

## Appendix 1 Change Control Notice (CCN)

This notice is to be completed whenever there is a modification, addition or deletion from the original Individual Contract documentation. Failure to embed the change into the Individual Contract may cause contractual issues. This document is to be signed by an authorised representative of the Supplier and the Customer/Participating Authority.

Sequential Number: 001

Title: DDaT22270 Microsoft license

Number of pages attached: 1

1. WHEREAS the Supplier and the Customer/Participating Authority entered into an Agreement for the supply of **Microsoft license – Quantity 600 users**, dated 27/07/2022 (the “Original Individual Contract”) and now wish to amend the Original Individual Contract

IT IS AGREED as follows:

- a. With effect from 08/09/2023 the Original Individual Contract shall be amended as set out in this Change Control Notice.
- b. Save as herein amended all other terms and conditions of the Original Individual Contract shall remain in full force and effect.

Changes to the Individual Contract referred to in (1) above.

Licences have increased from 600 to 625 users at the cost £55,196.45 ex at per annum for the remaining period of the contract.

Signed for and on behalf of the Supplier

Sign .....  
Name .....  
Title .....  
Date 07/09/2023 .....

Signed for and on behalf of the Customer

Sign .....  
Name .....  
Title .....  
Date 07/09/2023 .....

