

DPS SCHEDULE 4: LETTER OF APPOINTMENT AND CONTRACT TERMS

Part 1: Letter of Appointment

Dear Sirs,

This letter of Appointment is issued in accordance with the provisions of the DPS Agreement (RM6018) between CCS and the Supplier dated 18th May 2018.

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

Contract Reference:	CCCO18A27
Order Number:	
From:	UK Visas and Immigration, ALB of The Home Office ("Customer")
To:	DJS Research Limited ("Supplier")

Effective Date:	21/05/2018
Expiry Date:	28th September 2018 with no options to extend.

Services required:	Set out in Section 2, Part B (Specification) of the DPS Agreement and refined by: <ul style="list-style-type: none">· the Customer's Project Specification attached at Annex A and the Supplier's Proposal attached at Annex B.
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Key Individuals:	REDACTED
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Contract Charges (including any applicable discount(s), but excluding VAT):	Please see Schedule 6, Annex 1 – Pricing Schedule and DPS Schedule 4: Letter of Appointment and Customer billing address and payment terms for invoicing as below.
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Insurance Requirements	Please refer to Section 19 of RM6018 Contract Terms.
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Customer billing address and payment terms for invoicing:	<ul style="list-style-type: none"> • Payment will be made as follows: <ul style="list-style-type: none"> ○ 35% upon successful commission of the project ○ 30% at the mid-point of the project (30th June 2018) ○ The remaining 35% upon successful completion and delivery of the project • Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables. • Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs. • Invoices shall be sent to the following address; <ul style="list-style-type: none"> Home Office Shared Service Centre, HO Box 5015, Newport NP20 9BB
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Alternative and/or additional provisions (including Schedule 6 (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:

Name and Title: REDACTED

Signature: REDACTED

Date: 18/05/2018

For and on behalf of the Customer:

Name and Title: REDACTED

Signature: REDACTED

Date: 22/05/2018