Order Form

Order Details	
Order Reference:	xxx
Order Created:	xxx
Start Date:	xxx
End Date:	xxx
Account Manager:	xxx
Telephone:	xxx
Email:	xxx
Contract Fee Total (excluding Sales Tax):	**xxx**

	Invoice Details (update if incorrect)	Key Decision Maker
Company Name (Legal Name):	xxx	xxx
Name:	xxx	xxx
Job Title:	xxx	xxx
Contact Number:	xxx	xxx
Contact Email:	xxx	xxx
Address:	xxx	xxx
Purchase Order Number:	xxx	xxx
Tax ID (VAT,GST,TIN, ABN):	xxx	xxx
Tax Exempt:	xxx	xxx
Company Registration Number:	xxx	xxx

Terms and Conditions

PLEASE ENSURE ALL THE DETAILS ON THIS FORM ARE CORRECT AS INVOICES WILL BE ISSUED BASED ON THESE. PLEASE NOTE THIS IS NOT AN INVOICE.

By accepting this Order Form you are agreeing to the terms and conditions ("**Terms**") at https://risk.lexisnexis.com/corporate/dataservicesterms. This Order Form and the Terms prevail over any terms and conditions in a customer purchase order, whether dated or submitted before or after the date of this Order Form.

Payment Term: 30 days, Billing Frequency: One Time

Terms. Parts A (Core Terms), B (Data Terms), and F (Generative AI Product Terms) of the Terms apply to this Order Form. Brightmine may refuse any order. Defined terms used in this Order Form have the meanings given to them in the Terms. In the event of a

conflict between this Order Form and the Terms, this Order Form shall prevail. References in the Terms to "LNRS" are references to the Brightmine legal entity set out at the end of this Order Form.

Usage Rights. Authorized Users may use, reproduce, and share limited amounts of Licensed Content in the course of the Authorized User's role in fulfilling Customer's internal HR needs. Where the Product includes templates such as policies, handbook materials, letters, presentations, forms, posters, or other template documents, Authorized Users may freely use and reproduce such Licensed Content (including placing content on Customer's internal websites) in order to meet Customer's internal business HR requirements, notwithstanding any contrary provision in the Terms.

License Basis.

a. Authorized User License. Where the license type indicated above is "Authorized User License", only the exact number of Authorized Users stated on this Order Form are licensed to access the Product.
b. Consultancy License. Where this Order Form indicates that the pricing plan type for a Product is "Indirect", Authorized Users may (i) download and store a limited number of template documents and adapt templates for use in Customer client organizations, (ii) use Licensed Content in support of training within Customer client organizations. A "Customer client" is Customer's client to which Customer provides HR consultancy services. For the avoidance of doubt, Customer client personnel are not Authorized Users.

LexisNexis Content. Clauses 1 and 2 of the LexisNexis terms and conditions located at http://www.lexisnexis.com/terms/general.aspx apply to LexisNexis content within the Products and are incorporated in this Order Form by reference as if those clauses were set out here in full.

Pay Equity Analytics. Where this Order Form includes Pay Equity Analytics, Part E (Contributory Database Terms) of the Terms applies to the Pay Equity Analytics Product in addition to Part A (Core Terms) and Part B (Data Terms). Customer agrees to contribute materials and data using the functionality in the Pay Equity Analytics Product.

Pay Equity Analytics Project Management. Customer must appoint a project manager (the "Customer Project Manager") to act as point of contact between Brightmine and Customer in relation to Pay Equity Analytics. The Customer Project Manager has authority to contractually bind the Customer on matters relating to the delivery of the Product.

Pay Equity Analytics Data Contribution. Customer will provide Contributed Data by uploading it to Brightmine's online tool. Customer acknowledges that it is solely responsible for ensuring all Contributed Data has been correctly uploaded, tagged, labelled, or categorized within the tool, and sent to and received by Brightmine. Brightmine is not responsible or liable for checking Contributed Data or that it has been correctly uploaded or for errors or inaccuracies arising from contribution or labelling of data other than in accordance with Brightmine instructions. Customer agrees to exclude from Contributed Data (i) all names and all other personal data or personally identifiable information unless Brightmine expressly agrees to process such data on Customer's behalf, and (ii) all data or materials which relate to an individual person or which could otherwise identify or relate to an individual person. Brightmine will hold Customer's Contributed Data as Customer's Confidential Information and will not sell or distribute raw Contributed Data. Clause 2.1(e) of Part E (Contributory Database Terms), which gives Brightmine the right to distribute Contributed Data, is not relevant to the Product and does not apply.

Pay Equity Usage Rights. Customer may (i) freely circulate and use internally all Licensed Content from the Product (ii) use Licensed Content in its own or third party applications, without limitation, (iii) create Derived Data and materials, without limitation (iv) store Licensed Content indefinitely, and (v) share Licensed Content externally or with third parties, without limitation. The parties agree that the restrictions set out in Part B (Data Terms) are amended accordingly.

Legal Advice Service. If this Order Form includes the Legal Advice Service, the additional terms at https://hrcentre.uk.brightmine.com/legal-advice/terms/ apply and are incorporated in this Order Form by reference.

For and on behalf of [Customer]	
Signature:	

Name:	
Job Title:	
Date:	

Schedules

Schedule A

Products	
Product Name / Licensing Attributes	
HR & Compliance Centre UK Number Of Users: x; Account Confirmed FTEs: x; Pricing Plan: x	
HR & Compliance Centre UK - Legal Advice Number Of Users: x	
HR & Compliance Centre UK - Benchmarking - HR Metrics Customer's FTE count: x; Number Of Users: x	
Pay Equity Analytics EU - Comply Account Confirmed FTEs: x; Number Of Users: x	
Pay Equity Analytics EU - Pro Account Confirmed FTEs: x; Number of Regions: x; XHR Sector: x; Number Of Users: x	
Total Price:	**xxx**