



**CHANGE CONTROL NOTICE (CCN)**

<b>Contract Title:</b>	Contract for the Provision of <b>Provision of a Senior Financial Accountant</b> (The Contract)		
<b>Contract Reference:</b>	CCCB19A01 - 2	<b>Contract Change Number:</b>	<b>CCN-002</b>
<b>Date CCN issued:</b>	30/06/2020	<b>Date Change Effective from:</b>	

**Between:** HM Treasury (The Customer) and Allen Lane Limited (The Supplier)

1. The Contract is varied as follows:
  - 1.1 Change the ending date from 11 August 2020 to 11 September 2020.
  - 1.2 Change the required hours/days required from 37 hours per week to “flexible basis as agreed between HMT and the contractor”
  - 1.3 Add the notice period to be one week notice
  - 1.4 Increase the maximum funding by £17,000, but the actual cost will depend on the actual number of working days agreed between HMT and the contractor
  - 1.5 The work for period from 11 August to 11 September includes:
    - Clearing the Group accounts with external stakeholders REDACTED
    - Preparing press briefing
    - Clearing the audit issues for the Group accounts
    - Overseeing the small company accounts audit
    - Reviewing monthly journals for August month end
    - Support ad-hoc project as appropriately
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.

09/07/2020

Change authorised to proceed by: (Customer’s representative):  
 Signature: REDACTED  
 Print: REDACTED

Authorised for and on behalf of the Supplier:

Signature: REDACTED      Print Name and Job Title: REDACTED Operations Coordinator

Date: 15/07/2020

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V1.0 30/06/20 SB



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Provision of A Senior Financial Accountant  
Contract Reference: CCB19A01 - 2

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REDACTED	REDACTED	17/07/2020	Authorised for and on behalf of the Customer:
Signature	Print Name and Job Title	Date	

