

APPENDIX VI

CONTRACT REVIEW CHECKLIST

Ref: _____

Check \checkmark if OK:

- Existence of a start date.
- Existence of an expiry date.
- Existence of the contract signature dates.
- Value of the contract is explicit.
- Schedule of payment is explicit.
- Method of payment is explicit.
- Contract is signed by the authorized persons from both parties.
- Stamps are affixed on each original copy of the contract and are signed over, or stamp duty is settled at the Ministry of Finance within the statutory deadline, as applicable.
- Attached documents (if any) are co-signed by persons at appropriate levels from both parties.
- Insurance policy exists (if required).
- Renewal clause is explicit and clear.
- Termination clause is explicit and clear.
- Approval of legal counsel exists.
- Confidentiality clause exists (if required).
- Justification for renewal exists (if applicable).

Reviewed by Contract Review Committee Member:

Name: _____

Date: _____

Signature: _____