been reviewed and advise details of portfolio changes (if not already provided).
By 22 August 2026	Debits / Credits Calculation	Confirmation that debits/credits have been calculated and published to the PA dashboard.	Email to Contract Manager and Alternate	Review calculation results and provide confirmation results have been reviewed and agreed.

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