



Ministry
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To whom it may concern

1 December 2012

**GOVERNMENT FRAMEWORK CONTRACT CTLBC/1837 – THE PROVISION OF INSURANCE
BROKERAGE SERVICES**

1. Willis Limited (Willis) has been contracted as the sole provider under the above insurance advisory Framework Contract, for the period 1 November 2012 to 31 October 2016.

2. In addition to Ministry of Defence Units and Establishments, this Framework Contract also provides for those government organisations listed at <https://www.gov.uk/government/organisations> to access the support services available under the Framework Contract. Such government organisations are defined as Authorised Demanders.

3. In connection with requests by Authorised Demanders to access the services provided by Willis under this Framework Contract, the Ministry of Defence (the Authority) confirms the following:

- a) Willis, on behalf of the Authority, is authorised to take instruction for use of the Framework Contract by any Authorised Demander provided that the criteria for such use is as set out in the Framework Contract.
- b) Willis will maintain a list of Authorised Demanders on behalf of the Authority and notify the Authority of any Authorised Demanders at the time of initial tasking and periodically thereafter as required by the Authority.
- c) Willis will confirm to the Authorised Demander that the above process has been followed and provide appropriate approval for usage.
- d) Willis will deliver the services required by the Authorised Demander and will invoice the Authorised Demander directly.
- e) Services provided by Willis under Framework Contract CTLBC/1837 will be in accordance with the terms and conditions and remuneration schedules set out in the Framework Contract.

Yours faithfully

[REDACTED]