

EXPERIAN LIMITED: AGREEMENT FOR PURCHASE OF SERVICES FROM MANAGING AGENTS AND CONSULTANCY FIRMS (FOR PROFESSIONAL STAFF)

This Agreement is made between: -

	Experian	Supplier
Full company name	Experian Limited	
Registered Office <i>(or, if applicable, principal place of business)</i>	Talbot House Talbot Street Nottingham NG80 1TH	
Company number, if applicable	653331	

This Agreement shall comprise the following:

- (i) this signature sheet;
- (ii) any Purchase Orders issued by Experian pursuant to this Agreement; and
- (iii) Experian’s Schedule (the “Schedule”); and
- (iv) Experian's Terms and Conditions of Purchase of services for Managing Agents and Consultancy Firms (the "Terms and Conditions").

The Supplier acknowledges that it has read and understood the Terms and Conditions and agrees to be bound by them as varied by the Schedule attached.

	Experian	Supplier
Signature of authorised signatory		
Name		
Position		
Date		

EXPERIAN LIMITED: TERMS AND CONDITIONS FOR PURCHASE OF SERVICES FROM MANAGING AGENTS AND CONSULTANCY FIRMS

1. APPLICATION OF THESE TERMS

- 1.1. The terms and conditions comprised in this Agreement are the only terms and conditions upon which Experian is prepared to deal with the Supplier and they shall govern the Agreement to the entire exclusion of all other terms or conditions.
- 1.2. Each Purchase Order from Experian to the Supplier shall be deemed an offer by Experian to purchase the Services subject to the terms and conditions of this Agreement. No Purchase Order shall be accepted until the Supplier accepts the offer either expressly by giving notice of acceptance, or impliedly by fulfilling the Purchase Order (in whole or in part).
- 1.3. This Agreement shall be effective from the Commencement Date.

2. INTERPRETATION

- 2.1. In this Agreement:
 - 2.1.1. any reference to a statutory provision includes a reference to any modification or re-enactment of it from time to time;
 - 2.1.2. references to clauses and schedules are to the clauses of and the Schedule to this Agreement;
 - 2.1.3. references to any gender includes any other gender and the singular includes the plural and vice versa;
 - 2.1.4. the headings are for ease of reference only and shall not affect the construction or interpretation of this Agreement;
 - 2.1.5. words beginning with capital letters are intended to have the meaning given to them either in these Terms and Conditions or in the Schedule;
 - 2.1.6. where any matter is to be agreed, such agreement must be recorded in writing; and
 - 2.1.7. wherever the words "including", "include", "includes" or "included" are used they shall be deemed to be followed by the words "without limitation" unless the context otherwise requires.
- 2.2. If there is any conflict or inconsistency between the various documents forming this Agreement, the following order of precedence shall apply to the extent of any conflict or inconsistency (the first mentioned documents prevailing over the later mentioned documents):
 - 2.2.1. the Schedule;
 - 2.2.2. these Terms and Conditions; and
 - 2.2.3. the Purchase Order.

3. PERFORMANCE

- 3.1. The Supplier shall:
 - 3.1.1. provide the Services to Experian pursuant to this Agreement; and
 - 3.1.2. in carrying out the Services, comply with any reasonable instructions given by Experian.

4. SERVICES

- 4.1. Experian may request the Supplier from time to time to source and present suitable candidates for temporary or permanent roles at Experian or any of its Group Companies.
- 4.2. The Supplier shall ensure that all proposed candidates it puts forward meet the candidate criteria specified in the Schedule. All interviews will be conducted by Experian. Supplier shall ensure candidates are notified as soon as is reasonably possible in advance of interview of interview dates, times and locations and of any specific instructions as may be notified by Experian.
- 4.3. Where Experian notifies the Supplier in writing of acceptance of a particular candidate or candidates, Supplier shall immediately make an offer to the nominated candidate(s), and such offer shall include information on the role criteria and timetable as detailed in the Schedule. Where any nominated candidate rejects the position the Supplier shall use all reasonable endeavours to assist Experian in finding a suitable

alternative for the role as soon as is reasonably practicable and within the Scheduled timetable.

- 4.4. The Consultant Services shall be performed at the location identified in the Schedule or at such other site as reasonably required by Experian.
- 4.5. The Supplier undertakes that it will procure each Consultant performs the Consultancy Services with all due care, diligence and professional skill, in compliance with any timetable and/or other targets and/or any other requirements for progress or delivery or completion of the Consultancy Services as set out in the Schedule or as otherwise reasonably requested by Experian.
- 4.6. The Supplier undertakes to procure that all Intellectual Property Rights and documents, software, coding and any other technology or materials created by the Consultant in the performance of or relating to the Consultancy Services (including but not limited to plans, documents, drafts, calculations, software, data, Confidential Information created by or received by the Consultant pursuant to performance of the Consultancy Services and any copies thereof) remain Experian's property and are returned or left with Experian on expiry or termination of the Consultant's services.
- 4.7. The Supplier recognises that Experian shall reasonably expect certain work standards and methods and undertakes to procure these are complied with by each Consultant.
- 4.8. At Experian's reasonable request the Supplier shall procure that the Consultant provides such tools and equipment as are necessary for the performance of the Consultancy Services.
- 4.9. The Supplier shall procure that in the provision of the Consultancy Services, the Consultant will comply with all applicable laws, rules and regulations (including without limitation data protection legislation, health and safety, internet and email use and security).

5. REPLACEMENT OF PROFESSIONAL STAFF SUPPLIED BY SUPPLIER

- 5.1. If Experian dismisses an employee supplied by the Supplier or ceases to use a Consultant for any reason as set out in this Clause, the Supplier shall use all reasonable endeavours to provide a replacement acceptable to Experian with suitable skills, experience and competence as soon as is reasonably practicable and in any event within 14 days of any of the following events occurring:
 - 5.1.1. if, in Experian's reasonable opinion, at any time the provision of Consultancy Service by a Consultant becomes unsatisfactory and Experian has requested in writing to the Supplier the immediate removal of the unsatisfactory Consultant; or
 - 5.1.2. if an event occurs which leads to rebate fees becoming payable to Experian as set out in the Schedule; or
 - 5.1.3. if the Supplier becomes aware of information which gives it reasonable grounds to believe that a Consultant or an employee that it has supplied to Experian is unsuitable to fulfil its role (in which case it shall immediately provide written notice of such fact to Experian and terminate its agreement with the Consultant in respect of its services to Experian).
- 5.2. Where Experian provides notice pursuant to Clause 5.1.1, it shall be at Experian's discretion to determine whether a Consultant is unsuitable. Experian will be liable to pay only for the full number of working days completed by the unsatisfactory Consultant up to the date of Experian's notice.
- 5.3. Where the Supplier is unable to provide a replacement within 14 days of the original Consultant ceasing to supply the Consultancy Services or of the original employee leaving, Experian may at its discretion terminate this Agreement or its requirement for the

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- Supplier to provide a replacement Consultant or employee.
6. **WARRANTIES**
- 6.1. Both parties warrant that they have the full power and authority to enter into this Agreement.
- 6.2. Without prejudice to any other right or remedy available to Experian, the Supplier warrants, represents and undertakes to Experian that:
- 6.2.1. it has obtained and will continue to hold all necessary licences, consents, permits and agreements required for the provision of the Services;
- 6.2.2. the Consultancy Services will be performed by appropriately qualified and experienced Consultants;
- 6.2.3. the Services will conform with all descriptions and specifications provided to Experian and the requirements of Experian including as set out in the Schedule;
- 6.2.4. the Services and it will procure that the Consultancy Services will be provided in accordance with all applicable legislation from time to time in force.
7. **CHARGES**
- 7.1. The Fees payable to the Supplier for the Services shall be as stated on the Purchase Order or in the Schedule, and unless otherwise stated shall be exclusive of any applicable value added tax (which shall be payable by Experian subject to receipt of a VAT invoice).
- 7.2. Experian shall be entitled to any discount for prompt payment, bulk purchase or volume of purchase as customarily granted by the Supplier, unless otherwise agreed between the parties.
- 7.3. The Supplier shall provide Experian with an invoice on completion of the Services (or as otherwise set out in the Schedule) together with such other documentation as Experian may from time to time specify. In any event all invoices and correspondence (if appropriate) shall include all details required from time to time by HM Revenue and Customs for VAT purposes and in particular shall include those details as set out in the Schedule.
8. **PAYMENT AND INVOICING**
- 8.1. Experian will pay for the Services no later than the last day of the month following the month in which it receives a correct invoice from the Supplier (the "Due Date"). For the avoidance of doubt, if the Supplier does not include in the invoice the information specified in Clause 7.3, or if the amount invoiced is otherwise inaccurate, then such an invoice will not be correct for the purpose of this Clause 8.1 and Experian shall be under no obligation to pay the Supplier until the Supplier has provided a correct invoice.
- 8.2. Experian reserves the right to deduct from or offset against any payment to the Supplier all monies due or becoming due to Experian from the Supplier whether in connection with this Agreement or otherwise.
- 8.3. Failure to comply with the instructions set out in the Purchase Order or in the Schedule may delay payment.
- 8.4. No variation from the price set out in the Purchase Order or in the Schedule nor additional charges may be invoiced without the prior consent in writing of Experian.
- 8.5. If any sum under this Agreement is not paid by the Due Date then, without prejudice to the parties other rights under this Agreement, interest shall become payable upon that sum from the Due Date until payment is made in full, at a rate of 2% above Barclays Bank base rate as set from time to time. The Supplier is not entitled to suspend any performance of the Services as a result of any sums being outstanding.
- 8.6. The Supplier and each Consultant shall be responsible for accounting to HM Revenue and Customs and all other authorities for all taxes, insurance contributions and
- other liability charges and dues for which the Supplier and each Consultant is responsible.
9. **CONFIDENTIALITY**
- 9.1. The Supplier shall keep and shall procure each Consultant shall keep in strictest confidence all Confidential Information that is either disclosed to it by Experian or its agents or is otherwise understood or received by it pursuant to fulfilling its obligations under this Agreement and the Supplier shall restrict disclosure of such Confidential Information to such of its employees, agents or sub-contractors as need to know the same for the purpose of discharging its obligations to Experian and shall ensure that such employee's, agents or sub-contractors are subject to like obligations of confidentiality as bind it. At Experian's request or if no request is made, upon completion of this Agreement, the Supplier shall delete from its systems and return to Experian all such Confidential Information.
- 9.2. The restrictions in Clause 9.1 do not apply to any information to the extent that it:-
- 9.2.1. Is or becomes within the public domain other than through a breach of Clause 9.1; or
- 9.2.2. Is in the Supplier's possession (with full right to disclose) before disclosure is made under the terms of this Agreement; or
- 9.2.3. Is lawfully received from a third party (with full right to disclose);
- 9.2.4. Is independently developed by the Supplier without access to or use of the Confidential Information; or
- 9.2.5. Is required to be disclosed by law or by a court of competent jurisdiction or by any regulatory body.
- 9.3. The Supplier undertakes to procure each Consultant supplied under this Agreement signs and abides by any confidentiality and intellectual property undertakings as required by Experian before the Consultant begins the Consultancy Services.
10. **PUBLICITY**
- The Supplier shall not disclose the making of this Agreement in any journal/magazine/publication or other medium or otherwise use Experian's name or logo or the name or logo of any of Experian's customers in any of its advertising or publicity material (including without limitation in any press release or statement) without first receiving written consent from Experian's Head of Procurement and/or Public Relations Director, which may be withheld or given in Experian's absolute discretion.
11. **INTELLECTUAL PROPERTY**
- 11.1. The Supplier shall acquire no rights or interests in any Intellectual Property Rights of Experian by virtue of this Agreement.
- 11.2. The Supplier shall make no use whatsoever of any Intellectual Property Rights of Experian unless authorised in advance in writing to do so by Experian. If and to the extent that Experian so authorises the Supplier, the Supplier warrants, represents and undertakes that it shall:
- 11.2.1. only use such Intellectual Property Rights as Experian authorises, for the specified purposes that Experian authorises and no other purposes whatsoever; and
- 11.2.2. comply with the directions from time to time issued by Experian about the use of Experian's Intellectual Property Rights.
- 11.3. To the extent it does not vest in Experian by operation of law or under this Agreement, the Supplier shall procure the assignment by each Consultant to Experian of all rights, title and interest with full title guarantee, free from any adverse rights or claims, in all present and future Intellectual Property Rights produced by the Consultant in performance of the Consultancy Services, which assignment shall include but shall not be limited to all rights of action for damages for Intellectual Property Rights infringement, all rights in any modifications or

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- enhancements to existing software, whether owned by Experian, the Supplier or a third party, and if necessary it shall procure the assignment to Experian by the author or creator of such Intellectual Property Rights produced during the performance of the Services or the Consultancy Services.
- 11.4. The Supplier shall and undertakes to procure that each Consultant shall:
- 11.4.1. immediately upon creation of any Intellectual Property Right, disclose and deliver to Experian all information and data in its possession, power or control necessary for a full understanding, application and, where applicable, registration of the Intellectual Property Right; and
- 11.4.2. promptly, and at Experian's request, do or procure to be done all such further acts and the execution of all such other documents as Experian may from time to time require for the purpose of securing for Experian the full benefit of this Agreement, including all right, title and interest in and to the Intellectual Property Rights and all other rights assigned to Experian in accordance with this clause, in any or all countries and free from any adverse rights or claims.
- 11.5. The Supplier shall and undertakes to procure each Consultant shall irrevocably and unconditionally waive any and all moral rights to any Intellectual Property Rights produced by the Consultant or the Supplier pursuant to performance of the Consultancy Services and the Services respectively, under the Copyright Design and Patents Act 1988 Chapter IV or any rights or a similar nature under any law in any other jurisdiction.
- 11.6. The Supplier shall indemnify and keep Experian indemnified against any and all losses, costs, damages, liabilities, claims, demands and expenses suffered or incurred by Experian (including legal expenses reasonably and properly incurred) arising out of any claim brought against Experian by any third party alleging that its Intellectual Property Rights are infringed by the use, supply or possession by Experian of any of the material prepared and/or provided under the Services or the Consultancy Services, provided that Experian:
- 11.6.1. informs the Supplier of such claim;
- 11.6.2. does not make any admissions that prejudice, or might prejudice the defence of such claim;
- 11.6.3. allows the Supplier complete control over the defence of, and over all negotiations relating to, such claim; and
- 11.6.4. provides the Supplier with all reasonable assistance as requested by the Supplier.
- 11.7. The know-how, techniques or principles used which are the property of the Consultant at the commencement of the Consultancy Services shall remain the property of the Consultant.
12. **DATA PROTECTION & COMPLIANCE**
- 12.1. Each party undertakes to the other that it will, and the Supplier shall procure each Consultant in performance of the Consultancy Services will, at all times pursuant to this Agreement comply with all applicable legislation, regulations, and other rules having equivalent force (including but not limited to the DPA) and any subordinate or associated regulations.
- 12.2. In relation to the DPA the parties shall and the Supplier shall procure that each Consultant shall where applicable in addition to the general obligations under Clause 11.1 and without prejudice to any other provisions of this Agreement:
- 12.2.1. notify all relevant details of any processing of Personal Data to the Information Commissioner as set out in the DPA and only process such Personal Data in accordance with the terms of its registration under the DPA; and
- 12.2.2. comply with the rights of the individuals to whom the provision of the Services relates as set out in the DPA.
- 12.3. Each party warrants that it has in place and undertakes to maintain throughout the duration of this Agreement, and the Supplier procures that each Consultant shall warrant it has and undertakes to maintain throughout the duration of the Consultancy Services, at all times appropriate technical and organisational measures against unauthorised or unlawful processing of Personal Data and against accidental loss or destruction of or damage to or disclosure of Personal Data.
13. **INSURANCE**
- 13.1. The Supplier shall effect with a reputable insurance company and keep in effect for the term of this Agreement adequate public liability insurance and professional indemnity insurance. Each policy shall be effected for no less than £1,000,000.
- 13.2. The Supplier shall on request from time to time provide Experian with such evidence of insurance, and payment of premiums in connection with the policies as Experian may reasonably require.
14. **TERMINATION**
- 14.1. The Consultancy Services shall be required for the period specified in the Schedule or as otherwise notified in writing by Experian unless otherwise agreed. The duration of Consultancy Services may be extended by notice from Experian to the Supplier subject to agreement by the Consultant and on such agreement this Agreement shall be deemed to apply to any such extended Consultancy Services period.
- 14.2. At the end of the initial Consultancy Services period Experian shall be under no obligation whatsoever to offer further work to a Consultant via the Supplier.
- 14.3. Either party may terminate this Agreement immediately without liability to the other and without prejudice to its other rights at any time by giving notice in writing to the other party:
- 14.3.1. if the other party is in material breach of any of the terms of this Agreement which is not capable of remedy;
- 14.3.2. if the other party is in material breach of any of the terms of this Agreement and, where remedial, has failed to remedy that breach within 30 days of being notified in writing of it;
- 14.3.3. if the other party enters into liquidation (apart from solvent liquidation for the purposes of amalgamation or reconstruction), is dissolved, is declared bankrupt, has a receiver, administrator or administrative receiver appointed over all or part of its assets, enters into an arrangement with its creditors, or takes or suffers any action similar to those set out above; or
- 14.3.4. if the other party's financial position deteriorates to such an extent that in the reasonable opinion of the other party its capability to adequately fulfil its obligations hereunder has been placed in jeopardy.
- 14.4. Experian shall be entitled to terminate this Agreement without liability to the Supplier and without prejudice to Experian's other rights at any time by giving notice in writing to the Supplier in any of the following events:
- 14.4.1. if the Supplier fails to deliver any part of the Services or a Consultant fail to perform any part of the Consultancy Services in accordance with this Agreement; or
- 14.4.2. if there is a change of control or change in the ownership of the Supplier.
- 14.5. On termination for any reason the Supplier shall immediately deliver to Experian all materials created in connection with this Agreement and existing at the date

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of such termination, whether or not complete. In the event the Supplier fails to deliver within 30 days of the date of termination, Experian shall be entitled to enter the Supplier's premises to take possession of all such materials.

- 14.6. Termination of this Agreement (or any element of it) shall not affect any rights, obligations or liabilities of either party which have accrued before termination or which are intended to continue to have effect beyond termination.

15. EXPERIAN REQUIREMENTS

Experian shall advise the Supplier of the policies and procedures that the Consultant will be required to comply with in his/her performance of the Consultancy Services.

16. ETHICAL STANDARDS

- 16.1. The Supplier warrants, undertakes and represents that it:
- 16.1.1. shall not employ or use any person below the age of 14 or 15 (depending on country) or below the legal minimum age (where this is higher) in all countries in which it operates or sources goods or services;
 - 16.1.2. shall not use forced labour in any form (prison, indentured, bonded or otherwise) and staff are not required to lodge papers or deposits on starting work;
 - 16.1.3. shall comply with all applicable local environmental, safety and health regulations and shall provide a safe and healthy workplace, presenting no immediate hazards to its staff;
 - 16.1.4. within the customs and practices of the countries in which the supplier operates, shall not discriminate against any worker on any grounds (including race, religion, disability, age or gender);
 - 16.1.5. shall not engage in or support the use of corporal punishment, mental, physical, sexual or verbal abuse;
 - 16.1.6. shall pay each employee at least the minimum wage, or the prevailing industry wage, (whichever is higher) and provides each employee with all legally mandated benefits;
 - 16.1.7. shall comply with the laws on working hours and employment rights in the countries in which it operates;
 - 16.1.8. shall comply with all relevant environmental legislation in the regions in which it operates; and
 - 16.1.9. has identified all the hazardous or toxic waste that it or its contractors or agents produce and that it is confident that all waste is disposed of by competent bodies via authorised disposal routes; and
 - 16.1.10. supports the rights of workers to form or join trade unions which are free to meet without hindrance.

17. FORCE MAJEURE

- 17.1. Neither party will be liable for any delay or failure in the performance of its obligations under this Agreement if such delay or failure is due to an event of Force Majeure.
- 17.2. If Force Majeure occurs, the delaying party shall be entitled to an extension of time for so long as the Force Majeure persists on condition that it promptly notifies the other party ("unaffected party") of the event of Force Majeure and discusses with it possible action to be taken to overcome the effect of Force Majeure and provided it uses all reasonable endeavours to overcome the event of Force Majeure.
- 17.3. If the Force Majeure persists for a period of 28 days or longer, the unaffected party may give notice to the other to terminate this Agreement with effect from a date specified in the notice without penalty or other liability (except for any liability on the Supplier to pay any refund to Experian).

18. GENERAL PROVISIONS

- 18.1. This Agreement and all documents referred to in it constitutes the parties' complete agreement relating to its subject matter and supersedes any previous agreements or arrangements between the parties relating to the same subject matter and, save for fraudulent misrepresentations, neither of the parties shall be bound by, or liable to the other party for, any representation, promise or inducement made by any agent or person on behalf of such party that is not contained in this Agreement.
- 18.2. No amendment or variation of this Agreement shall be valid or binding unless:
- 18.2.1. it is made in writing and signed by an authorized representative for each party to this Agreement; or
 - 18.2.2. it is an electronic communication from Experian's electronic procurement system with the sender identified as purchasing.admin@uk.experian.com and expressly states such communication to be contractually binding.
- 18.3. If for any reason any member or members of the Supplier's personnel (including but not limited to employees, contractors and/or agency workers) is adjudged by a court or tribunal or statutory or administrative body or other authority of competent jurisdiction to be an Experian employee for employment, tax or other purposes ("a Claim"), the Supplier shall indemnify (and keep indemnified) Experian against any and all losses, damages, liabilities, claims, demands, compensatory awards, taxes, fines and expenses suffered or incurred by Experian (including legal expenses reasonably and properly incurred) arising out of or in connection with such Claim.
- 18.4. Both parties intend and agree that the legal relationship created by this Agreement is one of the provision of independent specialist services. Nothing in this Agreement shall give rise to the presumption that a Consultant is an employee of Experian.
- 18.5. The Supplier may not assign, transfer, charge or deal in any other manner with this Agreement or any of its rights under it, or purport to do any of these things, or sub-contract any or all of its obligations under this Agreement without the prior written consent of Experian. Experian may assign, transfer, charge, sub-license or deal in any other manner with this Agreement or any of its rights under it to its Group Companies without the prior written consent of the Supplier.
- 18.6. If either party fails to exercise a right or remedy that it has or which arises in relation to this Agreement, such failure shall not prevent that party from exercising that right or remedy subsequently in respect of that or any other incident.
- 18.7. A waiver of any breach or provision of this Agreement shall only be effective if it is made in writing and signed on behalf of the party who is waiving the breach or provision. Any waiver of a breach of any term of this Agreement shall not be deemed a waiver of any subsequent breach and shall not affect the enforceability of any other term of this Agreement.
- 18.8. If any part of this Agreement is found to be invalid or unenforceable by any Court or other competent body, such invalidity or unenforceability shall not affect the other provisions of this Agreement and such other provisions shall remain in full force and effect.
- 18.9. Nothing in this Agreement is intended to, or shall, operate to:
- 18.9.1. create a partnership or joint venture of any kind between the Supplier and Experian;
 - 18.9.2. authorise either party to act as agent for the other party; or

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- 18.9.3. authorise either party to act in the name or on behalf of, or otherwise to bind, the other party in any way.
- 18.10. Each party shall, at the reasonable request and cost of the other party, do whatever is reasonably required to give the other party the full benefit of all the provisions of this Agreement.
- 18.11. Any notices to be sent by one party to the other in connection with this Agreement except for the service of Court proceedings shall be in writing and shall be delivered personally or sent by special delivery post (or equivalent service offered by the postal service from time to time) or fax to the addresses of each party as set out on the signature page to this Agreement or as otherwise notified in accordance with the provisions of this Clause.
- 18.12. Notices shall be deemed to have been duly given as follows:
- 18.12.1. If delivered personally, upon delivery;
- 18.12.2. If sent by post, two clear days after the date of posting;
- 18.12.3. If sent by fax, when transmitted provided that a confirmatory copy is sent by special delivery by the end of the next business day after transmission.
- 18.13. If either party notifies the other party of a change to its details for the purposes of Clause 18.11, such notification shall only be effective on the date specified in such notice or seven days after notice is given, whichever is later.
- 18.14. If the address for service of notices under Clause 18.11 is outside the United Kingdom, the Supplier elects the person or organisation named in the Schedule for the purposes of accepting service of notices within the United Kingdom on the Supplier's behalf. Any notices sent to the Supplier in accordance with this Clause 18.14 are deemed given in accordance with Clause 18.12.
- 18.15. Persons who are not a party to this Agreement shall not have any rights under this Agreement and for the avoidance of doubt the parties agree that nothing in this Agreement shall be construed as creating a right which is enforceable by any person who is not a party to this Agreement.
- 18.16. This Agreement and all matters arising out of it shall be governed by, and construed in accordance with, the laws of England and Wales and the parties submit to the exclusive jurisdiction of the English Courts.
19. **DEFINITIONS**
- 19.1. "**Agreement**" is as defined on the signature sheet;
- 19.2. "**Commencement Date**" means the earlier of the date of the second signature to the signature sheet of this Agreement or the date of the first Purchase Order.
- 19.3. "**Confidential Information**" means any and all information relating to the recruiting requirements, trade secrets, operations, processes, plans, intentions, product information, prices, know-how, designs, customer lists, market opportunities, transactions, affairs and/or business of the parties and/or to their customers, suppliers, clients or Group Companies in or on any medium or format.
- 19.4. "**Consultant**" means any successful candidate put forward by the Supplier who provides the Consultancy Services as a consultant and is not an employee of Experian.
- 19.5. "**Consultancy Services**" means the Consultant role as detailed in the Schedule and as may be further described or documented by Experian.
- 19.6. "**DPA**" means the Data Protection Act 1998 and any subordinate legislation having effect in England.
- 19.7. "**Force Majeure**" means act of government or state, civil commotion, epidemic, fire, flood, industrial action or organised protests by third parties, natural disaster, war, failure of payment systems or any event beyond the reasonable control of the party claiming to be excused from performance of its obligations.
- 19.8. "**Group Companies**" means and includes any company which in relation to either party is a subsidiary, holding company or subsidiary of a holding company as the terms "subsidiary" and "holding company" are defined by Section 736 of the Companies Act 1985.
- 19.9. "**Intellectual Property Rights**" means copyright, database rights, patents, registered and unregistered design rights, registered and unregistered trade marks and all other industrial, commercial or intellectual property rights existing in any jurisdiction in the world and all the rights to apply for the same.
- 19.10. "**Personal Data**" shall have the meaning specified in the DPA.
- 19.11. "**Purchase Order**" means Experian's purchase order issued to the Supplier in accordance with this Agreement.
- 19.12. "**Schedule**" means the schedule as attached to this Agreement.
- 19.13. "**Services**" means the services as specified in the Schedule and at Clause 4 and all other services supplied by the Supplier to Experian under or in connection with this Agreement.

EXPERIAN LIMITED: AGREEMENT FOR PURCHASE OF SERVICES FROM AGENTS AND CONSULTANCY FIRMS SCHEDULE

Supplier Name	
Company Number	

SERVICES
<p>The Supplier stands ready to accept fulfilment of Experian Consultant (and, if applicable, employee) requirements from time to time as notified to it in writing by Experian and, for each role it shall procure to fulfil Experian's requirements, in accordance the applicable role criteria as set out below.</p> <p><i>[Where instructed by Experian the Supplier will interview (or assist in interviewing) proposed candidates pursuant to Clause 4.2.]</i></p>

ROLE CRITERIA
<p><i>[Insert a description of the role being recruited for. Include the job title, length of role, any known start and/or end dates, role location, if any travelling will be required as part of the role, experience and/or qualification and/or education requirements]</i></p>

TIMETABLE	
<p><i>[insert all milestones or targets or other criteria required by the role]</i></p>	<p><i>[insert date]</i></p>

SUPPLIER CONTACT
<p>In the event the Supplier wishes to contact Experian at any time all contact shall be directed to the Recruitment Team (as detailed below). No contact shall be made with any other person at Experian (including a Consultant's line manager) without the prior written consent of a Recruitment Team member.</p> <p>Recruitment Team contacts: <i>[List names, email addresses and direct telephone numbers]</i></p> <p>Recruitment Team address:</p> <p>Recruitment Team email:</p> <p>At all times during the recruitment process prior to a candidate being formally offered a role in writing by or on behalf of Experian, Experian may require the Supplier to direct all contact (including any questions and updates) to its nominated agency; details as set out below. Where the Supplier receives such request from Experian all contact shall be direct to the nominated agency and not to Experian unless and until Experian directs otherwise in writing to the Supplier.</p> <p>Nominated Agency: <i>[insert agency name, contact name, address and direct phone and email details].</i></p>

CV's SUBMITTED TO EXPERIAN
<p>Each candidate will be informed (prior to any information or documentation relating to him/her being sent to Experian) that their details will be shared with and sent to Experian (or will be sent to an unnamed company in the event of a confidential assignment). The Supplier shall not submit any CV to Experian where the candidate has not given permission for their details to be released to Experian (or to an unnamed company in the event of a confidential assignment).</p> <p>All CV's sent to Experian must be sent via email to agencycv@uk.experian.com. The "Subject" line of the email must include the following details: Vacancy Number, Job Title and candidate name.</p>

EXPERIAN LIMITED: AGREEMENT FOR PURCHASE OF SERVICES FROM AGENTS AND CONSULTANCY FIRMS SCHEDULE

FEES
All fees will be calculated at <i>[[insert %]</i> of basic starting salary only OR at <i>£[insert]</i> cost fixed price]. <i>[Please delete the redundant option and fill in details as appropriate]</i> . No allowance shall be made for any other benefit including but not limited to company vehicle, bonus payments or commission.

REBATE FEES	
If any Consultant taken on by Experian ceases provision of Consultancy Services, or any employee proposed by the Supplier leaves, within 13 weeks of his/her start date, the Supplier agrees to rebate to Experian a proportion of the Fees as listed below:	
Number of weeks between engagement and termination:	Percentage Rebate:
0-4 weeks	100% rebate
5-8 weeks	60% rebate
9-13 weeks	25% rebate

INVOICES
All invoices for agreed fees must be sent to: Experian Limited, Accounts Payable, Talbot House, Talbot Street, Nottingham NG80 1TH. Invoices must include all the following information:
<ul style="list-style-type: none"> • description sufficient to identify the Services • Delivery Date • Location of where the Services are being provided • Price • VAT total • Supplier name, address and VAT registration number • The Purchase Order Number(s) against which the Services are being supplied • Any discount applied • Sub total (Charge for the Services excluding VAT) • Grand total (Charge for the Services plus VAT)

ENDING THE SERVICES
At any time on 30 days written notice to the Supplier, Experian (at its option) may terminate the Services, paying only for the Services rendered up to that time.

NAME AND ADDRESS FOR THE SERVICE OF NOTICES IF THE ADDRESS ON THE SIGNATURE PAGE IS OUTSIDE OF THE UK