



**Contract Management Guidance – Template #10
CHANGE CONTROL FORM- Extensions – v. 5**

Contract Name:	Introduction to Financial Services Training for HMT	Contract Ref. No.	CCZP17A28
-----------------------	---	--------------------------	-----------



<u>CLIENT CHANGE NOTICE (CCN)</u>	
--	--

Initiated by:	<p align="center">REDACTED</p> <p align="center">HMT Commercial</p>	CCN Reference:	<p align="center">CCZP17A28 - 1</p>
Source of change:	<p align="center">HM Treasury</p>	Date CCN Raised by relevant party:	<p align="center">24th July 2018</p>

<u>STAGE 1 - CLIENT</u>

Summary of proposals/ requirements :	<p>REDACTED</p> <p>The Contracting Authority wishes to exercise a time-only extension option of one year until 26th November 2019, which has Director-level clearance. At the end of this one year extension, they will consider to extend again for a further one year.</p> <p>REDACTED</p> <p>The Contract Extension will be in line with the current Contract Terms and Conditions.</p>
--------------------------------------	--

Proposed payment:	In line with the Terms and Conditions of Contract
-------------------	---

Required delivery date, with rationale:	<p>26th November 2019</p> <p>In line with the Terms and Conditions of Contract</p>
---	---



Change authorised to proceed to stage 2 (Customer organisation representative):	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">REDACTED</div> Signature	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">REDACTED</div> Print Name & Position	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">REDACTED</div>
Signature Print Name & Position Date	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">REDACTED</div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">REDACTED</div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">REDACTED</div>
Change authorised to proceed to Stage 2 (CCS representative)	Signature	Print Name & Position	Date

STAGE 2 – SUPPLIER

Comments/ caveats on requested change:	
---	--

ABORTIVE COSTS :	
-------------------------	--

Anticipated period from CCN being authorised by client to start of related provision	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>
--	---

Signed (Supplier Representative):	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">REDACTED</div>
Print Name & Position:	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">REDACTED</div>
Date:	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">REDACTED</div>



STAGE 3 – CLARIFICATIONS

Clarification/ queries to
to supplier regarding
their proposals:

Date:

Supplier response

Date:

STAGE 4 - CUSTOMER CCN SIGN-OFF TO PROCEED TO IMPLEMENTATION

Variation Withdrawn

Signed
(Customer
Representative)

Signature

Print Name & Position

Date

Change
authorised to
proceed to
implementation
(CCS):

Signature

Print Name & Position

Date

STAGE 5 - CCN COMPLETION SIGN-OFF

I confirm that the provision required under the CCN commenced in accordance with the customer requirements and supplier proposals in this CCN.



Date provision required
under the CCN
commenced:

Date Signed
by Customer:

Signed
(**Customer
representative**):

Print Name &
Position