

[the title of the change/amendment]

CHANGE CONTROL NOTE NO [1] TO *[insert title of contract being amended]* DATED *[insert date of contract being amended]*

This change control note is made on *[insert date]* 2004 between NHS Business Services Authority whose principal office is Bridge House, 152 Pilgrim Street, Newcastle-upon-Tyne NE1 6SN (the *authority*) and *[insert contractor/customer name as per contract]* a company incorporated in [England and Wales] (registered no. *[insert contractor/customer number as per contract]*), whose registered office is at *[insert contractor/customer address as per contract]* (the “[*contractor*]/[*customer*]”).

The parties entered into an agreement for *[insert description of contract]* dated *[insert date]* (the *original contract*) and now wish to amend and/or supplement the original contract.

1. The original contract is varied as follows:

[Note: insert the following details by describing how the wording in the contract being amended will be changed. For example, “delete paragraph xx and replace with the following: “.....”.

full details of the change/amendment including any specifications;

the price (if any) of the charges applicable to the change/amendment and a schedule of payments if appropriate;

a timetable for the implementation, together with any proposals for acceptance, of the change/amendment (if applicable); and

details of the new/changed services. Please note further information is required where the contract being amended is the Supply of IT Systems, Support of IT Systems and Procurement of Tasks & Deliverables. This information required is set out in a schedule to each of these contracts.]

2. This change control note amends and supplements the original contract.
3. Words and phrases used in this change control note shall have the definitions, and shall be interpreted according to the definitions, contained in the original contract.
4. The original contract, including any previous change control notes, shall remain effective and unaltered except as amended by this change control note.
5. In the event of any inconsistency or conflict between the provisions of this change control note and the original contract, the provisions of this change control note shall apply but only to the extent of the conflict or inconsistency.
6. Except where expressly provided to the contrary, this change control note is not intended to be for the benefit of, and shall not be enforceable by, any person who claims rights under the Contracts (Rights of Third Parties) Act 1999 or otherwise, or any person who is not named at the date of this change control note as a party to it. Neither party can declare itself a trustee of the rights under this change control note for the benefit of any third party. The parties to this change control note reserve the right to rescind or vary this change control note without the consent of any third party who is expressly entitled to enforce this change control note.

IN WITNESS OF WHICH, duly authorised representatives of the parties have executed this change control note on the date first written below.

For and on behalf of
**NHS BUSINESS SERVICES
AUTHORITY**

For and on behalf of **[THE CONTRACTOR] /
[CUSTOMER]**

By: _____ By: _____

Name: _____ Name: _____

Title: _____ Title: _____