###### JUSTIFICATION AND APPROVAL OF AMENDMENT TO CONTRACT

Contract No:[ ] Purchase Order No: [ ]

|  |
| --- |
| Justification for Amendment:  [ ] |

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes for the completion of the amended appendix A and description of amendment:

1. The Amended values should be the original + the amended value (e.g. If the fee increases by €5,000 and the original fee was €40,000, the amended fee value should be €45,000.

|  |  |  |
| --- | --- | --- |
| Contractor’s Fee: | € 40,000 (original) | € 45,000 (amended) |

1. Where there is no increase in the contract value, the amendment may be approved by the authorised person responsible for the operation of the contract. The original authorised signatory shall be advised of the amendment
2. Where there is an increase in the value of contract, the amendment must be approved at the appropriate authorisation level on page 3 of this form
3. If there is no change for a particular, then in the amended column enter “No Change”.
4. In the description of the amendment, describe the change and the required service provision e.g. Extend the course provision by 2 weeks from 1/1/01 to the 14/1/01 at a additional cost of €5,000.
5. Justification for the amendment should not be included in the description of the amendment
6. Send a copy of the signed amendment to the person updating SAP.

**AMENDED Contract Schedule**

**PARTICULARS OF CONTRACT**

|  |  |
| --- | --- |
| Contract No.: | |
| Course Code: | Purchase Order No.: |
| Contractor Name and Address: | |
| Title of Contracted Training Course: | |
| Location of Training: Training Centre  External | |

**Course Details**

|  |  |  |
| --- | --- | --- |
|  | Original | Amended |
| Location: |  |  |
| Proposed Commencement Date of Training: |  |  |
| Proposed Completion Date of Training: |  |  |
| Number of Days: |  |  |
| Number of Participants: |  |  |

**Contract Element**

|  |  |  |
| --- | --- | --- |
|  | Original | Amended |
| 1. Tutor and/or Technical Sub-Contract Costs | € | € |
| 1. Receipted Expenditure (excluding premises) | € | € |
| 1. Receipted Expenditure (premises) | € | € |
| 1. Key Performance Indicators | € | € |

**Total Contract Value**

|  |  |  |
| --- | --- | --- |
|  | Original | Amended |
|  | € | € |

\*Attach a revised Contract Schedule

I hereby agree to the amendment of the above contract as stated below:

Description of Amendment:

**Signed for on behalf of the Contractor**:

|  |  |
| --- | --- |
| Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| In the Presence of: |  |
| Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Signed for on behalf of the ETB**:

|  |  |
| --- | --- |
| Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Authorised Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| In the Presence of: |  |
| Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |