**Change Request No. […/yyyy]**

**To the Specific Contract […/yyyy]**

**LIS.**

**under Framework Contract** *No. LISA/2016/RP/01*

Having regard to Article I.4.1 of FWC No. LISA/2016/RP/01, signed by the eu-LISA and the contractor, eu-LISA requests the execution of the change request described here below:

1. Background (reasons for the change)

[…]

1. Change content / definition of the change

[…]

1. Schedule (by when the duty has to be executed / impact on the MPS)

[…]

1. Acceptance criteria

[…]

1. Payment schedule (ex.: instalments, payment at the end of the contract)

[…]

1. Does the change impact the price? If yes, please indicate how. (Note: the change could have a negative or positive price impact)

[…]

|  |  |
| --- | --- |
| For the **contractor**,  [insert name]  Signature \_\_\_\_\_\_\_\_\_\_\_\_ | **For eu-LISA,**  Project Officer  [insert name]  Signature \_\_\_\_\_\_\_\_\_  Authorising Officer (\*)  [insert name]  Signature \_\_\_\_\_\_\_\_\_ |
| Done at [ … ] on [… ] | Done at [ … ] on […] |

**(\*)** Change Requests shall be considered as validly issued only if counter-signed by the Agency authorising officer.