**HORT INNOVATION** DELIVERY PARTNER RESOURCE

**Change to Contracting Party during the Term of the Contract**

The following checklist is a guide to assist delivery partners where a Business Name, Company Number or
ABN changes when under Contract with Hort Innovation.

*Hort Innovation internal note only: The**Procurement Team must provide the information set out below to the Legal Team. It is the responsibility of the Process Owner to ensure that all sections below are completed.*

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| **Focus** | **Requirement** | **Yes/No** | **Comment (Hort Innovation only)** |
| **Legal** | 1. Have the new Business Name/entity details been provided to Hort Innovation?
2. The delivery partner must provide evidence of change (e.g., certificate of change of Business Name, ASIC extract or any other information that is reasonably required by Hort Innovation)

*(Hort Innovation internal note only: The Procurement Team must check against ASIC records)* |  |  |
| 1. New contact details have been provided including physical address *(Note: this must not be a PO box)*
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| 1. Has the ABN/ACN been checked? ABN/ACN must be checked against ASIC register
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| 1. Correct addresses for notices: must be checked against ASIC register
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| **Insurance** | 1. Has an updated insurance Certificate of Currency (CoC) been provided?
2. Does the new CoC cover all required insurances set out in the Contract?
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| 1. Are the Business Names on the Insurance Certificates the same as the new name?
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| 1. Are the Certificate of Currencies just Cover Notes? If so, the Procurement Team needs to request that the CoC is provided
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| **IntellectualProperty(IP)** | 1. Is any Intellectual Property (IP) affected by the transfer to the new Company? If so, provide details
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| 1. Is IP being transferred to the new Company or Hort Innovation? Please provide details
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| **Resourcing** | 1. Have there been any changes to the key personnel delivering the project? If so, a full list must be provided and approved by Hort Innovation
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| **Other** | 1. Does the new entity create a conflict of interest position in entering this Contract?
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| 1. Does the Contract require any amendment?
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| 1. Other information: provide details
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