

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

### Part 1: Letter of Appointment



Valuation Office  
Agency

Dear Sirs

#### Letter of Appointment

This letter of Appointment dated 09/02/2022 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:	VOA/2021/054
From:	The Valuation Office Agency ("Customer")
To:	The Nursery ("Supplier")

Effective Date:	14/02/2022
Expiry Date:	End date of Initial Period 31/03/2022 or completion of project End date of Maximum Extension Period: Minimum written notice to Supplier in respect of extension:

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:	<div>██████████</div> <div>████████████████████</div> VOA Senior Responsible Owner <div>██████████</div>
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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:

██████████, Research Director

Signature:

██████████

Date: 10/02/22

**For and on behalf of the Customer:**

Name and Title:

██████████, HEAD OF COMMUNICATIONS

Signature:

██████████

Date: 11/02/22