



# CCTM Scheme Payment Methods for Vendors

## How much is the Registration fee?

The registration fee for a new CCTM application is £4,000 plus VAT at the rate of 17.5%. The fee for Maintenance Application is £2,000 excl VAT and for Extension Application is £1,000 excl VAT.

## How do I pay?

You should send a purchase order with the descriptor  
“**CCTM Vendor Registration Fees**”

and the recipient of the Purchase Order (PO) should be marked as

**CPG-CFA (F2)  
Q/3S11  
Oakley  
GL52 5AJ**

The PO should be sent to the correspondence address, by post or email to:

**CCTM Secretariat  
35 Endell Street  
London  
WC2H 9BA**

[secretariat@cctmark.gov.uk](mailto:secretariat@cctmark.gov.uk)

## What methods of payment are accepted?

On receipt of your PO, CESG will send an invoice to you, payable within 28 days, with your PO reference number, CESG sort code, CESG account number and information about different methods of payment.

The preferred method of payment is to pay by Bank Credit. Should you be unable to make a payment by bank credit, please advise us.

## How long does the registration last?

It is valid for up to one year, from the date of the Vendor agreement signed by you and CESG. It is only valid for the Product (including version and platforms) or Service for which the application was registered and as also specified in the Vendor Agreement.

26<sup>th</sup> January 2010  
CCTM Secretariat  
Telephone: +44(0)20 7240 7220  
[secretariat@cctmark.gov.uk](mailto:secretariat@cctmark.gov.uk)

**[Your Company Logo]**

**[Your Company Name]**

[Your Company Address]  
[Your Company Phone Number]  
[Your Company Fax Number]  
[Your Company Email Address]

[Your Company Registration Number]

# PURCHASE ORDER

CCTM SECRETARIAT  
EXAMPLE TEMPLATE  
FOR NEW APPLICATION

## RECIPIENT ADDRESS:

CPG-CFA (F2)  
Q/3S11  
Oakley  
GL52 5AJ

## CORRESPONDENCE ADDRESS:

CCTM Secretariat  
35 Endell Street  
London WC2H 9BA

+44 (0)20 7240 7220  
[secretariat@cctmark.gov.uk](mailto:secretariat@cctmark.gov.uk)

| P.O. DATE | P.O. NUMBER | P.O CONTACT (NAME) | TELEPHONE NUMBER | EMAIL ADDRESS |
|-----------|-------------|--------------------|------------------|---------------|
|           |             |                    |                  |               |

| QTY | DESCRIPTION AND PO RECIPIENT   | UNIT PRICE  | TOTAL      |
|-----|--|-------------|------------|
| 1   | CCTM Vendor Registration Fee<br>(New Application)<br><br>PO RECIPIENT:<br><br>CPG-CFA (F2)<br>Q/3S11<br>Oakley<br>GL52 5AJ | £4,000.00   | £ 4,000.00 |
|     |  | SUBTOTAL    | £ 4,000.00 |
|     |  | VAT (17.5%) | £ 700.00   |
|     |  | TOTAL       | £ 4,700.00 |

### VENDOR COMMENTS (If any):

1. TERMS: Net Monthly

Signed By:

Print Name:

Date