


## **SCHEDULE 2 – CALL-OFF CONTRACT ORDER FORM**

- A. The Contracting Bodies (as defined in a Framework Agreement dated 1<sup>st</sup> July 2020) has / have entered into a framework agreement with the Law Firm for the provision of certain legal services ("Framework Agreement").
- B. The Contracting Body is entitled to call off services under the Framework Agreement and enter into a contract with the Law Firm for the provision of those Services.
- C. The Contracting Body wishes to engage the Law Firm to carry out certain services pursuant to the terms of the Framework Agreement.
- D. The Law Firm has agreed to provide the services in accordance with the terms of the Framework Agreement and this Order Form.

The Contracting Body shall complete the details set out below in so far as it is information within its possession. The Law Firm shall within no more than three (3) Working Days complete the Appendix and return it to the Contracting Body. The Parties shall thereafter promptly seek to agree details of the Appendix and any other relevant details. Where possible this shall be completed and signed off by both Parties before work on instructions commences but where that is not possible or where instructions are first given orally or via e-mail the Law Firm shall ensure that a suitable Appendix is drawn up, agreed with the Contracting Body and signed off as soon as reasonably possible thereafter.

## CHIC CALL-OFF CONTRACT ORDER FORM

<b>Contracting Body</b>	<i>West Kent Housing Association</i>
<b>Contracting Body's Address for Invoicing:</b>	<i>Accounts Payable 101 London Road Sevenoaks Kent TN13 1AX <a href="mailto:finance@wkha.org.uk">finance@wkha.org.uk</a></i>
<b>Instructing Officer</b>	<i>Maria Organ</i>
<b>Law Firm</b>	<i>Anthony Collins Solicitors 134 Edmund Street Birmingham B3 2ES UK T: 0121 200 3242</i>
<b>Matter Partner</b>	<i>Natalie Singh T: 0121 214 3718 M: 07866 702363 E: <a href="mailto:Natalie.singh@anthonycollins.com">Natalie.singh@anthonycollins.com</a></i>
<b>Other lawyers working on the matter for the Contracting Body and their respective roles</b>	<i>Jon Coane T: 0121 214 3680 M: 07920 747707 E: <a href="mailto:jon.coane@anthonycollins.com">jon.coane@anthonycollins.com</a>  Michael Nutman T: 0121 214 3460 M: 07501 257407 E: <a href="mailto:michael.nutman@anthonycollins.com">michael.nutman@anthonycollins.com</a></i>
<b>Services (name of matter or case and brief description)</b>	<i>Treasury Legal Services (Specifically, legal advice in relation to loan finance documentation)</i>
<b>Commencement Date</b>	<i>10<sup>th</sup> October 2022</i>
<b>Date for Completion of the Services</b>	<i>Initial period: 30th September 2027 1st extension: 30th September 2028* 2nd extension 30th September 2029* *extensions at the sole discretion of WKHA</i>
<b>Estimated, capped or fixed Fee and basis of charging</b>	<i>As submitted by mini-competition:</i>  Appendix 1a Treasury Legal Pricing Document
<b>Estimated potential disbursements</b>	<i>None, included in charges</i>

<b>Requisite Level of Professional Indemnity Insurance and details of insurer</b>	<i>Lot 3: £10,000,000 as a minimum; Broker: Marsh Ltd The St. Botolph Building 138 Houndsditch London, EC3A 7AW  For Aviva Insurance Ltd – FINPL2250265</i>
<b>Special Terms:</b>  <i>[Insert details of any special terms and conditions relating to the Call Off Contract]</i>	<i>Options for Social Value contributions are to be discussed with West Kent's Funding &amp; Social Lead, with specific deliverables agreed and then monitored over the life of the contract.</i>

Signed on behalf of )  
West Kent Housing Association )  
Maria Organ )

DocuSigned by:  
  
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Authorised signatory on behalf of  
the Contracting Body  
06 October 2022 | 15:26 BST

Signed on behalf of )  
Anthony Collins Solicitors )  
Natalie Singh )

DocuSigned by:  
  
021C21B4EFAE54FD.....

Authorised signatory on behalf of  
the Law Firm  
05 October 2022 | 18:18 BST