



PETROLEUM COMPANY OF JAMAICA LIMITED

Fuelling your World with Excellence!

August 30, 2022

TO: Mr. Matthew Bryan – Website Developer

FROM: PETCOM – Legal Department

SUBJECT: Website Design Agreement dated August 25, 2022

Upon review of the contract, there are a few amendments/additions which we believe would be of great benefit to both you and Petroleum Company of Jamaica Limited (“PETCOM”) to ensure that both Parties are satisfied under the Agreement.

PETCOM’s desired amendments/additions to the contract:

1. The wording of the clause titled **“Parties”** is unclear as it states “... is entered into on August 2022, by and between date to be December 2022, ...”.
 - a. Does this mean that the agreement should be entered into between these dates; or
 - b. Does this mean that the contract will be for the period of August to December 2022?

If it’s the latter, we suggest that the Agreement be for a period **of one (1) year**.

2. We believe it would be useful to PETCOM if you could provide us with more detailed service descriptions in the Agreement. The clause titled **“Description of the Project”** states that you will provide “maintenance, updates and upgrades for the website” and it would be beneficial if you could provide further descriptions to help us understand what is included in our Agreement for clarity.

3. The clause titled **“Price and Payment”** would also benefit from some clarity surrounding costs and payment methods. We think the Agreement would benefit from the following:
 - i. Provide a figure for the monthly rate and have it stated in writing for completeness of the Agreement;
 - ii. When the money should be paid, i.e., at the beginning of month or the ending, and the method of payment required;
 - iii. A breakdown of costs for the services, i.e., whether your services are at an hourly rate or a base rate for the month if any services need to be obtained by PETCOM.
 - iv. We would also like to know whether there are any services which would attract an additional cost.
4. We would like to include a dispute resolution clause into the agreement in case an issue arises during the Agreement period.
5. A termination clause should also be included in the agreement. This would state that either party can terminate the agreement with an agreed upon notice period and the notice must be in writing by either party.
6. A clause should be inserted that states that if the contract is terminated, PETCOM will not lose the right to use the website, i.e. it should not be deleted or altered in any way and PETCOM should still have access to said website.

Let us know your thoughts on these amendments as soon as possible to execute the Agreement.