Extension Notice (Optional)

**To: (INSERT NAME OF CONTRACTOR AND ACN/ARBN AND ABN AS APPLICABLE)**, having its registered office at **(INSERT DETAILS)** (**‘the Contractor’**).

**Re: [INSERT NAME OF PROCUREMENT/SERVICES]** Complex Services Contract – Contract No: **(INSERT NUMBER)** (**‘Contract’**)

In this notice, unless the contrary intention appears, words, abbreviations and acronyms have the meaning given to them by the Contract.

In accordance with clause 1.10 of the COC, the Commonwealth exercises its option to extend the Contract for **(INSERT PERIOD)** (**‘Option Period’**) to expire on **(INSERT DATE)**.

|  |
| --- |
| Option: Use the clause below if any changes to the Scope of the Services are proposed in accordance with clause 1.10.2b of the COC:  The following changes to the scope of the Services (ie, an increase or reduction) will apply for the period of the proposed extension:  […INSERT CHANGES IN SCOPE…] |

SIGNED ON BEHALF OF THE COMMONWEALTH OF AUSTRALIA

By:

|  |  |  |
| --- | --- | --- |
| ……………………………………. | ……………………………………. | ……………………………………. |
| (signature) | (print name and position of authorised signatory) | (date) |
| In the presence of: |  |  |
| ……………………………………. | ……………………………………. | ……………………………………. |
| (signature of witness) | (print name of witness) | (date) |