

### Contract Change Note ("CCN")

<b>CCN Number</b>	001
<b>Contract Reference Number &amp; Title</b>	S2 - Precedent Contract for the Purchase of Services
<b>Variation Title</b>	S2 -Precedent Contract for the Purchase of Service – Contract Extension
<b>Number of Pages</b>	3

WHEREAS the Contractor Quintesentially (UK) Limited and the Customer The Department for International Trade entered into a Contract for S-2 Precedent Contract for the Purchase of Services dated 12<sup>th</sup> May 2016 (the "Original Contract") and now wish to amend the Original Contract.

IT IS AGREED as follows

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

<b>Change Requestor / Originator</b>	[REDACTED]	
<b>Summary of Change</b>	Contract Extension	
<b>Reason for Change</b>	Renewal of the contract for additional two (2) years. Commencing from 12 <sup>th</sup> May 2018 and terminating on 11 <sup>th</sup> May 2020.	
<b>Revised Contract Price</b>	Original Contract Value	£ 678,800
	New Contract Value	£ 678,800
	Previous contract changes	N/A
	Contract change note	£ 678,800
	New change value	£1,357,600
<b>Revised Payment Schedule</b>	Annex 1	
<b>Revised Contract Period (if applicable)</b>	2 Years	
<b>Change in Contract Representative(s)</b>	N/A	
<b>Other Changes</b>	Change of parties name from: <b>The Secretary of State for Business Innovation and Skills</b> acting on behalf of UK Trade and Investment as part of the Crown. 1 Victoria Street, London. SW1H 0ET " <b>Customer</b> " (the <b>Customer</b> ) To The Department for International Trade. 3 Whitehall Place, London, SW1A 2AW " <b>Customer</b> " (the <b>Customer</b> )	



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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 : Quintessentially (UK) Limited**

Signed by:

[Redacted signature]

Title:

COO

Date:

11 MAY 18

Signature:

[Redacted signature]

**Customer: Department for International Trade**

Signed by:

[Redacted signature]

Title:

HEAD OF DIT COMMERCIAL HUB

Date:

10/05/18

Signature:

[Redacted signature]



## Annex 1

### May 2018 – May 2019

Payment Reference	Period:		Payment date	Payment Amount
	From	To		
1	12 <sup>th</sup> May 2018	31 <sup>st</sup> May 2018	30 <sup>th</sup> June 2018	£14,141.68
2	1 <sup>st</sup> June 2018	30 <sup>th</sup> June 2018	31 <sup>th</sup> July 2018	£28,283.33
3	1 <sup>st</sup> July 2018	30 <sup>th</sup> July 2018	31 <sup>st</sup> August 2018	£28,283.33
4	1 <sup>st</sup> August 2018	31 <sup>st</sup> August 2018	30 <sup>th</sup> September 2018	£28,283.33
5	1 <sup>st</sup> September 2018	30 <sup>th</sup> September 2018	31 <sup>st</sup> October 2018	£28,283.33
6	1 <sup>st</sup> October 2018	31 <sup>st</sup> October 2018	30 <sup>th</sup> November 2018	£28,283.33
7	1 <sup>st</sup> November 2018	30 <sup>th</sup> November 2018	31 <sup>st</sup> December 2018	£28,283.33
8	1 <sup>st</sup> December 2018	31 <sup>st</sup> December 2018	31 <sup>st</sup> January 2019	£28,283.33
9	1 <sup>st</sup> January 2019	31 <sup>st</sup> January 2019	28 <sup>th</sup> February 2019	£28,283.33
10	1 <sup>st</sup> February 2019	28 <sup>th</sup> February 2019	31 <sup>st</sup> March 2019	£28,283.33
11	1 <sup>st</sup> March 2019	31 <sup>st</sup> March 2019	30 <sup>th</sup> April 2019	£28,283.33
12	1 <sup>st</sup> April 2019	30 <sup>th</sup> April 2019	31 <sup>st</sup> May 2019	£28,283.33
13	1 <sup>st</sup> May 2019	11 <sup>th</sup> May 2019	30 <sup>th</sup> June 2019	£14,141.69

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