

Order Form

Purchase Information	
Customer/Company Name ("Customer" or "Company")	Home Office - UKBF
Alfresco Entity Name ("Alfresco")	Hyland UK Operations Limited

Customer Information	
Billing Details Name: Home Office - UKBF Address: [Redacted] Contact: [Redacted] Email: [Redacted] Phone: [Redacted]	Shipping Details Ship To Name: Home Office - UKBF Address: [Redacted] Contact: [Redacted] Email: [Redacted] Phone: [Redacted]
Order Issued Date: 12/6/2021 Order Expiration Date: 3/31/2022 Order Reference: [Redacted] Subscription Start Date: 4/1/2022 Subscription End Date: 3/31/2023	Alfresco Sales Representative: Name: Admin User Email: [Redacted] Telephone:

Company Technical Support Contacts	
Primary Contact Name: [Redacted] Email: [Redacted] Phone: [Redacted]	Secondary Contact Name: [Redacted] Email: [Redacted] Phone: [Redacted]

****All pricing in this Order Form is in British Pound and is exclusive of any applicable taxes and government charges. Base product Subscriptions are provided on a per Instance basis unless otherwise specified (see quantity column below).***

Product Code	Solution Order Summary (Subscriptions and Other)	Qty
APS-ENT-BASE	Alfresco Process Services (powered by Activiti) - Enterprise - (Up to 1,000 Named Users; up to 8 Cores)	1.00
APS-ENT-ADD-USR-100	Alfresco Process Services (powered by Activiti) - Enterprise - Additional 100 Named Users	5.00
APS-ENT-ADD-USR-1K	Alfresco Process Services (powered by Activiti) - Enterprise - Additional 1,000 Named Users	1.00
Subtotal:		£132,316.14
Total:		£132,316.14

Additional Solution-Specific Terms

Total Named Users: 2,500

This is the total Named User limit for the base solutions. If there is a conflict between this total and the line item totals above, this total governs. For clarity, if multiple instances are licensed under this Order Form, this total applies across all instances and will be subdivided as shown (or distributed evenly if no subdivision is shown). Also, add-on solutions (i.e. connectors and added features) may have their own Named User limits (see line items), not to exceed the base solution limit above. If an add-on solution does not designate separate Named User limits, it will have the same limits as the base solution.

Subscription Renewal

This Order Form serves as a renewal of the Subscriptions (and associated Services, as applicable) set forth in this Order Form. The renewal term and applicable use metrics are set forth in the Summary table. Notwithstanding anything to the contrary, these Subscriptions and Services will then renew as set forth in this Order Form. This Order Form constitutes the entire agreement of the parties as further described below and replaces all previous Order Forms, license agreements or other such agreement documents related to such Subscriptions and Services (and any previous Subscriptions or licenses related thereto). However, except as set forth in this paragraph or as otherwise updated in this Order Form, if the parties agreed upon specific additional terms in Additional Terms/Information Section of the most recent renewal Order Form for these Subscriptions or Services, such additional terms are incorporated herein by reference (unless previously expired by their terms).

Pricing includes a partner discount of 40.91%.

Licensing Metrics:

For clarity, these only apply if the applicable metric is designated in the Service Order Summary above (or otherwise expressly referenced in this Order Form), as applicable.

"Active Processes means a process instance within the Software that has not been completed, cancelled, or formally suspended. Processes that have been initiated—but which have not been completed, cancelled, or formally suspended, or which are in a "wait" state—shall constitute Active Processes regardless of the level of user or machine activity associated with those processes over time.

"Cores" means physical computer processing cores or virtual Central Processing Units (vCPUs), sold by Alfresco in groups of four Cores. As licensed by Alfresco, an initial set of four Cores allows Company to deploy the Software on up to four physical cores, or up to four vCPUs, on a single server instance. If Company purchases eight or more Cores, Company may deploy the Software on physical cores or vCPUs equal to the number of Cores it has purchased, without limitation as to the number of server instances upon which they can run. For example, if Company purchases Alfresco Content Services (with eight Cores), Company may deploy the Software on up to eight physical cores, or up to eight vCPUs, on any number of server instances.

"CPUs" means a single physical central processing unit with up to four (4) Cores on which the Software may be installed or executed. In virtualized environments, a CPU is defined as an allocation of 1 to 4 virtual Cores to a given virtual machine instance. As an example, a virtual machine with 6 virtual Cores counts as 2 CPUs.

'External User' means an individual user who is authenticated to use an application hosted by the Company or its Affiliate, where the hosted application uses the Alfresco Software as an underlying content repository (for External Content Services) or underlying process services (for External Process Services), as applicable. An External User may not be affiliated with Company or its Affiliates and must access the hosted application from a domain name that is not owned or issued by the Company or any of its Affiliates, and must not be authenticated to access the Alfresco software or solutions directly. Use is limited to Company's documents and workflows established within the Alfresco software or solutions. Use in any service bureau, OEM, SaaS application or similar capacity where use is for the benefit of the External User or his or her organization is not authorized.

"Instance" means the installation of the Software into Company's individual repository or process environment using the license key generated by Alfresco upon Customer's execution of an Order Form. The Instance can be deployed over multiple physical or virtual servers limited to the number of Cores licensed to create one logical repository.

"Named User" means an individual who has been given a unique user name or identifier to access the Software, and who has accessed the Software at least one time. No more than one individual may use an issued user name or identifier, and the sharing of such credentials is expressly prohibited.

Order Form Structure and Governing Agreement

This Order Form is a purchase of the solution Subscription(s) and/or Services specified in the Services Order Summary table above by Company directly from Alfresco. This Order Form is governed by the terms of the Alfresco Master Agreement or other software license, hosted services or similar such agreement executed between the parties for the solutions and/or services described herein (or, if no such applicable agreement has been executed by the parties, then the terms of the Alfresco Master Agreement which can be found at <http://www.alfresco.com/legal/agreements/> (for on premise software licenses) or the Alfresco Cloud Master Services Agreement https://www.alfresco.com/sites/www.alfresco.com/files/alfresco_cloud_msa.pdf (for hosted Alfresco Cloud Services solutions, which are incorporated herein by reference accordingly) ("Agreement"). For clarity, if another Alfresco entity is specified in this Order Form, then this Order Form (and the Agreement, if applicable) is being entered into by that entity and not Alfresco Software Limited. This Order Form and the Agreement constitute the entire agreement between the parties, and any other terms varying from or adding to the terms of this Order Form and the Agreement related to the Subscriptions and Services herein,

whether contained in any purchase order or other electronic, written or oral communication made from one party to the other, are rejected and shall be null and void and of no force or effect unless captured in a written amendment mutually signed by the parties. Furthermore, notwithstanding anything to the contrary, by entering into this Order Form, Company acknowledges and agrees these Subscriptions are being offered and/or renewed solely on a term-based subscription basis including support.

Payment Terms

The fees for the Subscriptions (and any related Services) are stated on this Order Form. Invoices are payable under the payment terms of the Agreement. Alfresco will invoice these fees annually in advance. Except for any initial set-up fees (e.g. Alfresco Cloud Services initial set up fees) or other fees specifically designated as one-time fees, all other fees are recurring fees.

Term

The initial term of the items purchased under this Order Form is described in the Service Order Summary above. The Subscriptions start upon the starting date written in the Service Order Summary above (or the date this Order Form has been fully executed by both parties if no such date is specified). Unless otherwise specified herein, after the initial term, the term for Subscription (and any Subscription-based Services) will renew for successive terms of one (1) year each, unless either party gives written notice to the other of its intention not to renew at least thirty (30) days before the end of the then-current Subscription term. Following expiration of the initial term (or applicable renewal term), Alfresco may increase the Subscription fees for any renewal period. Alfresco will provide a renewal invoice with the updated fees at least 60 days prior to the end of the then-current term. Alfresco will then invoice Company on the renewal date annually thereafter.

To purchase, please sign below and fax or send a pdf file of this Order Form by e-mail to your Alfresco sales representative along with a purchase order (if required). Each party has executed this Order Form by its duly authorized representative.

Home Office - UKBF Company

Signature

[Redacted Signature]

Printed Name

[Redacted Name]

Title

[Redacted Title]

Date 21st March 2022

PO Required on Invoice? Yes

Hyland UK Operations Limited

Signature

[Redacted Signature]

Printed Name

[Redacted Name]

Title

[Redacted Title]

Date