

**CHANGE CONTROL NOTICE (CCN)**

<b>Contract Title:</b>	The Provision of Office Stationary and Electronic Office Supplies		
<b>Contract Reference:</b>	CCOU21A03-3	<b>Contract Change Number:</b>	2
<b>Date CCN issued:</b>	18/12/2023	<b>Date Change Effective from:</b>	01/01/2024

**Between:** The **Cabinet Office** (The Customer) and **Banner** (The Supplier)

**1.** The Contract is varied as follows:

- 1.1 The contract was for a 24-month period with the option to extend for 2 x 12 months (2 + 1 + 1).
- 1.2 This Change Control Notice enacts the second and final inclusive 12-month extension, amending the Call-Off Expiry Date to 31st December 2024. To note, the correct Call-Off Start Date was 1 January 2021. This was incorrectly recorded as 1 October 2021.
- 1.3 There will be no change to the Total Contract Value. The total contract value is £400,000 including all extensions.

**2.** Words and expressions in this Change Control Notice shall have the meanings given to them in the Contract.

**3.** The Contract, including any previous Contract changes, authorised in writing by both Parties, shall remain effective and unaltered except as amended by this Change Control Notice

OFFICIAL

Change authorised to proceed  
by: (Customer's representative):

REDACTED UNDER FOI ACT  
SECTION 40, PERSONAL  
INFORMATION

REDACTED UNDER FOI ACT SECTION 40,  
PERSONAL INFORMATION

22 December 2023

Signature

Print Name and Job Title

Date

Authorised for and on  
behalf of the Supplier:

REDACTED UNDER FOI ACT  
SECTION 40, PERSONAL  
INFORMATION

REDACTED UNDER FOI ACT SECTION 40,  
PERSONAL INFORMATION

1st February 2024

Signature

Print Name and Job Title

Date

Authorised for and on  
behalf of the Customer:

REDACTED UNDER FOI ACT  
SECTION 40, PERSONAL  
INFORMATION

REDACTED UNDER FOI ACT SECTION 40,  
PERSONAL INFORMATION

22 December 2023

Signature

Print Name and Job Title

Date

OFFICIAL

