|  |  |
| --- | --- |
| 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

**Drafting note: Please delete as appropriate**

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