

CHANGE CONTROL NOTICE (CCN)

Contract Title:	The Provision of Electronic Stationery for the Cabinet Office		
Contract Reference:	CCOU21A04-2	Contract Change Number:	2
Date CCN issued:	18/12/2023	Date Change Effective from:	01/01/2024

Between: The **Cabinet Office** (The Customer) and **XMA Limited** (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 new Call-Off Expiry Date to 31st December 2024.
- 1.3 There will be no change to the Total Contract Value. The total Contract Value is £140,000 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

21 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

4/1/2024

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

21 December 2023

Signature

Print Name and Job Title

Date

OFFICIAL