

## Joint Schedule 2 (Variation Form)

This form is to be used in order to change a contract in accordance with Clause 24 (Changing the Contract)

<b>Contract Details</b>	
This variation is between:	Border Force on behalf of the Home Office ( <b>“the Buyer”</b> ) and <b>[insert name of Supplier]</b> ( <b>“the Supplier”</b> )
Contract name:	<b>[insert name of contract to be changed]</b> ( <b>“the Contract”</b> )
Contract reference number:	██████████
<b>Details of Proposed Variation</b>	
Variation initiated by:	<b>[delete as applicable: Buyer/Supplier]</b>
Variation number:	<b>[insert variation number]</b>
Date variation is raised:	<b>[insert date]</b>
Proposed variation	
Reason for the variation:	<b>[insert reason]</b>
An Impact Assessment shall be provided within:	<b>[insert number]</b> days
<b>Impact of Variation</b>	
Likely impact of the proposed variation:	<b>[Supplier to insert assessment of impact]</b>
<b>Outcome of Variation</b>	
Contract variation:	This Contract detailed above is varied as follows: <ul style="list-style-type: none"> <li><b>[Buyer to insert original Clauses or Paragraphs to be varied and the changed clause]</b></li> </ul>
Financial variation:	Original Contract Value: £ <b>[insert amount]</b>
Additional cost due to variation:	£ <b>[insert amount]</b>
New Contract value:	£ <b>[insert amount]</b>

1. This Variation must be agreed and signed by both Parties to the Contract and shall only be effective from the date it is signed by the Buyer.
2. Words and expressions in this Variation shall have the meanings given to them in the Contract.
3. The Contract, including any previous Variations, shall remain effective and unaltered except as amended by this Variation.

**Joint Schedule 2 (Variation Form)**

Crown Copyright 2018

Signed by an authorised signatory for and on behalf of the Buyer Signature

Date \_\_\_\_\_

Name (in Capitals) \_\_\_\_\_

Address \_\_\_\_\_

Signed by an authorised signatory to sign for and on behalf of the Supplier

Date \_\_\_\_\_

Name (in Capitals) \_\_\_\_\_

Address \_\_\_\_\_