**Contract Change Note (“CCN”)**

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| **CCN Number**  **Contract Reference Number & Title**  **Variation Title**  **Number of Pages** | 002  CR\_3357 CONTRACT FOR THE  PROVISION OF INTERIM FINANCE SPECIALISTS TO THE DEPARTMENT FOR BUSINESS AND TRADE.  Replace Finance Accountant Contractor.  2 |

WHEREAS the Contractor MLC Partners Limited and the Authority, Department for Business & Trade, entered into a Contract for Provision of Interim Finance Specialists to Department for Business & Trade, dated 20th Feb 2024 (the "Original Contract") and now wish to amend the Original Contract.

IT IS AGREED as follows

1. The Original Contract shall be amended as set out in this Change Control Notice (CCN):

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| Change Requestor / Originator | DBT Commercial | |
| Summary of Change | Request to replace Finance Accountant contractor [REDACTED] (SEO) with a new contractor. The role grade, day rate [REDACTED] and allocated days to be worked will remain the same. | |
| Reason for Change | [REDACTED} will be no longer be able to fulfil the role due to personal circumstances and will be standing down, because of the time and work pressures DBT need the role to be filled as soon as possible. | |
| Revised Contract Price | Original Contract Value (ex vat) | £[REDACTED] |
| Previous Contract Changes | CCN 001 – Added an additional SEO contractor role – Contract Value changed to £[REDACTED](ex vat) |
| Contract Change Note | CCN 002 is for a Replacement Contractor only. No change to role, day rate or number of days. |
| New Contract Value | No change to contract value |
| Revised Payment Schedule | No change. | |
| Revised Specification (See Appendix 1 for Details) | Not Applicable | |
| Revised Contract Period (if applicable) | Not Applicable | |
| Change in Contract Representative(s) | Not Applicable | |
| Other Changes | None | |

2. Save as amended all other terms of the Original Contract shall remain effective.

3. This CCN takes effect from the date on which both Parties sign for acceptance of its terms.

**Parties:**

**Contractor: MLC Partners Ltd**

Signed by: [REDACTED]

Title: Director of Operations

Date: 26/04/2024

Signature: [REDACTED]

**Authority: Department for Business & Trade**

Signed by: [REDACTED]

Title: Head of Commercial

Date: 01/05/2024

Signature: [REDACTED]