**DPS FRAMEWORK SCHEDULE 4: LETTER OF APPOINTMENT AND CONTRACT TERMS**

* 1. **Letter of Appointment**

Dear Sir/Madam,

**Letter of Appointment**

This letter of Appointment dated 18/06/2021 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.

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| --- | --- |
| Order Number: |  |
| From: | HMRC ("Customer") |
| To: | BMG |

|  |  |
| --- | --- |
| Effective Date:  | 21/06/2021 |
| Expiry Date:   | End date of Initial Period: 21/06/2022End date of Maximum Extension Period: 21/09/2022Minimum written notice to Supplier in respect of extension: 1 month |

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| --- | --- |
| Services required:   | Set out in Section 2, Part B (Specification) of the DPS Agreement and refined by:· the Customer’s Project Specification attached at Annex A and the Supplier’s Proposal attached at Annex B; and  |

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| --- | --- |
| Key Individuals: | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX |
| Guarantor(s) | N/A |

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| --- | --- |
| Contract Charges (including any applicable discount(s), but excluding VAT): | Total contract charge is XXXXXXXX. The full Contract Charge breakdown can be found within Annex 1 of Schedule 6 of the Contract. |
| Insurance Requirements | Additional public liability insurance to cover all risks in the performance of the Contract, with a minimum limit of £5 million for each individual claim Additional employers' liability insurance with a minimum limit of £5 million indemnity 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. |
| Liability Requirements | **Suppliers limitation of Liability** (Clause **Error! Reference source not found.** of the Contract Terms); |
| Customer billing address for invoicing: | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX |

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| GDPR | See Contract Terms Schedule 7 (Processing, Personal Data andData Subjects) |
| Alternative and/or additional provisions (including Schedule 8(Additional clauses)): | The additional terms which will apply to this contract are asset out within the following annexes at Schedule 8:a. Annex 1: HMRC Mandatory Clausesb. Annex 2: Protection of Information |

**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: XXXXXXXXXXX Name and Title: XXXXXXXXXXX

Signature: XXXXXXXXXXX Signature: XXXXXXXXXXX

Date: XXXXXXXXXXX Date: XXXXXXXXXXX

**Annex A**

**Customer Project Specification**



**Annex B**

**Supplier Proposal**

