

Annual Returns - Process



What do I have to do?

The following steps outline how you should approach the annual return survey.

1. Read through the information provided on MyRDA - [Annual Return \(myrda.org.uk\)](https://myrda.org.uk)
2. Review and familiarise yourself with the survey questions.
3. Read through the guidance provided.
4. Although you can pause and continue the survey at any point, it is helpful to prepare your answers ahead of starting the survey.
5. You will receive an email from Consumer Insight with a unique survey link for your group.
6. Complete the survey.
7. Submit your answers when you have finished the survey. You will receive an email confirmation with your answers.
8. If there are any errors or amendments, email the correct information to Group Support (groupsupport@rda.org.uk)