

CHANGE CONTROL PROCEDURE



This Change Control Procedure Policy Document (the **Document**) forms part of the agreement between **PHRONESIS TECHNOLOGIES LIMITED** (the **Supplier**) and you (the **Customer**), (the **Agreement**). Capitalised terms used in this Document shall have the same meaning as ascribed to them in the Agreement.

This Change Control Procedure Policy Document was last updated on 01st August 2018

1 Change control procedure

- 1.1 Where the Customer or the Supplier sees a need to change this Agreement (or any of the provisions therein, including the Services or the Orders), whether in order to include an additional service, function or responsibility to be performed by the Supplier for the Customer under this Agreement, to amend the Services or the service levels as set out in the Services or otherwise in an Order, the Supplier may at any time request, and the Customer may at any time recommend, such Change and a Change Request shall be submitted by the party requesting/recommending (as applicable) the Change to the other. Such Change shall be agreed by the parties only once the Change Request is signed by both parties.
- 1.2 Each Change Request shall be in the form set out in (and conform to the requirements of) Schedule 1 below or via the Phronesis Customer Portal if available to the Customer.
- 1.3 Until such Change is made in accordance with clause 1.1, the Customer and the Supplier shall, unless otherwise agreed in writing, continue to perform this Agreement in compliance with its terms prior to such Change.
- 1.4 Any discussions which may take place between the Customer and the Supplier in connection with a request or recommendation before the authorisation of a resultant Change shall be without prejudice to the rights of either party.

SCHEDULE 1
CHANGE REQUEST FORM

1. Introduction

Title of Change Request: *[insert title]*

Reference number: *[insert number]*

Change proposed by: *[insert individual name(s)]*

Date of issue of Change Request: *[insert date]*

Summary details of proposed Change: *[insert details]*

2. Change details

[Insert full details of proposed Change]

3. Impact of Change

Impact upon resources: *[insert details]*

Impact upon timetable: *[insert details]*

Impact upon Prices (if any): *[insert details]*

Other effects of Change: *[insert details]*

4. Agreement to Change

The parties have indicated their acceptance of the Change described in this Change Request by signing below.

SIGNED BY **PHRONESIS TECHNOLOGIES LIMITED** acting by *[insert name]* (*[director/authorised signatory]*)

.....

Date: *[insert date]*

SIGNED BY ***[INSERT CUSTOMER NAME]*** acting by *[insert name]* (*[director/authorised signatory]*)

.....

Date: *[insert date]*