|  |  |  |  |
| --- | --- | --- | --- |
|  | **Contract Amendment Form** | SOP 104c | Revision 01 |
| Issue date:  25/02/2014 | Page **1** of 1 |

Terms of Employment Change Form

**[insert reference number]**

This amendment is made and entered into, effective as of [insert date] by and between [insert name] (“*insert*”), an [insert description of company / organisation], and Ordnance Survey Ireland (“OSI”) as an Amendment to the Contract Agreement entered into between the parties effective [insert date of original contract] (the “Agreement”).

**Whereas** the parties entered into this Amendment to the existing Agreement dated as [insert date] and

**Whereas** the parties desire to amend the existing Agreement on the terms set forth herein. Now, therefore, the parties, intending to be legally bound, hereby agree as follows:

# Amendment Effect.

All references to the Agreement refer to the Agreement as amended by this Amendment. Except as amended herein, the Agreement, Amendment and all Orders issued thereunder remain in full force and effect. All terms that are not specifically defined in this Amendment shall have the meaning defined under the existing Agreement.

# Details of Amendment.

Amendment details are as follows,

* Insert details of changes

**In witness whereof,** the parties hereto, each acting under due and proper authority, have executed this Amendment as of the date written above.

|  |  |
| --- | --- |
| Insert name (“*insert*  Signature: Name:  (Block Capitals)  Title: Date: | Ordnance Survey Ireland. (“OSI”)  Signature:  Name: Authorised Signatory  (Block Capitals)  Title: CEO Date: |

***Documents are considered CONTROLLED in their electronic format or containing an original signature. Other printed copies are considered UNCONTROLLED. Users must ensure that hard copies are the current version by comparing them to the version on the computer network at the time of use.***