



Legal Aid
Agency

Central Commissioning Team
13th Floor, (13.5), 102 Petty France,
London, SW1H 9AJ
DX 328 – London

Email: [insert contact email address]

www.gov.uk

Our ref: (LAA Contract Reference)

For the attention of the Contract Liaison Manager

Dear Sir/Madam

2018 Standard Civil Contract (the "Contract"): Offer of a Further Extension to 31 August 2024

Extension to the Contract Period to 31 August 2024 (the "Extension")

Further to the announcement on extending the Contract published on the gov.uk website on 3 October 2022 here <https://www.gov.uk/government/news/civil-news-extension-of-civil-contracts-until-31-august-2024>, the LAA would like to offer you the opportunity to continue working under the Contract to 31 August 2024.

Your Contract is due to expire on 31 August 2023.

The LAA now gives you notice of an offer to further extend the Contract Period for an additional 12 months.

Should you accept the offer of the Extension and confirm the same on the terms of, and as set out herein, the LAA will permit you to continue to provide Contract Work upon the same terms and conditions as detailed within your Contract Schedule until 23:59:59 hours on 31 August 2024 when the Contract Period shall expire (subject to earlier termination in accordance with the terms of the Contract).

Please confirm whether you accept or refuse the offer of the Further Extension by 9.00am on Friday 28 April by completion and return of the attached Extension Response Form by email to civil.contracts@justice.gov.uk

In the event that we do not receive confirmation of your acceptance or refusal in respect of the Extension by 9.00am on Friday 28 April as above, we may consider that you have refused the offer of the Extension to the Contract Period and your Contract shall expire at 23:59:59 hours on 31 August 2023 (subject to earlier termination in accordance with the terms of the Contract) and you shall not be authorised to continue to provide Contract Work and/or be paid for such Contract Work under the Contract after that time.

The terms of the Extension offered are as follows:

1. You agree to a variation to the Contract relating to the Contract Period such that the Contract Period will expire at 23:59:59 hours on 31 August 2024.
2. You agree to an associated variation to the Schedule End Date in your Schedule so that the new Schedule End Date is 31 August 2024.
3. For the avoidance of doubt, you shall be obliged to undertake Contract Work in accordance with the Contract during the period of the Extension from 1 September 2023 to 31 August 2024.
4. The terms and conditions of the Contract apply to you and us for the period of the Extension from 1 September 2023 to 31 August 2024.
5. You must complete and sign the offer of Extension Response Form enclosed and email a copy to civil.contracts@justice.gov.uk by 9.00am on Friday 28 April.

Should you accept the offer of the Extension, you will receive a notification when your current Schedule has been amended to reflect the new Schedule End Date.

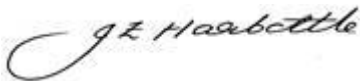
Additional information

This notice is given and will be deemed to have been received in accordance with Clause 20 (Giving Notices) of the Standard Terms.

For clarity of interpretation, any terms which are capitalised but not defined within this letter shall have the meaning given to them in the Contract.

If you have any questions concerning the content of this letter, please contact your Contract Manager.

Yours faithfully



Jane Harbottle
Chief Executive Officer

Extension Response Form: TO BE EMAILED TO [insert email address] BY 9.00am on Friday 28 April

Name(s) of Provider Signatory(ies)

.....
.....

For...(insert firm name)..... Legal Aid Account Number(insert lead account number)

accept the terms of the Legal Aid Agency's offer of the Extension as detailed in this letter dated [insert date of this letter]

do not accept the terms of the Legal Aid Agency's offer of the Further Extension as detailed in this letter dated [insert date of this letter]

Tick appropriate box

For avoidance of doubt the offer of the Extension applies to all contracted offices

Signed byDate

Signed byDate

By signing the above, you acknowledge and agree to be bound by the terms of the offer of the Extension and the terms and conditions of the Contract as varied by the same.

This offer of the Extension must be signed for you by a person who can bind you to it. If you are a partnership, a partner must sign. If you are a sole practitioner solicitor, the sole practitioner (principal) must sign. If you are a company, a director must sign. If you are a limited liability partnership, a designated member must sign. If you are an unincorporated charity, two trustees must sign.