

Appendix 1 Change Control Notice (CCN)

This notice is to be completed whenever there is a modification, addition or deletion from the original Individual Contract documentation. Failure to embed the change into the Individual Contract may cause contractual issues. This document is to be signed by an authorised representative of the Supplier and the Customer/Participating Authority.

Sequential Number: 004

Title: DDaT22270 – Microsoft licence

Number of pages attached: 1

WHEREAS the Supplier and the Customer/Participating Authority entered into an Agreement for the supply of **Microsoft licence – Quantity 600 users** dated 27/07/2022 (the “Original Individual Contract”) and now wish to amend the Original Individual Contract

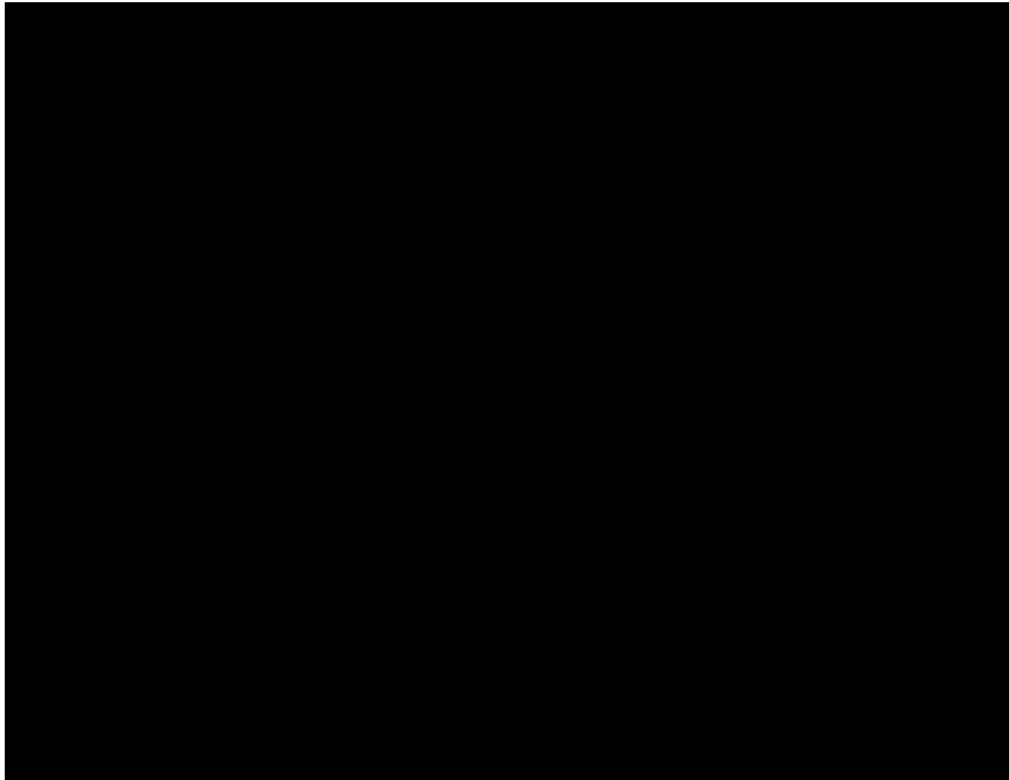
IT IS AGREED as follows:

- a. With effect [REDACTED] the Original Individual Contract shall be amended as set out in this Change Control Notice.
- b. All other terms and conditions of the Original Individual Contract shall remain in full force and effect.

Changes to the Individual Contract referred to in (1) above:

- The Office 365Plan [REDACTED]
[REDACTED]
[REDACTED] as detailed in the below quote.
- For clarity, the overall value of the 3rd year licences for the Office 365 Plan [REDACTED]
[REDACTED] as per the below quote.
- The Office 365 [REDACTED]
[REDACTED]
has an expiry date of 19/10/2025.
- For clarity, the current Contract value is **£172,462.35** excluding VAT, as amended with V001 and V002 and V004 respectively.

Quote:



Signed for and on behalf of the Supplier

By

Name ..

Title

Date07/01/2025.....

Signed for and on behalf of the Customer

By

Name ...

Title

Date.....07/01/2025.....

