

IFF Research Ltd,
5th Floor St Magnus House,
3 Lower Thames Street,
London,
UK,
EC3R 6HD

Wednesday, 6th May 2020,

To whom it may concern,

Contract Title: Business Survey: Retail Businesses' Experience of Using Digital Platforms

Contract Reference: CR20012

Contract Variation Reference: CR20012V1

Please find the attached contract variation reference; CR20012V1: contract extension with effect from Wednesday, 13th May 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 our records.

Yours faithfully,

[REDACTED]

Procurement Undergraduate
UK Shared Business Services

For and on behalf of The Department for Business, Energy and Industrial Strategy.

SCHEDULE 5: VARIATION FORM

No of Letter of Appointment being varied: CR20012 - RM6018-Letter-of-appointment-v2.0 Countersigned

Variation Form No: CR20012V1 – Contract Variation

BETWEEN:

The Department for Business, Energy and Industrial Strategy (BEIS), 1 Victoria St, Westminster, London SW1H 0ET ("**the Customer**")

and

IFF Research Limited, 5th Floor St Magnus House, 3 Lower Thames Street, London, UK, EC3R 6HD ("**the Supplier**")

1. This Contract is varied as follows and shall take effect on the date signed by both Parties:

As the current Covid-19 pandemic poses practical difficulties for the contractor, and could make the sample unrepresentative for the survey, having a knock on implication for the policy proposal, the contract end date will change from Monday, 1st June 2020 to Tuesday, 1st December 2020 with effect from Wednesday, 13th May 2020, to allow the outcomes of CR20012 - Business Survey: Retail Businesses' Experience of Using Digital Platforms 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 Customer:

Signature..

[Redacted Signature]

Date..11/05/20

Name (in Capitals)

[Redacted Name]

Address..Department for BEIS, 1 Victoria Street, London, SW1H 0ET

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

Signature.....

[Redacted Signature]

Date.....11/05/20

Name (in Capitals)

[Redacted Name]

Address..5th Floor St Magnus House, 3 Lower Thames Street, London EC3R 6HD