

PRIVATE & CONFIDENTIAL

Government Commercial Organisation 10 South Colonnade Canary Wharf London F14 4PU 22 September 2025

Our Ref: TaskStream ID 38593



Government Commercial Organisation – Engagement Terms

Thank you for appointing Barnett Waddingham LLP (**BW**) to provide services to Government Commercial Organisation (**you**, the **Client**).

It is our standard practice to update our engagement letters and engagement terms periodically, as well as when we add additional services to our engagement. By signing this letter, you agree that this letter and our other Engagement Terms (described in the section of this letter below titled "Engagement Terms") replace and supersede all previous letters of engagement, terms of business and other contractual terms governing the provision of services by BW to you from the date of this letter.

Engagement Terms

The terms governing the relationship between BW and the Client are:

- a) this Engagement Letter which incorporates the attached Service Schedule(s) which set out the Services to be provided by BW, the applicable Fees and any Service-specific terms and conditions; and
- b) <u>BW's Terms of Business</u>, which are available at

together, the Engagement Terms.

Each of the documents referred to above is expressly incorporated into and forms part of the Engagement Terms. Defined terms used in this letter have the meaning given to them in the Engagement Terms.

Services

Details of the Services that BW has agreed to provide are set out in the Service Schedule. From time to time, BW and you may agree that additional or alternative services may be provided. Any changes must be agreed in writing (including by email) and documented (whether simultaneously or subsequently) by updating the Service Schedule. For the avoidance of doubt, the Engagement Terms shall apply to any such additional or alternative services.

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Our Team

I will be the partner with overall responsibility for the provision of the Services to you. I will be happy to discuss any aspect of our service at any time.

Fees

The Fees payable in respect of the Services will be set out in the Service Schedule or will be as otherwise agreed in writing from time to time. Details of BW's payment terms are set out in the Terms of Business.

Limitation of Liability

Please refer to the Terms of Business and the Service Schedule(s), which set out the extent of each Party's liability under or in connection with the Engagement Terms (including the relevant exclusions and limitations of liability). Unless expressly stated otherwise for certain Services in the Schedule(s), the "Liability Cap" is £500,000.

Complaints

If there are any concerns with the provision of the Services, please refer such matter to me in the first instance, or direct to BW's registered office at

Confirmation

Please read this letter and the other Engagement Terms and confirm the Client's acceptance of them by signing and dating the acknowledgement below. Please include confirmation of who BW should take instructions from and report to. Please return the signed copy of this letter to me. Please retain a separate copy for your files.

In the meantime, I shall assume that you are in agreement with the provisions of the Engagement Terms if BW is requested to provide Services after you have received this letter.



The Client acknowledges receipt of and agrees to the provisions of the Engagement Terms.

The Client consents to BW disclosing and/or referring to the fact that the Client is a client of BW and to BW describing, in broad terms, the nature of the services provided to the Client.

Name:	
Signed (for and on behalf of Government Commercial Organisation):	
Date:	

As at the date of signing the Engagement Terms:

- the person from whom BW should accept instructions is:
- the person to whom BW should report is:



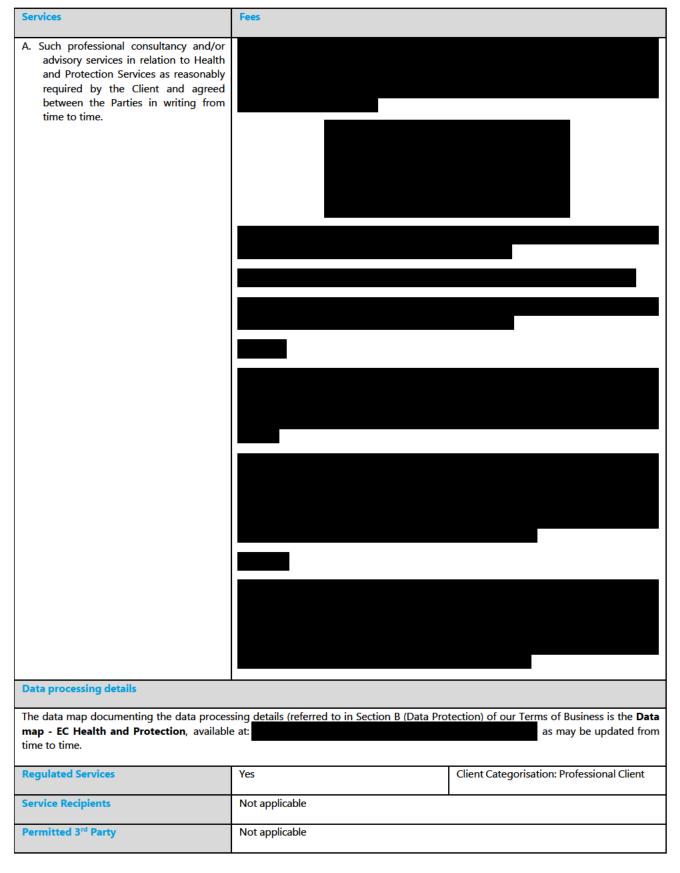
Government Commercial Organisation

Service Schedule in respect of Engagement Letter dated 22 September 2025

This Service Schedule details the Services that BW has agreed to provide to the Client and the Fees payable by the Client for such Services, pursuant to the Engagement Terms. This Service Schedule may be updated or amended, as agreed in writing between BW and the Client from time to time. Updates to this Service Schedule will prevail over the version previously provided. Defined Terms used in this Service Schedule shall (unless otherwise stated) have the meaning given to them in the Engagement Terms.



Employer Consulting Services





Appendix A

Service	Fee	Fee Basis
Services to support Group Life Assurance Policy		
Core consultancy: consultancy advice, legislative updates, complex benefit queries		
• Administration: day to day benefit queries, data auditing, renewal account checking etc.		
• Core claims service: Provide a link to the insurer's website to download and submit claims forms directly, this is to ensure claims are processed as quickly as possible. We will maintain oversight to ensure progression of the claim, provide guidance on routine queries as well as providing any additional information surrounding bereavement provisions such as bereavement counselling. Complex claims or support relating to the payment of death benefits may incur additional fees		
• Core underwriting service: provide necessary documents or link to insurer's website to client, along with insurer's underwriting team contact details – client to send forms direct to insurer whilst copying the BW team in to ensure progression and oversight of the underwriting process.		
• Procurement: due diligence, biennial market review on currently insured basis with report and meetings/calls, decisions to insurer		
• Switch of insurer: additional administration, assistance with new insurer's application forms, implementation of new policy, termination accounts with previous insurer etc.		
Services to support Group Income Protection Policy		
Core consultancy: consultancy advice, legislative updates, complex benefit queries		
• Administration: day to day benefit queries, data auditing, renewal account checking etc.		
• Core claims service: Provide a link to the insurer's website to download and submit claims forms directly, this is to ensure claims are processed as quickly as possible. We will maintain oversight to ensure progression of the claim, provide guidance on routine queries as well as providing any additional information surrounding bereavement provisions such as bereavement counselling. Complex claims or support relating to the payment of death benefits may incur additional fees		
Core underwriting service: provide necessary documents or link to insurer's website to client, along with insurer's underwriting team contact details – client to send forms direct to insurer whilst copying the BW team in to ensure progression and oversight of the underwriting process. Procurement: due diligence, biennial market review on currently insured basis with report and most ings (calls decisions to insurer).		
Switch of insurer: additional administration, assistance with new insurer's application forms, implementation of new policy, termination accounts with previous insurer etc.		