

CDP Corporate Amendment Policy 2023



Introduction

CDP allows organizations to request amendments for the purpose of correcting errors made in their submission for the current disclosure cycle. Before submitting an amendment request, please read the following policy in full. This policy is also available in [Chinese](#), [Japanese](#), [Portuguese](#) and [Spanish](#).

The amendments policy applies to corporate Climate Change, Forests, and Water Security responses (including supply chain module questions). Amendments can be made to a submitted Climate Change, Forests or Water Security response and must be requested by **November 17, 2023**. Any amendment requests received after this date cannot be processed.

Amendments can only be made to responses submitted in the current disclosure cycle, and not to historic responses. This policy does not alter CDP's Terms for responding (the terms can be found via the questionnaires and reporting guidance available on the [guidance pages](#). The terms are also available through the 'Submit your response' page of the questionnaire in the Online Response System).

CDP will only process an amendment request if it is submitted by the [Main User](#) of the responding company. If the [Main User](#) is no longer at the company please contact us via My Support in the [Help Center](#).

CDP will process amendments as soon as possible, aiming to have finished processing all approved amendments by **December 15, 2023**.

What cannot be amended?

- ▼ Amendments that reflect changes in the company's structure, policy or processes that came into effect **after** the reporting period will not be made at any time - these should be reflected or [restated](#) in the following year's response.
- ▼ Amendments that alter the overall tone or context of a response will only be made at CDP's discretion. For example, answering previously unanswered questions, removing answers, dramatic increases in detail of an answer or selecting contradicting options from multiple choice questions, could be considered to change the overall context or tone.

How to submit an amendment request

Once you have submitted your response, you can amend this by directly re-opening your response or via submitting an amendment form to CDP dependent on the content of the amendment and the time frame this is being submitted in. See below for further instructions.

▼ For amendments to the Supply Chain Module questions:

The Main User at your organization can reopen your supply chain module via your CDP dashboard directly and therefore you do not need to submit an amendment form. To re-open the supply chain module, the Main User can navigate to "Latest submission details" in the block for the questionnaire you wish to edit and click "Amend SC Module". You will then be able to access your response and make the edits to the supply chain module you wish to make. Note that the contents of your response to the core questions in the questionnaire will not be amendable.

This functionality will be switched off on **25 September, 2023**. Your organization's Main User must then resubmit the response before **27 September, 2023** in order for the supply chain module data to be made available to your requesting customers.

▼ **For amendments requested on or before 24 July, 2023:**

The Main User at your organization can reopen your response via your response dashboard. To do this, the Main User can navigate to "Latest submission details" in the block for the questionnaire you wish to edit and click "Amend Submission". You will then be able to access your response and make the edits you wish to make.

This functionality will be available until **24 July, 2023**. To be eligible for scoring, and for inclusion in reports, data products, or other analysis or use of your response, you must resubmit your response by the scoring deadline of **26 July, 2023**.

▼ **For amendments to responses not eligible for scoring, requested before 13 September, 2023:**

Contact our support team via My Support in the [Help Center](#) requesting your response to be reopened (category: 'Questionnaire response', Sub-category: 'Amend my response'). Once CDP replies to confirm your response has been reopened, you can log in to your questionnaire via your CDP dashboard and make the amendments you would like to make. You must resubmit your response by the close of the Online Response System (ORS) on 27 September, 2023.

After 13 September, 2023, you must follow the approach below.

▼ **For amendments to responses eligible for scoring, requested after 24 July, 2023:**

Any amendments to a submitted response requested on or after **24 July, 2023**, will not be considered by CDP for scoring purposes and may not be reflected in reports, data products or other analysis.

However, CDP recognizes that companies may receive confirmation of verification close to, or after, the scoring deadline and may need time to adjust their response accordingly. Therefore, companies may make free amendment requests to the following questions which will be considered for scoring only if they are submitted via My Support in the [Help Center](#) by **15 September, 2023** with a filled amendment form attached.

- ▼ C10.1, C10.1a, C10.1b, C10.1c
- ▼ C10.2, C10.2a

Complete [CDP's Corporate Amendment Request Form](#) and contact our support team via My Support in the [Help Center](#), attaching the form to the case (category: 'Questionnaire response', Sub-category: 'Amend my response').

CDP will respond to the initial request for an amendment within 5 working UK business days, notifying the company if it is possible to make the amendment(s), if a fee is applicable, along with payment details where necessary and the expected timeframe in which amendments will be processed (please note that this will most likely not be immediate as

amendments cannot be made whilst scoring is taking place). Amendments will only be made once CDP receives payment (if applicable).

Fees

Amendments to numeric and date field datapoints, as well as the verification questions above, can be completed without being subject to a fee and subject to CDP approval (see “What cannot be amended” section above).

For all other amendment requests, amendments are charged per **datapoint** and not per question; questions are often comprised of multiple data points. Payment must be made via invoice. Please note that prices below do not include VAT.

- ▼ Initial fee, including up to 10 datapoint changes
 - **£500 / €600 / US\$650**
- ▼ For every additional datapoint edit request
 - **£25 / €30 / US\$30**

Local VAT rates apply.