

PRIVATE & CONFIDENTIAL
Mr Murali Besta

22/12/17

Dear Murali,

I have pleasure in enclosing confirmation of your forthcoming assignment with AEGON. Thank you for choosing to work through Hays Specialist Recruitment Ltd. We will do our utmost to ensure that your assignment runs efficiently and smoothly and we will keep in regular contact with you throughout.

The schedule should be read in conjunction with the 'Terms of Assignment of Consultants via a Limited Company Contractor and Self-Billing Agreement' (PSCToA), which was sent to you separately. You should ensure that you have signed and returned a copy to us and retained one for reference as this will only be reissued should there be any changes to our standard terms. We will, however, send you a schedule each time your current assignment is amended (e.g. extensions, changes to other terms and so on). If you do not have a copy of the Terms of Assignment, please let us know and we will arrange for one to be sent to you

Submitting Timesheets

You need to submit timesheets for hours/days worked online via the Hays timesheets submission system, which can be accessed via the internet. The Client for whom you are working will authorise your submitted timesheet online. The process of submitting your timesheet online is quick and easy, reduces your postage cost, enhances security and guards against paper timesheets getting lost in the post.

Your Consultant will set you up to use our online timesheet system and you will receive log in and password details by email on the date you start the assignment. Please ensure you follow the instructions in the email carefully. Should you have any queries regarding the use of the online timesheet system, please contact the Hays Call Centre on 0844 800 0885. For other enquires, go to www.hays.co.uk/temps.

To assist you during your assignment please find two copies of your schedule. Please read them carefully before signing where indicated and return both copies to me for countersignature. I will then return one completed schedule to you for your records.

If you have any questions, please do not hesitate to contact us, and we wish you every success in your assignment.

Yours sincerely

Andrew Dennison
Managing Consultant
Recruiting experts in Information Technology

T: 01473 261901
E: Andrew.Dennison@hays.com

Cardinal House, 48 St Nicholas Street, Ipswich, IP1 1TP

THE SCHEDULE

Services Provided

Schedule to the Contract between Hays Specialist Recruitment and TANEVER SOLUTIONS LTD

The Client

The Specified Services are to be provided for AEGON UK Corporate Services, Pensions Administration Centre, 1 New Road, Churchgate, Peterborough, Cambridgeshire, PE1 1TT ("the Client").

The Supplier

The Specified Services to be supplied to AEGON UK Corporate Services by TANEVER SOLUTIONS LTD

The Project

The Specified Services are for the role of Senior Developer required by AEGON UK Corporate Services. The Project is based at the Client's premises at and may involve consultation with customers on various other AEGON sites.

Timetable and Targets

The Project is ongoing and the scheduling and scope of deliverables is often changed at short notice. The Client, in consultation with the Supplier, maintains a project plan and the Supplier shall take all reasonable steps to comply with and meet any agreed deadlines on this plan.

Duration

This Agreement runs from 08/01/18 until 08/06/18.

Hours

37.5 a week

Notice Period

Contractor Notice Period: 2 weeks

Client Notice Period: 2 weeks

Consideration

A rate of £450 (excluding VAT) Per Day will apply in all circumstances for the duration of this Agreement with the following exceptions;

If the Supplier cannot perform the services required during standard business days, due to circumstances beyond the Supplier's control, the services may be performed at the following rates:

Pay Element	Pay Element Details	Basic Contract Rate	Per
Premium		£450 (excluding VAT)	Per Day
		(excluding VAT)	

All fees are to be based on the actual time spent providing the Specified Services.

Invoices may include expenses, supported by receipts, where such expenses have been agreed in advance with the Client.

Invoices for services provided will be supported by weekly worksheets detailing the hours spent providing the Specified Services. These worksheets will be authorised by the Client's nominated representative.

SIGNATORIES TO CONTRACT HEREIN AND SCHEDULE

Please contact your consultant if you require any further information regarding:

- The experience, training, and qualifications required by our client for this position.
- Health & Safety: Yes - No Issues - See Window

Signed on behalf of Hays Information Technology



Name : Andrew Dennis

Date : 22/12/17

Signed on behalf of TANEVER SOLUTIONS LTD

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Name :

Date :

Contract No: 28922972
Generated Date: 22/11/2017

Issued By: Ipswich - St Nicholas Street

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Signed on behalf of Hays Information Technology



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Date : 22/12/17

Signed on behalf of TANEVER SOLUTIONS LTD

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Name :

Date :

Contract No: 28922972
Generated Date: 22/11/2017

Issued By: Ipswich - St Nicholas Street

Health & Safety Information

Under the Health & Safety at Work Act 1974 and the Management of Health & Safety at Work Regulations 1999, the client for which you are engaged on a contract for services, the employment business (Hays) and you the worker all have responsibility for their own Health & Safety and that of others who may be affected by their activities during assignments.

Hays fully support all the initiatives undertaken by the industries in which it is involved to further improve Health & Safety standards.

In order to ensure that you are aware of your responsibilities to comply with Health & Safety Regulations during an assignment, we have produced this document.

The compliance with Health & Safety regulations is the responsibility of the client to whom you have been introduced. Our responsibility lies in ensuring you have all the relevant Health & Safety information that you require to complete your assignment safely. This information we obtain from the client.

As a worker you should:

- Before starting an assignment make yourself aware of what Health & Safety information you require and where to get it.
- Check any Personal Protective Equipment that you are asked to provide and wear is suitable, complies with the relevant standards and is in good condition. Any other equipment that you are supplied with should also be checked.
- Ensure any qualifications, competence scheme cards and/or certificates regarding Health & Safety you hold are valid and current.
- If you have any medical condition that may prevent you from working safely, then inform the client and Hays immediately.
- Know the Health & Safety policy of the company for which you are working and abide by its procedures.
- Co-operate with all Health & Safety matters and follow all instructions given to ensure a safe system of work.
- Make yourself aware of the location of fire exits, extinguishers, first aid box and all other emergency arrangements for the area in which you are working.
- Be clear about the procedures for reporting of accidents, the people who should be contacted and telephone numbers of the emergency services.
- If you are involved in an accident ensure that Hays is made aware.
- Take all reasonable steps to safeguard your own safety and that of others affected by your actions.
- Keep your work area tidy.
- Be aware of the risks and dangers of working at heights, manual handling, lifting, poor floor surfaces and furniture, using display screen equipment, fire hazards, electrical wiring and appliances, working in confined spaces or excavations, handling hazardous materials and using electrical equipment, site vehicles or mobile plant.
- Report any dangers or risks to a representative of the client.
- Make sure you have the correct equipment to do your work safely.
- Do not operate tools, plant or equipment unless authorised and trained to do so; report any hazards or defects immediately.
- Construction (Design and Management) Regulations 1994. If your assignment involves responsibility for design you should make yourself aware of and execute your obligations as stated in the Regulations.