

Research Works Limited,
Regency House, Quadrant Business Centre,
219a Hatfield Road,
St Albans, UK,
AL1 4TB

Thursday, 9th July 2020,

To whom it may concern,

Contract Title: Challenges Businesses Face When Complying with Regulations

Contract Reference: CR20004

Contract Variation Reference: V1

Please find the attached contract variation reference; CR20004V1, extension of contract length, with effect from Tuesday, 21st July 2020.

Please ensure that you review and satisfy yourselves with its content and the contractual implications of this variation before signing and returning to Research@uksbs.co.uk for our records.

Yours Faithfully,


Category Support | Research
UK Shared Business Services

For and on behalf of The Department for Business, Energy & Industrial Strategy (BEIS)

SCHEDULE 5: VARIATION FORM

No of Letter of Appointment being varied: CR20004 - RM6018-Letter-of-appointment-v2.0 - Countersigned

Variation Form No: CR20004V1 – Contract Variation

BETWEEN:

The Department for Business, energy and Industrial Strategy (BEIS), with offices at 1 Victoria Street, Westminster, London, SW1H 0ET (“the **Customer**”);

and

Research Works Limited, a company whose registered office is at Regency House, Quadrant Business Centre, 219a Hatfield Road, St Albans, UK, AL1 4TB (“the **Supplier**”).

1. This Contract is varied as follows and shall take effect on Tuesday, 21st July 2020:
 - To accommodate the unforeseeable delay in delivery of CR20004 as a result of Covid-19, the contract end date will change from Monday, 25th May 2020 to Monday, 31st August 2020 to allow the desired outcomes to be delivered.
2. Words and expressions in this Variation shall have the meanings given to them in this Contract.
3. This Contract, including any previous Variations, shall remain effective and unaltered except as amended by this Variation.

Signed by an authorised signatory for and on behalf of **The Department for Business, energy and Industrial Strategy (BEIS)** ("the Customer");

Signature... [REDACTED]

Date... 20/07/2020

Name (in Capitals) ... [REDACTED]

Address... 1 Victoria Street, Westminster, London, SW1E 5JD

Signed by an authorised signatory to sign for and on behalf of **Research Works Limited**, ("the Supplier").

Signature... [REDACTED]

Date... 14/7/20

Name (in Capitals) ... [REDACTED]

Address... RESEARCH WORKS LIMITED
REGENCY HOUSE
QUADRANT BUSINESS CENTRE
219A HATFIELD ROAD
ST ALBANS
AL1 4TB