**WORK ORDER FOR PROJECTS – FIXED ASSETS VERIFICATION – OTHER REGIONS**

entered into by and between

**TIGER CONSUMER BRANDS LIMITED**

Registration Number: 1972/006590/06

(hereinafter referred to as “**Customer**”)

and

**SAUTECH PTY LTD**

Registration Number: 2003/006814/07

(hereinafter referred to as “**Service** **Provider**”)

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1. RECITAL

This Work Order is concluded in terms of and governed by the Purchase Order Terms and Conditions between Tiger Consumer Brands and Sautech (Pty) Ltd (“the Parties”) hereinafter called the "**Agreement**".

1. DEFINITIONS

Unless the context otherwise provides, any terms used in this Work Order and for which no definition is provided in this Work Order, shall bear the meaning ascribed thereto as defined in the Agreement (and cognate terms shall bear corresponding meanings). In addition, the following definitions apply to this Work Order:

* 1. "**Acceptance Criteria**" shall bear the meaning ascribed thereto in the Agreement and specifically means the acceptance criteria set forth in Schedule 2 hereto;
  2. "**Deliverables**" shall mean the Deliverables set forth in Schedule 2, which are to be developed as part of the Services;
  3. "**Milestones**" shall mean the milestones and/or milestone dates as set forth in Schedule 2 hereto;
  4. "**Project Plan**" shall bear the meaning ascribed thereto in the Agreement and specifically means the baseline project plan setting forth the timeframes and Milestones for the Services and Deliverables, and is attached hereto as Schedule 5, as such plan may be updated and/or amended by the Parties in accordance with the Change Control Procedure;
  5. "**Services**" shall mean the specific services to be provided by the Service Provider as set forth in Schedule 1, as may be amended in writing in accordance with the Change Control Procedure;
  6. “**Solution/Software**” shall mean SQL Database to perform Physical Asset Verification between the current FAR and the Audit
  7. "**Work Order Start Date**" shall mean 12 August 2024, being the date on which this Work Order will commence; and

1. BACKGROUND
   1. The proposal is based on performing a physical asset verification on the client list locations provided by Tiger Brands – Appendix A
   2. The Rest of the Regions physical verification project aims to be completed by 23 May 2025
2. DURATION OF WORK ORDER
   1. This Work Order will commence on the Work Order Start Date and shall endure until the 31 May 2025 or until the Milestones and Deliverables relating to this Work Order have been Accepted and signed-off by the Customer.
   2. The Customer shall be entitled to terminate this Work Order upon 14 (fourteen) days written notice to the Service Provider subject to payment of any early termination fee which may be stipulated in Schedule 3 of this Work Order.
   3. In the event of a termination or expiration of this Work Order, the Service Provider shall provide the Termination / Expiration Assistance as stipulated in the Termination Plan contained in Schedule 3 hereto.
3. SCOPE OF THE SERVICES
   1. As of the Work Order Start Date, the Service Provider shall carry out the Services and provide the Deliverables within the timeframes and Milestones detailed in the Project Plan, on the terms and conditions of this Work Order, all as read with the terms contained in the Agreement.
   2. The scope of the Services and the Service Provider's responsibilities with regard to same are contained in Schedule 1 hereto.
   3. For the avoidance of doubt, all Deliverables furnished by the Service Provider hereunder shall be subject to Acceptance testing in accordance with the Acceptance Criteria and on the terms contained in the Agreement, and as described in Schedule 2 hereto.
   4. Customer's Retained Responsibilities shall be set forth in Schedule 2 hereto.
4. PROJECT PLAN

The Service Provider represents that it shall provide the Services and deliver the Deliverables in the most cost-efficient manner and in accordance with the required timeframes and Milestones as indicated in Schedule 5.

1. REMUNERATION AND PAYMENT TERMS
   1. The Remuneration for this Work Order is set forth in Schedule 4 hereto.
   2. The Remuneration shall be payable in the timeframes set forth in Schedule 4 hereto.
   3. The payment terms as contained in the Agreement shall apply with regard to payment of the Remuneration by the Customer.
2. INTELLECTUAL PROPERTY

The details of all Service Provider Proprietary Material and Third Party Proprietary Material incorporated into the Deliverables shall be as set forth in Schedule 8.

1. KEY SERVICE PROVIDER PERSONNEL

Key Service Provider and Approved Subcontractor Personnel positions and names of Key Service Provider and Approved Subcontractor Personnel which apply to this Work Order are set forth in Schedule 6 hereto.

1. GOVERNANCE REQUIREMENTS

For the purposes of this Work Order, the Parties agree that they shall adhere to the governance requirements set forth in Schedule 7 hereto.

1. TERMINATION PLAN

In accordance with the Customers prevailing change control policy, the Parties agree that the Termination Plan for the purposes of this Work Order shall be as set forth in Schedule 3.

1. COSTS

Each Party shall bear its own expenses regarding the negotiation, implementation, conclusion and management of this Work Order.

1. GENERAL
   1. This Work Order is an agreement between the applicable Parties and, except for the Customer Affiliates and any Third Party who may be the subject of an indemnity provided under the Agreement, confers no rights upon any of such Parties’ Personnel, agents, or contractors, or upon any other person.
   2. The Parties agree that this Work Order shall not be valid unless signed by an authorised signatory of the Customer. The Customer’s company secretary or the office of the Chief Information Officer shall upon request furnish the Service Provider with such documentation as may reasonably be required by the Service Provider to establish the authority of the proposed authorised Customer signatories.
   3. The Parties further agree that this Work Order shall not be valid unless signed by an authorised signatory of the Service Provider. The Service Provider shall upon request furnish the Customer with such documentation as may reasonably be required by the Customer to establish the authority of the proposed authorised Service Provider signatories.
   4. This Work Order may be executed in counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same Work Order as at the date of signature of the Party last signing one of the counterparts.

|  |  |  |
| --- | --- | --- |
|  | **SAUTECH (PTY) LTD** | |
| Signature: |  |  |
|  | who warrants that he / she is duly authorised thereto | |
| Name: |  |  |
| Date: |  |  |
| Place: |  |  |
| Witness: |  |  |
| Witness: |  |  |

|  |  |  |
| --- | --- | --- |
|  | **TIGER CONSUMER BRANDS LIMITED** | |
| Signature: |  |  |
|  | who warrants that he / she is duly authorised thereto | |
| Name: |  |  |
| Date: |  |  |
| Place: |  |  |
| Witness: |  |  |
| Witness: |  |  |

SCHEDULE 1: SCOPE OF WORK

1. **SCOPE OF SERVICES OVERVIEW**
   1. Based on the requirements, the following components are regarded as in scope services:

* conducting a physical walkthrough at each of the Customer’s sites as stipulated in Appendix A to identify, tag as required and create an inventory of the Customer’s in-scope IT Assets in Appendix C;
* conducting a remote validation of Customer’s sites as stipulated in Appendix B to create an inventory of the Customer’s in-scope IT Assets in Appendix C;
  + An asset will be classified on any of the components in Appendix C as a unique asset.
* travel to Customer’s sites to verify the Customer’s IT assets as reflected in Appendix A
* implement physical verification processes for remote working employees;
* identify and inventory assets lying dormant on the site floor, in cupboards or offices

Auditors will assist with collection of unattended assets as classified above and the site manager is required to store these. Auditors will keep a list of identified assets.

* reconciling the inventory, created by the Service Provider at each of the Customer’s sites, with the FAR;
  + complete an inventory to FAR and FAR to inventory reconciliation; conducting a comparison of the electronic inventory captured to the Fixed Asset Register, using the serial number of the IT Asset.
  + conducting a comparison of the Fixed Asset Register to the electronic inventory captured to identify items that cannot be matched
* providing an outcome of the analysis for the Customer to accurately amend / rectify the FAR;
* highlighting data irregularities in the Fixed Asset Register:
  + Incorrect Useful life
  + Incorrect Descriptions
  + Incorrect Asset Type descriptions
* providing a structure and setup for the project, which shall include, but not be limited to, arranging and/or attending project set up meetings with the Customer’s key stakeholders to discuss scope and time frames with respect to the project, structure setup for verification of assets and financial purposes, ensuring the setup of a detailed project plan, and attaining accurate information from the Customer to effectively manage the entire project;
* verifying the physical location and existence of the Customer’s IT assets, data capturing of such IT assets, and providing the Customer with a condition assessment of the IT asset;
* providing and emailing the Customer with electronic inventory sign off sheets in PDF and Excel format;
* installing barcoded labels on the IT assets only where the IT asset does not already have a label or tag affixed to it or the asset ID is not visible or damaged. The Service Provider will supply barcoded labels if required and shall not exceed 1000 (one thousand) labels in total unless otherwise agreed to by the Parties in writing. The format of the labels will be agreed between the Service Provider and Customer.
* The Customer lists were emailed to the supplier that contains relevant information.
* The assets are to be scanned into a specified agreed format as presented in Appendix C.
  1. The following elements are regarded as out of scope and are therefore excluded in this project:
* Regions outside of Gauteng; and
* Assets not classified or specified under Appendix B.

1. **SCOPE REFERENCE POINTS**

The Service Provider response was prepared against the following reference documents baselines and principles:

* 1. Documentation Baseline Reference

The following documents are considered as reference documents to this Works Order (WO) and such forms the documentation baseline for the WO:

* + 1. Sautech External Proposal Tiger Brands – Phase 2.v1\_28JAN25.pdf; and
    2. Tiger Brands\_physical verification of IT Assets\_Requirements document.xlsx.

1. **PROJECT DEFINITION**

The Service Provider understanding of the project definition, both from the documentation stated in section 2.1 above, as well as previous engagements with the Customer is as follow:

* 1. Project Vision
     1. The vision of the asset verification project is to update the fixed asset register with the audited physical verification project undertaken by The Supplier.
  2. Project Objectives
     1. To accurately consolidate and verify physical asset records with our current Fixed Asset Register (FAR), ensuring data integrity, operational efficiency, and compliance with asset management policies. This project aims to streamline asset tracking processes, reduce discrepancies, and provide a comprehensive and up-to-date inventory report.
  3. Project Benefits
     1. Improved Accuracy: Enhanced reliability of asset data, reducing errors and discrepancies in the FAR;
     2. Operational Efficiency: Streamlined processes for tracking and managing physical assets, saving time and resources;
     3. Regulatory Compliance: Ensures adherence to asset management policies and compliance with financial reporting standards;
     4. Cost Savings: Better asset utilization and reduced risk of asset loss or misallocation, leading to potential cost reductions; and
     5. Informed Decision-Making: Provides a solid foundation for strategic planning and investment decisions based on accurate asset information.
  4. Project Constraints

The following possible constraints have been provisionally identified and must be considered during the detail planning process:

3.4.1 The following items as been classified as a risk to the project:

* Client lists not accurate
* Clients not available for Audits to take place

*Diagram is based on (0 being low, 5 being high)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Description | Probability | Impact | Ratio | Contingency Plan |
| Accurate Lists | 4 | 5 | 9 | More Audit Staff to be allocated in pre-list Build |
| Unavailability | 3 | 3 | 6 | Client Communication to happen in advance |

* 1. Project Dependencies

|  |  |  |  |
| --- | --- | --- | --- |
| **Dependency** | **Project Task/Deliverable** | **Party Responsible** | **Party to Support** |
| VAR Supplied | 20 April 2025 | The Customer |  |
| Site List Signoff | 20 April 2025 | The Customer |  |
| Audit Software | 30 April 2025 | The Supplier |  |
|  |  |  |  |
| SQL Data Design | 20 Aprilt 2025 | The Supplier |  |

* 1. Project Assumptions

The Customer makes the following assumptions regarding the Service Provider and the Project:

* + 1. the Service Provider is adequately skilled, knowledgeable and competent to render the services;
    2. the Service Provider has access to all the necessary equipment in order to render the services;
    3. the Service Provider shall take all reasonable steps and measures to ensure that it exercises its duties in terms of this Work Order to the best of its ability;
    4. the Service Provider shall meet the project objectives within the agreed time and financial constraints as set out in this Work Order;
    5. the Service Provider shall abide by any and all policies and procedures implemented at the Customer’s sites where the Services are to be rendered, including, but not limited to, security and safety protocols;
    6. the Service Provider shall immediately notify the Customer, in writing, should the Service Provider become aware of an event of any nature, which shall, or appears to be reasonably likely to, cause a failure or disruption in the rendering of the Services;
    7. that the Service Provider fully understands the Scope of Work required in terms of this Work Order; and
    8. the Service Provider shall exercise its duties in terms of this Work Order in a manner that does not adversely affect or interfere with the operations of the Customer, which may result in the Customer suffering any loss or damage.

1. **CUSTOMER RETAINED RESPONSIBILITIES**

|  |  |
| --- | --- |
| **Project Phase** | **Responsibility** |
| **Data Provision** | Ensure timely and accurate provision of all relevant asset data, including current records in the Fixed Asset Register (FAR) and any historical data necessary for verification. |
| **Access Facilitation** | Grant necessary access to physical locations and assets for verification purposes, including coordination with site personnel. |
| **Communication** | Maintain clear and open lines of communication with the project team, providing prompt responses to inquiries and requests for information. |
| **Resource Allocation** | Allocate appropriate internal resources, including personnel and time, to support the verification and consolidation processes. |
| **Compliance Adherence** | Ensure all internal policies and regulatory requirements related to asset management and verification are communicated and adhered to during the project. |
| **Issue Resolution** | Promptly address and resolve any discrepancies or issues identified during the verification process, in collaboration with the project team. |

1. **SERVICE PROVIDER RESPONSIBILITIES**
   1. The Service Provider must comply with the obligations assigned to it in terms of this Work Order at all times and undertake to do all such things and perform all such acts to the giving of effect to the purposes of this Work Order. The Service Provider will make special effort to communicate effectively and give advance notice on the execution of the project plan.

SCHEDULE 2: DELIVERABLES

1. **DELIVERABLES OVERVIEW**

This project will deliver a consolidated and verified Fixed Asset Register (FAR) with accurate and up-to-date asset data, a comprehensive report detailing discrepancies and resolutions.

1. **MILESTONE DELIVERABLES**
   1. Deliverables Table

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestone** | **Deliverable** | **Primary Stakeholder** | **Secondary Stakeholder** | **Customer Sign-off Required** |
| Physical Verification | Completed Verification (count) | Service Provider | The Customer | No |
| Remote Verification | Completed Verification (Remote) | Service Provider | The Customer | No |
| FAR vs Audit | Excel Document | Service Provider | The Customer | Yes |
| Reporting | Report Document | Service Provider | The Customer | Yes |

The “Primary stakeholder” is the main driver in the execution of the deliverables and is responsible for providing the template and drafting the content of the underlying documentation. The “Secondary stakeholder” assists in the execution of the deliverable by timeously providing the required resources and the inputs for the content of the underlying documentation.

* 1. Project Management Deliverables

|  |  |  |  |
| --- | --- | --- | --- |
| **Milestone** | **Deliverable** | **Primary Stakeholder** | **Due Date** |
| Document Design for Remote Employees | Audit Document | The Supplier | 10/042025 |
| Asset Tags Design and Printing | Asset Tags | The Supplier | 10/04/2025 |
| Logistics and Site Dates | Project Plan | The Supplier | 20/04/2025 |
| Supply of FAR | Excel Document | The Customer | 15/04/2025 |
| SQL Database Design | Development | The Supplier | 20/04/2025 |
| Physical verification Start | Physical Verification | The Supplier | 05/05/2025 |
| Physical verification complete | Excel Document | The Supplier | 23/05/2025 |
| Reporting and Project Completion | Documentation | The Supplier | 30/05/2025 |



1. **ACCEPTANCE CRITERIA**
   1. The Service Provider will ensure that:
      1. Inventories captured per site are shared with the Customer representative (s) for sign-off
      2. The outcome of the physical inventory to the Fixed Asset Register comparisons are presented and signed off by the Customer representative (s).

SCHEDULE 3: TERMINATION PLAN

1. **OBJECTIVE**

The main objectives of this plan are as follows:

* 1. To outline the solution handover process in the event of termination of the work order; and
  2. To outline the keys stakeholders that will be part of the termination plan.

1. **PROCESS**

The proposed process, as follows:

* 1. The process is a 3 (three) week process that would include the following steps.
     1. An official handover session/workshop with the new vendor. The workshop would outline the solution architecture and supporting infrastructure. Workshops will be conducted by the relevant Service Provider representative (s).
     2. The handover of solution support documents to the new vendor which would outline the existing solution support process and solution access credentials.
     3. A handover and support period that would facilitate the smooth handover of the solution to the new vendor.

1. **TERMINATION DELIVERABLES**
   1. Solution manuals and support documents.
2. **TERMINATION FOR CONVENIENCE – COST ITEMS**
   1. The Customer shall be liable to pay to the Service Provider the following early termination charges:
      1. the charges that are applicable to Services provided and/or completed up to the date of termination that have not previously been paid by Customer to the Service Provider and;

SCHEDULE 4: REMUNERATION

1. **FEES SUMMARY**

Please note that the Overrun Assets are not calculated into the total fee. As these are the numbers that was provided. The asset estimations, should the auditors encounter less that the estimations, we, however in good faith will allow a 10% overrun on assets that will not be charged for. The same then will apply if we find/audit less assets than the provided number. All Quoted Amount exclude 15% VAT

The Deliverables and Payment Plan:

* Application and Database that will host and contain all finalized audit data
* Reporting document on the project
* Exported CSV file containing all audited information
* Fixed Asset Verification Database and Report

The Service Provider will notify the customer in advance (before 60% of the quoted cost per line is breached) of any expected cost increments prior to being incurred. The Service Provider will:

1. Provide the customer with regular updates on asset volumes Inventoried vs the Estimate

2. Notify the customer of km travelled after each site visit

3. Notify the customer of any expected deviations to costs

Additional costs will only be incurred upon signature of an amendment to the Work Order.

It is agreed that the customer will provide payment for the above services rendered after signoff within 60 Business days.

1. **PAYMENT SCHEDULE**

The Customer shall pay undisputed amounts in relation to this Work Order, to the Service Provider 60 (sixty) days from date of invoice. The Services rendered will be billed monthly in arrears after sign-off of each completed Milestone.

The invoice will include the following:

* 1. Date of service rendered
  2. Description of milestone services rendered
  3. Duration of invoice
  4. Purchase Order number provided to the Service Provider by the Customer
  5. The Service Provider’s VAT registration number

1. **DISBURSEMENT APPROACH**

The Customer will generate a Purchase Order against which the Service Provider will generate an invoice and submit via email to [IT.Vendors@tigerbrands.com](mailto:IT.Vendors@tigerbrands.com)

1. **RESOURCE RATES AND TIME ALLOCATION**

The rates basis applicable to any new WO’s and current WO Change Notes (CCN) will be based on the Rate Card stipulated hereunder:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Description** | **Qty** | **Unit Price** | **Total (Ex Vat)** |
| **Asset Verification** | **Verification of all Assets at Tiger Sites**  (a Desktop and a Monitor is classified as 2 separate assets) | 2359 | R 25,00 | R 58 975 |
| **Reconcile Assets** | **Reconcile Assets to FAR, Write Offs, Uploads etc.** | 1 | R 65 000 | R 65 000 |
| **Disbursements & Breakdown** | (Estimated Printing, Stationary et, Scanner Batteries) | 1 | R 7500 | R 7500 |
| Labor (Including Travelling time) | 1 | R 45 000 | R45 000 |
| **Travel** | Travelling (KM from base to and fromsites), Flights, Accommodation, Out of  Town, Allowances etc. | 1 | R103 600 | R103 600 |
| **Asset Tags** | Asset tags - 38mmx14mm -Photo etched Permaflex Silver self-stick. Including Company Name Black and White(Assets tags Qty | **1 000** | R 3800 | R 3800 |
| **Project Management** | Project Management - Manage of Project as well as Report on daily weekly basis on progress and any challenges | 1 | R48 000 | R48 000 |
| **Total Cost** | | | | R331 875 |

SCHEDULE 5: PROJECT PLAN

1. **PROJECT PLAN**

|  |  |  |  |
| --- | --- | --- | --- |
| **Milestone** | **Deliverable** | **Primary Stakeholder** | **Due Date** |
| Document Design for Remote Employees | Audit Document | The Supplier | 10/042025 |
| Asset Tags Design and Printing | Asset Tags | The Supplier | 10/04/2025 |
| Logistics and Site Dates | Project Plan | The Supplier | 20/04/2025 |
| Supply of FAR | Excel Document | The Customer | 15/04/2025 |
| SQL Database Design | Development | The Supplier | 20/04/2025 |
| Physical verification Start | Physical Verification | The Supplier | 05/05/2025 |
| Physical verification complete | Excel Document | The Supplier | 23/05/2025 |
| Reporting and Project Completion | Documentation | The Supplier | 30/05/2025 |

The Audit Dates per site will be shared to the respective parties on the Logistics and Site Dates (20/05/2025)

SCHEDULE 6: KEY SERVICE PROVIDER PERSONNEL

1. **KEY SERVICE PROVIDER PERSONNEL TABLE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Role** | **Resource Name** | **Brief Role Overview** | **% / months Allocation** |
| Project Owner | Riaan van Jaarsveld | Overall Responsibility | Entire Project |
| Project Manager | Charlaine Marnewick | Project Manager | Entire Project |
| SQL Developer | Smitesh Jiva | Custom Developer for Matching | Entire Project |
| Compliance | Lindie Taljaard | Compliance Officer | Entire Project |
| Data Capturing | Lerayne Smith | Data Capturing Lead | Entire Project |
| Auditor |  |  | Entire Project |
| Auditor | Robert Gerry | Auditor (Onsite) | Entire Project |
| Auditor | Cheree Bester | Auditor (Remote) | Entire Project |

SCHEDULE 7: GOVERNANCE

The full governance of the engagement will be defined in the Project Charter and will include the below:

1. **RISK MANAGEMENT APPROACH**

Risk mitigation will be defined in the Project Charter.

1. **COMMUNICATIONS APPROACH**

The communication approach will be defined in the Project Charter

1. **CHANGE MANAGEMENT APPROACH**

Any request that deviates from the agreed requirements, timeline, cost and scope will be raised by the project managers as a project change request, approvals of the said change request will be discussed and approved by the Steering Committee.

SCHEDULE 8: INTELLECTUAL PROPERTY

|  |  |
| --- | --- |
| **Part A** | **SERVICE PROVIDER INTELLECTUAL PROPERTY** |
| Service Provider’s Proprietary Material |  |
| Source Code Material with respect to licensed software, supported software and/or Intellectual Property |  |

|  |  |
| --- | --- |
| **Part B** | **THIRD PARTY PROPRIETARY MATERIAL AND DERIVATIVE WORKS** |
| Third Party Proprietary Material (and/or any Derivative Works thereof), systems, and processes |  |

|  |  |
| --- | --- |
| **Part C** | **CUSTOMER THIRD PARTY-ASSIGNED SOFTWARE** |
| Third Party Proprietary Material where the licence agreement is ceded and assigned to Service Provider by Customer |  |

SCHEDULE 9: CCN TEMPLATE

The Change Control Process will be driven through the Customer’s Project Change Request (“PCR”) document which will be shared with the Service Provider as and when required.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Change Order # \_\_\_\_\_\_**  **To Statement of Work #\_\_\_\_\_**  **Between Tiger Brands**  **and Cronus (“Service Provider”)** | | | | | | |
| **Effective Date:** | Project #: | | Project Name: | | | Project Manager: |
| **Impact**  The amounts of this Change Order are an addition to those previously approved in the above referenced Statement of Work. | | | | | | |
| **Additional Service Cost:** | | Additional Expense Cost: | | | Additional Total Cost: | |
| End Date: | |  | | | Additional Hours: | |
| Synopsis of Requested Change: | | | | | | |
| Supporting Documentation Attached? [ ] Yes [ ] No | | | | | | |
| **Change Order Approval**  The Statement of Work as previously amended and this Change Order, constitute the complete and exclusive agreement between the parties hereto with respect to the subject matter hereof. | | | | | | |
| Cronus | | | | Tiger Brands | | |
| By: | | | | By: | | |
| Name: | | | | Name: | | |
| Title: | | | | Title: | | |
| Date: / / | | | | Date: / / | | |

**SCHEDULE 10: APPENDICES**

Appendix A – Sites and Estimated volumes

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Region** | **Province** | **City/Town** | **Physical Address** | **Type** | **Volume** |
| Cape Town | Western Cape | Ashton | 1 Main Road, Ashton (Cnr of Main & Station Str.) | Manufacturing | 449 |
| Potchefstroom | North West | Potchefstroom | 4 Curlewis Street, Potchefstroom / 16 Ikageng Rd, | Manufacturing | 215 |
| Durban | Kwa Zulu Natal | Jacobs | 36 Philip Frame Road, Jacobs, Durban | Manufacturing | 209 |
| Bloemfontein | Free State | Hennenman | Dr van der Bijl Street, Hennenman | Manufacturing | 125 |
| Cape Town | Western Cape | Bellville | Sacks Circle, Bellville | Manufacturing | 122 |
| Durban | Kwa Zulu Natal | Pietermaritzburg | 230 Royston Road, Willowton, Pietermaritzburg | Manufacturing | 119 |
| Cape Town | Western Cape | Paarl | Jones Street, Suider Paarl | Manufacturing | 106 |
| Durban | Kwa Zulu Natal | Mobeni | 66 Leicester Road, Mobeni | Manufacturing | 106 |
| Durban | Kwa Zulu Natal | Pietermaritzburg | 50 Ohrtman Road, Willowton, Pietermaritzburg | Manufacturing | 99 |
| Cape Town | Western Cape | Maitland | 1 Product Street, Maitland | Manufacturing | 98 |
| Johannesburg | Mpumalanga | Secunda | Cnr Marthinus Pretorius & Carl Bosch Streets, Secunda | Manufacturing | 97 |
| Cape Town | Western Cape | Ndabeni | 3 Bayete Street, Ndabeni, Cape Town | Manufacturing | 86 |
| Polokwane | Limpopo | Musina | Pat Harrison Street, Musina | Manufacturing | 82 |
| Cape Town | Western Cape | Bellvile | 29 Durban Road, Bellville | Manufacturing | 75 |
| ~~Bloemfontein~~ | ~~Free State~~ | ~~Virginia~~ | ~~8 South Canal Street,Virginia~~ | ~~Depot~~ | ~~71~~ |
| Durban | Kwa Zulu Natal | Mobeni | 1400 South Coast Road, Mobeni | Manufacturing | 67 |
| Durban | Kwa Zulu Natal | Mobeni | 1061 South Coast Road, Mobeni | Manufacturing | 59 |
| Cape Town | Western Cape | Lutzville | Main Road, Koekenaap, Lutzville | Manufacturing | 45 |
| Polokwane | Limpopo | Marble Hall | 837 Agaat Street, Marble Hall | Manufacturing | 30 |
| Durban | Kwa Zulu Natal | Margate | Marine Drive, Manaba Beach, Margate | Depot | 24 |
| Johannesburg | Mpumalanga | Ermelo | 9 Dr Nicol Str, Industria, Ermelo | Depot | 14 |
| Potchefstroom | North West | Rustenburg | 10 Vanadium street, Rustenburg | Depot | 12 |
| Potchefstroom | North West | Klerksdorp | 21 Neutron Road, Klerksdorp | Depot | 11 |
|  |  |  |  | **Total** | **2250** |

Appendix B – Remote Sites and Estimated volumes

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Region** | **Province** | **City/Town** | **Physical Address** | **Type** | **Volume** |
| Bloemfontein | Free State | Bloemfontein | 258 Church (Oliver Tambo) Street, Hamilton, Bloemfontein | Depot | 10 |
| Port Elizabeth | Eastern Cape | Port Elizabeth | 6 to 8 Ruan Road, Green Bushes, Aldo Park Gate, Gate no2, Unit 6 to 8, Greenbushes, PortElizabeth | Depot | 10 |
| Potchefstroom | North West | Vryburg | 11 Malt Str, Vryburg | Depot | 10 |
| Cape Town | Northern Cape | Upington | 26A Industrial Rd, Upington | Depot | 9 |
| Cape Town | Western Cape | CapeTown internall Bellville | 89 Upper Montreal Drive, Airport City Cape Town / Faclon Crecent, Airport City CTN | Depot | 8 |
| Durban | Kwa Zulu Natal | Mobeni | 75A, Leicester Road, Mobeni | Depot | 7 |
| Potchefstroom | North West | Mafikeng | 46 Corrington street , Mafikeng | Depot | 7 |
| Durban | Kwa Zulu Natal | Empangeni | 3 3RD Street Empangeni Rail | Depot | 6 |
| Polokwane | Limpopo | Polokwane | 13 Industria Street , Polokwane, | Depot | 6 |
| Cape Town | Western Cape | Paarl | Alkmaar Street, Paarl | Depot | 5 |
| Johannesburg | Mpumalanga | Ermelo | 39 Chris De Villiers Rd, Nederlandpark, Ermelo | Depot | 5 |
| Durban | Kwa Zulu Natal | Ladysmirth | 48 Progress Road, Acacia Ville | Depot | 4 |
| Durban | Kwa Zulu Natal | Newcastle | 9 Kirkland St. Shop 6 Newcastle | Depot | 4 |
| Pretoria | Limpopo | Bela Bela | 2 industrial Road, Bella Bella | Depot | 4 |
| Cape Town | Western Cape | Container Link | Port Industrial Park, Off Nereide street, Paarden Eiland | Depot | 3 |
| Durban | Kwa Zulu Natal | Mount Edgecombe | 27 Siphosethu Road, Mount Edgecomb, KZN | Depot | 3 |
| Cape Town | Western Cape | Ndabeni | 5 Inyoni Street, Ndabeni, Cape Town | Depot | 2 |
| Cape Town | Western Cape | Worcester | 18B Field Street, Worcester | Depot | 2 |
| Polokwane | Limpopo | Marble Hall | 1004 Diamond Str, Marble Hall | Depot | 2 |
| Port Elizabeth | Eastern Cape | Port Elizabeth | 4 Bedford Street, RKA Industrial Park, Port Elizabeth | Depot | 2 |
|  |  |  |  | Total | **109** |

Appendix C – Asset Types

|  |  |  |
| --- | --- | --- |
| **Type** | **Sub-Type** | **Components** |
| Client | Endpoint | Laptop |
| Client | Endpoint | Desktop |
| Client | Mobile | IPad |
| Client | Monitor | Desktop monitor |
| Client | Monitor | LCD |
| Enterprise | Conference / meeting rooms | Projector |
| Enterprise | Server | Physical Server e.g. Branch offices |
| Enterprise | Network Infrastructure | UPS |
| Enterprise | Conference / meeting rooms | Video Conferencing equipment |
| Enterprise | Conference / meeting rooms | TVs |
| Enterprise | Conference / meeting rooms | Sound/Video Bar |
| Enterprise | Conference / meeting rooms | Keypad Panel |
| Enterprise | Conference / meeting rooms | Mic |
| Enterprise | Conference / meeting rooms | Camera |
| Enterprise | Conference / meeting rooms | Video bars |
| Enterprise | Conference / meeting rooms | Jabra devices (speakers) |

Appendix B – Inventory Scan fields

|  |  |
| --- | --- |
| Tiger Brands | |
| **Equipment Details** | **Details example** |
| Site Location | Head Office, Gauteng |
| Floor | Floor 1 |
| Location | Desk name / Number |
| Employee Name | Joe Soap |
| Employee Number | 33441 |
| Business Unit Name | Bakeries |
| Asset Type | Laptop |
| Asset Make | Dell |
| Asset Model | Latitude R541 |
| Asset Tag | 9VT66 |
| Serial Number | AA45N88G |
| Asset Status | In use / Not in use |
| Asset Condition | Bad/Fair/Good |