

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

## Part 1: Letter of Appointment

Dear Sir/Madam,

### Letter of Appointment

This letter of Appointment dated 31/01/2022 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:	[REDACTED]
From:	HMRC ("Customer")
To:	IFF Research

Effective Date:	31/01/2022
Expiry Date:	End date of Initial Period 31/01/2023 End date of Maximum Extension Period: 31/07/2023 Minimum written notice to Supplier in respect of extension: 1 month

Services required:	Set out in Section 2, Part B (Specification) of the DPS Agreement and refined by: <ul style="list-style-type: none"><li>· the Customer's Project Specification attached at Annex A and the Supplier's Proposal attached at Annex B; and</li></ul>
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Key Individuals:	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]
Guarantor(s)	N/A

Contract Charges (including any applicable discount(s), but excluding VAT):	Total contract charge is £[REDACTED]. The full Contract Charge breakdown can be found within Annex 1 of Schedule 6 of the Contract.
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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	<b>Suppliers limitation of Liability</b> (Clause <b>Error! Reference source not found.</b> of the Contract Terms);
Customer billing address for invoicing:	Ralli Quays, West Building, 3 Stanley Street, Salford M60 9HL.

GDPR	See Contract Terms Schedule 7 (Processing, Personal Data and Data Subjects)
Alternative and/or additional provisions (including Schedule 8(Additional clauses)):	The additional terms which will apply to this contract are as set out within the following annexes at Schedule 8: a. Annex 1: HMRC Mandatory Clauses b. 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:

████████████████████

Name and Title:

████████████████████

Signature:

[Redacted Signature]

Signature:

[Redacted Signature]

Date:

[Redacted Date]

Date:

[Redacted Date]

