

## SUBSCRIPTION AGREEMENT FOR SSON RESEARCH & ANALYTICS

Company Name: Cabinet Office

Billing Address:

Accounts Payable Contact Name:

Accounts Payable Email:

PO:

Subscriber Name	Subscriber Title	Subscriber Access Tiers
[REDACTED]	Shared Service Strategy Report	Practitioner - Platinum

Subscription Term: 2 years – [REDACTED]

Start Date: Renewal date is the 27<sup>th</sup> August 2025

Total Subscription Investment: 50,000

REDACTED UNDER FOIA SECTION 43, COMMERCIAL INTERESTS

### PAYMENT TERMS

- 100% of payment is due Net 30 days from date of invoice. In no event will Subscriber or its Users be entitled to access or use any of the deliverables of the Subscription until full payment has been received.
- Payment required by check or wire transfer, Visa, MasterCard, Amex, Diner's Club

### RENEWAL AND CANCELLATION POLICY

The subscription is non-cancelable for the Term of this Agreement. There are no refunds for cancellations under any circumstances; if a Subscriber cancels at any time, for any reason, the Subscriber will be responsible for the entire Subscription Investment amount, plus costs of collection not to exceed 25% of Subscription Investment amount. At the conclusion of the term, the subscription will not automatically renew.

### MISCELLANEOUS

This Agreement is subject to SSON-RA's Terms of Use [<https://www.sson-analytics.com/terms-conditions>], which shall apply as if fully set forth herein. This document and the Terms of Use shall be the sole and exclusive agreement between the parties on the subject matter of this Agreement and Subscriber acknowledges that no other warranties, representations or acknowledgements have been made which are not reflected in this Agreement. By executing this Agreement, Subscriber warrants that it has reviewed and will comply with the Terms of Use and ensure compliance by the Users of the licenses granted under this Agreement.

By your signature below, you represent and warrant that you agree to these terms and that you have the authority to bind Subscriber and ensure the compliance of its Users to the Terms of Use.

Signature:

Print Name:

Date:

05/08/25

REDACTED UNDER FOIA SECTION 40, PERSONAL INFORMATION

## SSON Research and Analytics Website Terms of Use

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These Terms of Use set out the terms and conditions on which we agree to make available, and you agree to access and use, the SSON-RA Portal, Materials and Services. Please read and review these Terms of Use carefully. These terms are incorporated by reference into each Subscription Agreement among a Subscriber, a User, and SSON Research & Analytics. By entering into such Subscription Agreement, or by accessing and using the SSON-RA Portal, Materials and/or Services, you agree to comply with, and be legally bound by, these Terms of Use, and agree to the processing of your personal data in accordance with our [Privacy Policy](#).

### **DEFINITIONS**

Unless otherwise defined herein, capitalized terms have the following meanings:

- a. “SSON-RA,” “we,” “our” and “us” mean and refer to SSON Research & Analytics, a division of Data Analytics Research and Technology Institute (“DART”) Pte, a limited company with its principal place of business at 133 Cecil Street, #10-02 Keck Seng Tower, Singapore 69535.
- b. “SSON-RA Portal” means the website at [www.sson-analytics.com](http://www.sson-analytics.com) and its subdomains, including (where appropriate in context) all content therein.
- c. “SSON-RA Materials” means the content available on the SSON-RA Portal, including without limitation all research reports, benchmarking tools, white papers, analyses, data compilations, templates, webinars, online events or meetings and all other written or recorded materials or compilations hosted on the SSON-RA Portal and made available to Users (or some subset of Users) in accordance with these Terms of Use.
- d. “SSON-RA Services” shall mean the additional services provided to Premium Subscribers and Users, including but not limited to consulting services, as set forth in your Subscription Agreement.
- e. “You” and “your” mean and refer to both Subscribers to and Users of the SSON-RA Portal, Materials and/or Services.
- f. “Subscriber” means the corporate entity which shall be the owner of any Subscription Agreement with SSON-RA.
- g. “Subscription Agreement” means the Agreement between the Subscriber and SSON-RA setting forth the fees, terms and conditions of the license(s) granted to Subscriber and shall include Practitioner Subscriptions, Corporate Subscriptions, Consultant Subscriptions and Vendor Subscriptions.
- h. “User(s)” means the individual(s) designated by a Subscriber as the person authorized to use the license granted by the terms of the Subscription Agreement for the SSON-RA Portal, Materials and/or Services. The license granted may be either a Basic License or Premium License, as designated in the Subscription Agreement, and shall entitle the User to the benefits specified in the Subscription Agreement for that license. Only one individual may be designated as a User for each license, and such individual must be an owner, officer, director, consultant or employee of the Subscriber who owns the Subscription Agreement.

i. "Valid Email" means the email each Subscriber must provide as part of the registration process in connection with a Subscription Agreement. Please note that only corporate email addresses will be accepted as a Valid Email address. Emails from online service providers like Gmail, Yahoo, Hotmail and others, will be denied access. By entering an email address, the Subscriber warrants that such email address is valid, and that it belongs to the Subscriber.

j. "Original Subscription Term" means the period from the start date to end date, as set forth in the Subscription Agreement.

k. "Renewal Subscription Term," unless otherwise specified in the Subscription Agreement with a Subscriber, shall be a period commencing on the end date of the previous subscription term and continuing for a period equal to the period of the Original Subscription Term.

## **1. SUBSCRIPTION FEES AND RENEWAL**

**1.1** A Subscriber may purchase a subscription for one or more Basic or Premium Licenses. The Subscription Fee and Subscription Term for each such license shall be set forth in the Subscription Agreement.

**1.2** SSON-RA reserves the right to limit certain classes of licenses to qualified Subscribers and Users. Vendors and service providers do not qualify for Practitioner Licenses. SSON-RA reserves the right to decline Practitioner License subscriptions from a vendor or service provider, or to change such User's access to a Vendor License. No refunds will be provided in the event of a change in access on this basis.

**1.3** Unless otherwise noted in your Subscription Agreement, subscriptions shall automatically renew for additional terms of the same length as the initial Subscription Term in your Subscription Agreement.

**1.4** SSON-RA shall provide Subscribers with a notice of renewal in advance of the renewal date via an email to the email contact address provided by the Subscriber at the time of subscription. Such notice shall contain a reminder of the upcoming auto-renewal, the date of which the subscription shall automatically renew, the price for the renewal term (including any increase), and directions for providing a notice of non-renewal, should the Subscriber wish to do so.

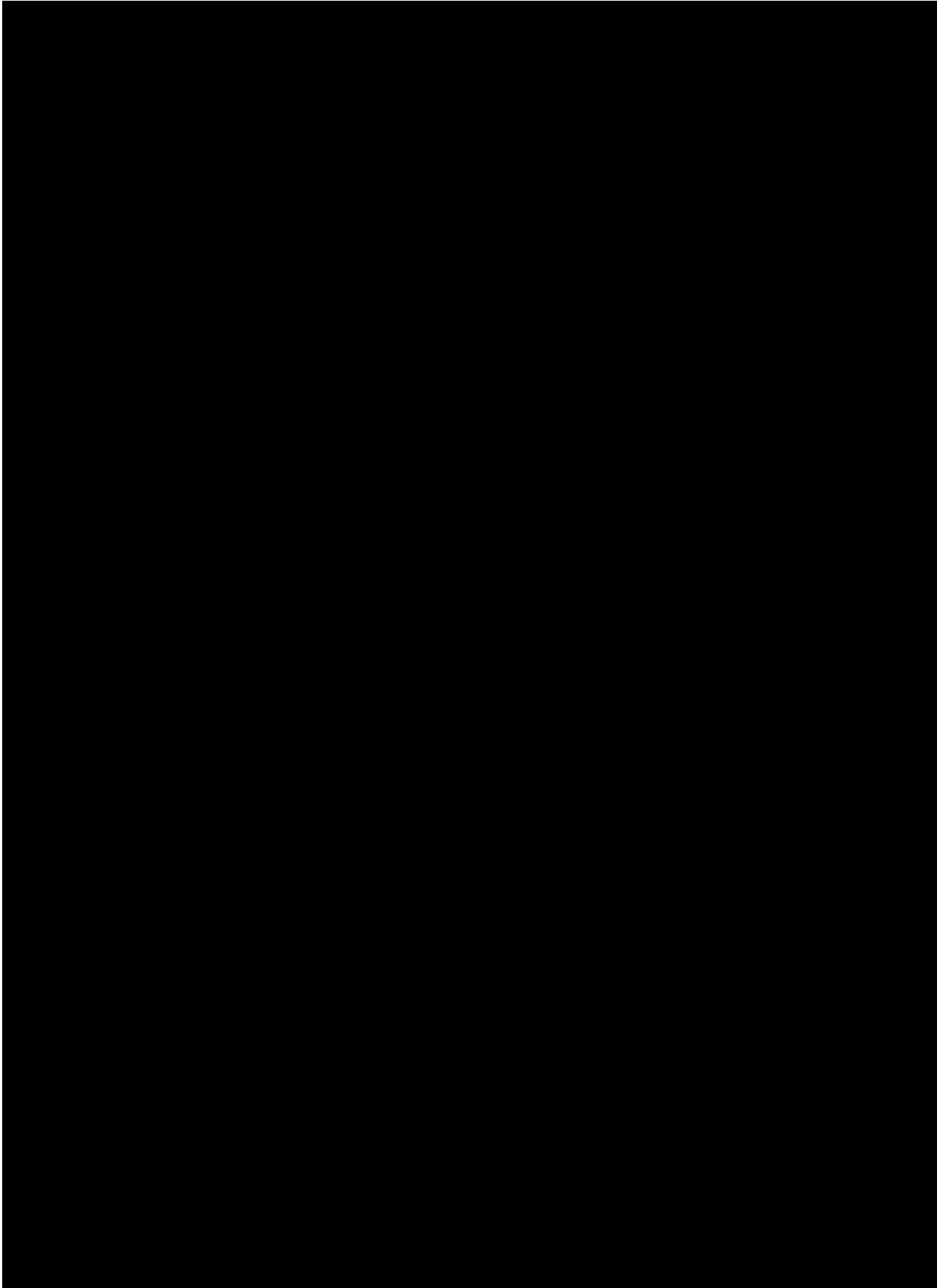
**1.5** Unless otherwise stated in your Subscription Agreement, Subscription Fees will be invoiced and due in full at the start of each Subscription Term.

## **2. RIGHTS OF USE/LIMITATIONS ON USE**

[REDACTED]

- [REDACTED]

- [REDACTED]



[REDACTED]

**3. INTELLECTUAL PROPERTY RIGHTS**

[REDACTED]

**4. LIMITATION OF LIABILITY/NO WARRANTY/INDEMNITY BY USER**

[REDACTED]



[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



## **5. TERMINATION OR TRANSFER OF SUBSCRIPTION**

**5.1** Subscriptions are non-cancelable. Should a Subscriber and/or User wish to cancel, or fail to use the SSON-RA Services or Materials, no refunds will be provided.

**5.2** Subscriptions shall automatically renew at the end of each Subscription Term for the same length of time as the original Subscription Term (unless otherwise stated in your Subscription Agreement), unless User provides a Notice of Non-Renewal to SSON-RA as set forth in the next paragraph. SSON-RA shall send Subscriber a Renewal Notice in advance of the auto-renewal date via email to the email address on file for the Subscriber.

**5.3** In order to exercise a right of non-renewal, the Subscriber shall send an email giving notice of Subscriber's intent not to renew its Subscription. Such email shall be sent from the email address on file for Subscriber to [info@sson-analytics.com](mailto:info@sson-analytics.com), and must be sent no more than 60 days, and no less than 30 days before the expiration of the Subscription Term, unless a different period is set forth in your Renewal Notice.

**5.4** Subscriptions are also non-transferable, except that if the individual holding a particular License ceases to hold the job title at Subscriber for whom the License was purchased, Subscriber may notify SSON-RA and transfer the existing Subscription to the individual now holding the relevant job title at Subscriber.

## **6. CONFIDENTIALITY AND DATA PRIVACY**

**6.1** SSON-RA and all Users shall at all times comply with all applicable regulations relating to the collection, processing and storage of personal data.

**6.2** Users acknowledge and agree that SSON-RA shall use the personal data of Users in accordance with the SSON-RA [Privacy Policy](#).

## **7. MISCELLANEOUS**

**7.1** We reserve the right to amend these Terms of Use from time to time. If we do, the amendments will be published on the SSON-RA Portal. It is your responsibility to check the Portal periodically for changes to these Terms of Use. Your continued use of the SSON-RA Portal, Materials and/or Services constitutes consent to any amendments to the Terms of Use.

**7.2** These Terms of Use and any access or use of the SSON-RA Portal, Materials and/or Services by any User shall be governed by New York law, and subject to the jurisdiction of the state and federal courts of New York, New York. You agree to submit to the exclusive jurisdiction and venue of the state and federal courts of New York, New York with respect to any dispute arising out of or relating to such matters.

**7.3** Unless otherwise specified in your Subscription Agreement or Renewal Notice, any notices to be provided hereunder shall be made in writing and provided to SSON-RA at the following address: SSON Research & Analytics; 535 Fifth Avenue, 8th Floor; New York, New York 10017; Attn: Managing Director. Any notice to be provided by SSON-RA to any User hereunder shall be provided in writing to the email address provided by the User at registration. The User must provide accurate information at registration and is responsible for keeping it updated. If no address has been provided, notice shall be deemed sufficient when sent to you at that email or IP address from which you accessed or used the Website.

**7.4** If any provision of these Terms of Use is held to be invalid or unenforceable to any extent, such invalidity or unenforceability will not affect any other provision of these Terms, which shall continue in full force and effect. If any invalid or unenforceable provision would be valid or enforceable if part of it were deleted, that part will be deemed to be deleted and the rest of the provision will continue in effect.

**7.5** Any failure or delay by us in exercising any right or remedy afforded by these Terms of Use, or by any other agreement between us and a User, shall not constitute or be construed as a waiver of any such right or remedy, or of our right to enforce it at a later time.

**7.6** These Terms of Use (together with any Subscription Agreement executed between SSON-RA and Subscriber) constitute the entire agreement between you and SSON-RA in relation to your access to and use of the SSON-RA Portal, Materials and/or Services.