

SCHEDULE 22:

NOTICES

| Version number | Issue Date | Comment |
|----------------|------------------|-------------------|
| 1.0 | 28 November 2025 | Execution Version |

CONTENTS

| | | |
|---|--------------|---|
| 1 | NOTICES..... | 3 |
|---|--------------|---|

1. Notices

1.1 Any notices sent under this Contract must be in writing.

1.2 Subject to **paragraph 1.4 (Notices)**, the following table sets out the method by which notices may be served under this Contract and the respective deemed time and proof of service:

| Manner of Delivery | Deemed time of service | Proof of service |
|---|---|--|
| Email | 9.00am on the first Business Day after sending. | Dispatched as a pdf attachment to an e-mail to the correct e-mail address without any error message. |
| Personal delivery | On delivery, provided delivery is between 9.00am and 5.00pm on a Business Day. Otherwise, delivery will occur at 9.00am on the next Business Day. | Properly addressed and delivered as evidenced by signature of a delivery receipt. |
| Prepaid, Royal Mail Signed For™ 1st Class or other prepaid, next Business Day service providing proof of delivery | At the time recorded by the delivery service, provided that delivery is between 9.00am and 5.00pm on a Business Day. Otherwise, delivery will occur at 9.00am on the same Business Day (if delivery before 9.00am) or on the next Business Day (if after 5.00pm). | Properly addressed prepaid and delivered as evidenced by signature of a delivery receipt. |

1.3 Notices shall be sent to the addresses set out below or at such other address as the relevant Party may give notice to the other Party for the purpose of service of notices under this Contract:

| | Contractor | Authority |
|----------------|--|---|
| Contact | Serco Limited For the attention of: Company Secretary | [Redacted under FOIA section 43, Commercial interests] |
| Address | Serco General Counsel, UK&E Serco House 16 Bartley Wood Business Park Bartley Way Hook Hampshire RG27 9UY | Chief Commercial Officer Address: Ministry of Justice Commercial 102 Petty France London SW1H 9AJ |

| | Contractor | Authority |
|--------------|--|--|
| Email | [Redacted under FOIA section 43, Commercial interests] | [Redacted under FOIA section 43, Commercial interests] |

- 1.4 The following notices may only be served as an attachment to an email if the original notice is then sent to the recipient by personal delivery or recorded delivery in the manner set out in the table in **paragraph 1.2 (Notices)** including:
- 1.4.1 Termination Notices;
 - 1.4.2 Contractor Termination Notices;
 - 1.4.3 notices issued pursuant to **clause 70.2 (Notice of Dispute)**; and
 - 1.4.4 notices issued pursuant to **clause 60 (Authority Step-In)**.
- 1.5 Failure to send any original notice by personal delivery or recorded delivery in accordance with **paragraph 1.4 (Notices)** shall invalidate the service of the related e-mail transmission. The deemed time of delivery of such notice shall be the deemed time of delivery of the original notice sent by personal delivery or Royal Mail Signed For™ 1st Class delivery (as set out in the table in **paragraph 1.2 (Notices)**) or if earlier, the time of response or acknowledgement by the other Party of the email attaching the relevant notice.
- 1.6 This Schedule does not apply to the service of any proceedings or other documents in any legal action or, where applicable, any arbitration or other method of dispute resolution (other than the service of a notice issued pursuant to **clause 70.2 (Notice of Dispute)**).