**LEGAL & REGULATORY CONTRACTS PROCESS WORK FLOW**

1. **Legal Process Work Flow for Non- Standard Contracts**
2. User Department send instructions together with the fully approved business case justification and KYC documents. At the time of sending instructions the User Department should have reviewed any technical and commercial aspects of the contract.

2. Legal drafts/reviews contract based on the received instructions/ initial contract from User Department.

3. Drafted or reviewed contract is shared with User Department for review and comments.

4. Legal consolidates comments from User Department and prepares final draft.

5. Final draft is shared with User Department who then shares with Supplier/Customer for comments. Legal can be looped in at this point to liaise with the Supplier/Customer.

6. Legal reviews the comments/amendments from Supplier/Customer and finalises the contract

7. Final execution version is shared with user department to facilitate sign off.

8. For internal sign off, the User Department fills Contract Authorisation Form (CAF) prior to handing over to Legal to verify and approve the agreement which then is taken to the authorised signatory for signing.

**Estimated timelines: 16 Hours-32 Hours depending on complexity and availability of proper documentation.**

1. **Legal Process Work Flow for Standard Contract**
2. User Department shares signed CAF and signed contract by Supplier/Customer. Note that sometimes the customer or supplier will request that WBS entities sign first before they can sign.
3. Legal reviews the standard contract to ensure no changes and approves CAF.
4. Legal shares approved CAF with the User Department to share with the final authorised signatory for each business unit.
5. Final approver may either approve CAF and sign contract or request for more information or reject CAF and contract all together.
6. Legal shares signed contract and CAF with User Department or Final approver’s comments where more information is required, or contract rejected.

**Estimated timelines: 8 Hours- 16 Hours.**

1. **Legal Process Work Flow for Contract Amendment (standard & nonstandard contracts)**
2. User Department shares signed contract together with instructions for Amendment.
3. Legal drafts Addendum/Deed of Variation and shares with User Department for comments.
4. Legal consolidates comments from User Department and prepares final draft, if any.
5. Final draft is shared by User Department with Supplier/Customer for comments (legal can be looped in at this point).
6. Legal consolidates comments/amendments from Supplier/Customer, if any.
7. Final execution version is shared for signing.

**Estimated timelines: 8 Hours- 16 Hours**

1. **Legal Process Work Flow for Contract Termination**
2. User Departments issues instructions to Legal to terminate contract.
3. Legal consults Finance/User department on any pending payments/obligations under contract.
4. Legal drafts termination letter based on terms of the contract and shares with User Department.
5. User Department sends the notice to the affected party and shares an acknowledged copy with Legal.

**Estimated timelines: 8 Hours -16 Hours.**

1. **Contract storage/record management**
2. Fully signed contract to be forwarded to Legal immediately upon being signed by Supplier/Customer.
3. Contract to be scanned and saved in the Legal Shared Folder.
4. Hard /soft copy contract to be filed by Legal.
5. Where contract has not been received by Legal even after signing, automatic weekly reminders to User Department until such time that signed contract is uploaded.

**Estimated timelines:** Immediately upon receipt from User Department/Supplier