|  |  |
| --- | --- |
| CONTRACT NAME & REFERENCE NUMBER |  |
| CONTRACT END DATE |  |
| NAME OF SUPPLIER OR SERVICE PROVIDER |  |

In line with your contractual requirements, prior to the end of the contract you will be required to have completed and certify that you have undertaken the actions specified below

1. Nominated a suitably qualified and experienced person to implement the [ ]

 De-Mobilisation Plan on behalf of the Supplier/Service Provider

2. Returned all electronic and paper-based records relating to this contract [ ]

 Including service and personnel records or provided copies of the same

3. Deleted/purged all personal data from Supplier data storage and management [ ]

 systems including hard drives, servers, back-up servers, cloud-based storage

 and all removable/transportable media

4. Provided a Condition Statement of all assets and locations within the scope of [ ]

 this contract

5. Transferred title in any assets purchased by Magenta Living to Magenta Living [ ]

6. Transferred the benefit of any warranties relating to assets used in the [ ]

 Performance of this contract and to be returned to Magenta Living

7. Confirmed that no sums are owing from Magenta Living to the Supplier/Service [ ]

 and any pre-payments/advanced fees falling to be repaid have been repaid

8. Confirmed that services required by the contract have continued to be delivered [ ]

 During the De-Mobilisation Period

9. Provided details and relevant records relating to any staff/personnel being [ ]

 Transferred to Magenta Living or returning to Magenta Living’s employment

10.Ensured all spaces owned by Magenta Living but used by the Supplier/ [ ]

 Service Provider have been handed over in a clean, usable and workable condition

11.Returned all keys, passes, door entry codes and other information relating [ ]

 to Magenta Living site, properties or locations

CONFIRMED BY

SIGNATURE

JOB TITLE/POSITION

DATE