



ESG Pro Limited

Supplier Payment Agreement

This Supplier Payment Agreement sets out how ESG Pro Limited will pay its suppliers. We believe prompt supplier payment is a sign of good governance. Paying on time helps build trust, supports healthy supply chains, and reflects the way we want to work with our suppliers, openly, fairly and responsibly.

Small and medium enterprises are at particular risk from late payments, and we are committed to leading by example. We believe this further supports our ESG certifications under B Corp™ and EcoVadis™ Gold and further demonstrates our genuine commitment to corporate social responsibility.

1. Our payment commitment

ESG Pro Limited will pay all valid and undisputed supplier invoices within 30 calendar days of the invoice date. This is our standard payment term unless a shorter period is agreed in writing.

2. What we need from the supplier

To help us pay on time, the supplier should:

- a) send an invoice promptly after the goods or services have been provided
- b) ensure the invoice is accurate and includes the supplier name, invoice number, invoice date, description of goods or services, amount due, and payment details
- c) send the invoice to the correct contact or email address notified by ESG Pro Limited

If an invoice contains an obvious error or is missing key information, ESG Pro Limited will contact the supplier as soon as reasonably possible so the issue can be corrected quickly.

3. Disputed invoices

If ESG Pro Limited believes there is a genuine issue with an invoice, or with the goods or services supplied, we will tell the supplier promptly and explain the reason.

We will work with the supplier in a fair and collaborative way to resolve the issue as quickly as possible. Any undisputed part of the invoice may still be paid within the normal payment period where appropriate.

Once a dispute is resolved, payment of the agreed amount will be made as soon as reasonably practicable.



4. How late payment is treated

If ESG Pro Limited does not pay a valid and undisputed invoice within 30 calendar days of the invoice date, the supplier will be entitled to charge late payment interest and compensation in line with the Late Payment of Commercial Debts (Interest) Act 1998 and related regulations.

This means the supplier may claim:

- a) statutory interest at 8% per annum above the applicable Bank of England base rate,
- b) fixed compensation for recovery costs of:
 - a. £40 for debts under £1,000
 - b. £70 for debts of £1,000 or more but less than £10,000
 - c. £100 for debts of £10,000 or more
- c) any reasonable recovery costs that are not covered by the fixed compensation, where the law allows this

These rights apply without prejudice to any other rights or remedies available to the supplier under law.

5. No unfair barriers to payment

ESG Pro Limited will not use unnecessary administrative hurdles, unreasonable approval stages, or avoidable process delays to postpone payment.

We expect invoices to be clear and correct, but we will keep our process proportionate and easy for suppliers to follow.

6. Good faith and communication

Both parties will act in good faith and communicate openly about invoicing, payment dates, and any issues affecting payment.

If either party becomes aware of a problem that could affect prompt payment, they should raise it as soon as possible so that it can be addressed quickly.

7. Scope of these terms

These payment terms apply to all supplies of goods and services by the supplier to ESG Pro Limited unless different payment terms are expressly agreed in writing and signed by both parties.

Where another signed written agreement exists between the parties, that agreement will take priority to the extent of any inconsistency, provided that any alternative term remains lawful.



8. Governing law

This policy is governed by the law of England and Wales, and a specific agreement may be signed and exchanged with any supplier upon request.

This version formalised and approved by the board of directors on **6 January 2026**

Humperdinck Jackman
CEO

Natashia Lee
Managing Director

Version Control			
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6 Jan 2026	V1.0		H. Jackman