

DPS FRAMEWORK SCHEDULE 4: LETTER OF APPOINTMENT AND CONTRACT TERMS

Part 1: Letter of Appointment

IFF Research Ltd.

St Magnus House,

3 Lower Thames Street,

London, EC3R 6HD

Dear [REDACTED],

Letter of Appointment

This letter of Appointment dated 21/01/21 is issued in accordance with the provisions of the DPS Agreement (RM6018) between CCS and the Supplier.

Capitalised terms and expressions used in this letter have the same meanings as in the Contract Terms unless the context otherwise requires.

Order Number:	N/A
From:	Her Majesty's Revenue and Customs ("Customer")
To:	IFF Research Ltd. ("Supplier")

Effective Date:	18/01/21
Expiry Date:	End date: 31/12/21 Minimum written notice to Supplier in respect of extension: 30 days. HMRC will review its position after each milestone detailed in the Statement of Works on an ongoing basis and reserves the right to terminate the contract after each milestone.

Services required:	Please see schedule 2 of the contract.
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Key Individuals:	<p><u>HMRC</u></p> <p>██████████ - Project manager</p> <p>██████████ - Technical Lead</p> <p><u>IFF Research</u></p> <p>██████████ –Director</p> <p>██████████ –Director</p> <p>██████████ - Senior Research Manager</p> <p>██████████ - Research Manager</p> <p>██████████ - Research Executive</p> <p><u>Frontier Economics</u></p> <p>██████████ - Project Director</p> <p>██████████ - Project Manager</p> <p>██████████ - Quality Assurance</p>
[Guarantor(s)]	N/A

Contract Charges (including any applicable discount(s), but excluding VAT):	Please see schedule 6 of the contract.
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Insurance Requirements	<p>Additional public liability insurance to cover all risks in the performance of the Contract, with a minimum limit of £1 million for each individual claim</p> <p>Additional employers' liability insurance with a minimum limit of £5 million indemnity</p> <p>Additional professional indemnity insurance adequate to cover all risks in the performance of the Contract with a minimum limit of indemnity of £1 million for each individual claim</p>
Liability Requirements	Suppliers limitation of Liability (Clause Error! Reference source not found. of the Contract Terms)
Customer billing address for invoicing:	<p>HMRC Invoice Processing Centre</p> <p>PO BOX 2092,</p> <p>J Spur, Barrington Road</p> <p>Worthing, BN12 9AN</p>

GDPR	Please see schedule 7 of the contract.
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Alternative and/or additional provisions (including Schedule 8(Additional clauses)):	N/A
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FORMATION OF CONTRACT

BY SIGNING AND RETURNING THIS LETTER OF APPOINTMENT (which may be done by electronic means) the Supplier agrees to enter a Contract with the Customer to provide the Services in accordance with the terms of this letter and the Contract Terms.

The Parties hereby acknowledge and agree that they have read this letter and the Contract Terms.

The Parties hereby acknowledge and agree that this Contract shall be formed when the Customer acknowledges (which may be done by electronic means) the receipt of the signed copy of this letter from the Supplier within two (2) Working Days from such receipt

For and on behalf of the Supplier:

For and on behalf of the Customer:

Name and Title:

Name and Title:

[Redacted]

[Redacted]

Signature:

Signature:

[Redacted]

[Redacted]

Date:

Date: