

SUPPLIER TERMS

ISO 44001 Documents in Affinitext's Intelligent Document Platform

AFFINITEXT LICENCE TERMS AND CONDITIONS FOR THE FOLLOWING RELATIONSHIP(S):

RELATIONSHIP REF. NO.	RELATIONSHIP NAME

Relationship(s)

Affinitext (UK) Limited

Affinitext

– and –

Licencee

Date

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‘Call-Off Contract’ means the call-off contract between the Parties dated the date of the Order Form;

‘Document(s)’ means the standards and other documents and materials (in any form, including native files) that are provided by or on behalf of the Licencee to Affinix for inclusion in a Relationship and/or are hosted, processed, or made available through the Platform in connection with that Relationship, including any converted formats, conformed versions, extracts, and associated metadata/attributes generated or applied through the Platform;

‘Fees’ means the fees and charges payable by the Licencee to Affinix under this Licence, including (as applicable) Annual Licence Fees and optional module Fees, as per clause 5 and the Pricing Document, and any other fees agreed in writing between the parties;

‘General Terms’ means the Crown Commercial Service (CCS) General Terms for RM1557.15 as amended by the Framework Special Terms in the Framework Award Form, which creates the Framework Contract RM1557.15 G-Cloud 15;

‘Intellectual Property Rights’ means all present and future rights anywhere in the world in or to patents, inventions, copyright and related rights, moral rights, trademarks, service marks, trade names, domain names, designs, database rights, semiconductor topography rights, know-how, trade secrets and other confidential information, and all other intellectual property or proprietary rights (whether registered or unregistered), including applications for, renewals and extensions of any such rights;

‘Intelligent Document’ means an AffiniDocs document with the functionality set out in clauses 3.3.1 – 3.3.6;

‘Licence’ means these Supplier Terms, which are incorporated into the Call-Off Contract;

‘Lite Document’ means an AffiniDocs document with the functionality set out in clauses 3.3.2 – 3.3.6;

‘Order Form’ means the signed order form for the Call-Off Contract;

‘Platform’ means Affinix’s proprietary, cloud-based intelligent document platform, through which documents and data are hosted, processed, and made available to users, and includes the core AffiniDocs module and the optional AffiniAI, AffiniTag, and AffiniTask modules;

‘Pricing Document’ means Affinix’s G-Cloud pricing document, which is incorporated into the Call-Off Contract;

‘Relationships’ means the relationships listed on the cover page to this Licence;

‘Supplier Terms’ means Affinix’s G-Cloud supplier terms document, which is incorporated into the Call-Off Contract;

‘Term’ means the earlier of the date 4 years after the date of the Order Form, plus one or more extensions up to a maximum of 2 years in total, or the date of termination pursuant to Clause 13 (Ending the contract or any sub-contract) of the General Terms.

2 ESTABLISHING A LICENCE

The Platform will be accessed by users pursuant to a Licence.

Affinitext warrants to the Licencee that it will perform all its obligations under the Licence.

3 THE PLATFORM

3.1 Platform access

Affinitext will provide online access to the Platform for the Relationships covered by the Licence.

If the Documents for a Relationship have already been converted for another stakeholder, the Licencee is granted access to the Platform to those Documents to which it is a party or to which it is otherwise entitled or authorised to view.

If the Documents for a Relationship have not already been converted for another stakeholder for inclusion on the Platform, or does not otherwise contain all the Documents relevant to the Relationship, the Licencee must provide the Documents to Affinitext in Word, PDF or other native format for conversion into Intelligent Documents and/or Lite Documents (as applicable) and access will then be granted to those converted Documents on the Platform.

3.2 [Not Used]

3.3 AffiniDocs (Core module)

The Documents in AffiniDocs are delivered in Intelligent Document, Lite Document &/or their native format, as appropriate for the nature and the stage of the Relationship.

Intelligent Documents include the functionality described in clauses 3.3.1– 3.3.7 below.

Lite Documents include the functionality described in clauses 3.3.2 – 3.3.7 below.

3.3.1 Navigation

Intelligent Documents include:

- i. 100% pop-up definitions (from wherever in the Relationships suite the defined terms are located). Every defined term is highlighted in the text, and clicking it brings up the definition in a pop-up window; and
- ii. 100% pinpoint linking of cross-referenced paragraphs or other referenced links, both within and between documents and/or external sources. Clicking any reference to another clause, paragraph, drawing, attachment, or similar item directs the user to the precise referenced location.

3.3.2 Up-to-date, fully conformed versions of Relationship Documents

As per clause 3.9, users have access to up-to-date, fully conformed versions of the Relationship Documents; a trusted single version of the truth.

3.3.3 Powerful searching

Powerful search capability within individual documents, folders of documents, individual Relationships, and/or portfolios of Relationships. Users may save searches and export search results to Excel, with links to each relevant clause.

3.3.4 Task Identification and Task Management

Tasks may be created by users against the relevant clauses to enable proactive management via 'In-Time' reminders from the clause and tracked in a real-time database. Compliance history is captured at the clause for audit purposes.

A dashboard visualises task compliance status.

3.3.5 Users may capture Knowledge capture and sharing

Users may capture and share, on a permissions basis, knowledge and attachments at any paragraph, with such knowledge stored in a real-time, fully filterable, and exportable knowledge database.

3.3.6 Analysis Tracker

Users can track their analysis of an issue within a Relationship or across multiple Relationships. Analysis Tracker enables the capture and annotation of relevant paragraphs in real time. Analysis Tracks can be named, saved, shared with other users and exported as PDFs with commentary. If the Track is enabled, when viewing a Relationship document, any text in that Relationship document that is part of the Track is highlighted, and the Track may be added to or edited as desired.

3.4 AffiniAI (Optional module)

AffiniAI is an artificial intelligence (AI)-enabled module of the Platform that provides assistive capabilities for the Relationship Documents and data made available through the Platform, including tools that respond to user queries, analyse Relationship content, generate draft outputs, and support planning and preparation activities. These tools may comprise one or more distinct-powered agents or features made available by Affinitext from time to time.

AffiniAI does not provide legal, financial, or other professional advice, does not make automated decisions on behalf of the Licencee, and does not replace professional judgment. Any outputs generated by AffiniAI are provided for informational and assistive purposes only and must be independently reviewed and validated by the Licencee (including by appropriately qualified personnel) before being relied upon.

AffiniAI capabilities may be packaged, licensed, and priced separately (including by agent, feature set, usage, or other metric), as specified in the Order Form.

3.5 AffiniTask (Optional module)

AffiniTask uses AI-assisted tools, together with expert human review by Affinitext, to identify obligations and entitlements from the Documents made available through the Platform and to convert them into actionable tasks for management and tracking, as specified in the Order Form.

3.6 AffiniTag (Optional module)

AffiniTag uses AI-assisted tools, together with expert human review by Affinitext, to extract, apply, and manage structured metadata and attributes from the Documents made available through the Platform, enhancing search, filtering, organisation, and analysis of content, as specified in the Order Form.

3.7 [Not used]

3.8 File and Document Exchange

The Licencee must ensure that all sensitive electronic files and documents exchanged with Affinitext are handled securely, using technologies and methods that comply with applicable regulatory standards and Affinitext's security policy.

3.9 Amendments

Amendments to the Documents will be incorporated into the applicable converted document within the Platform at no additional charge, at quarterly intervals.

The text of amendments to the Relationship Documents is fully incorporated into the text of the Document on the Platform, with 'Amendment' icons at each amended paragraph (which take the user to a fully linked version history at that paragraph level).

Users may, at any time, seal an up-to-date, fully conformed version of the Document as a PDF.

3.10 Conversion of any Additional Documents into AffiniDocs

The Licencee may at any time request that additional Documents be incorporated into the Platform. The price for any additional documents will be £11/page, unless otherwise agreed.

3.11 Initial Platform, Amendments and Additional Document Reviews

- a. Initial access to a newly created Relationship on the Platform will be provided by Affinitext to the Licencee on a staging server for a two-week review period. At the end of the review period, Affinitext will promptly resolve any issues notified to it by the Licencee and will then publish the Relationship to the Licencee on the production server.
- b. Amendments to any Relationship Documents and additional Documents on the Platform, made pursuant to clause 3.9 and/or 3.10, will also be subject to the review process set out

in paragraph a above.

3.12 Training

Affinixtext will provide regular, complimentary online training for users and administrators as reasonably required.

If the Licencee wishes to have on-site training, it is available at pre-agreed rates, plus travel expenses.

The Licencee shall pay any pre-agreed fees and expenses within 14 days of receipt of a valid invoice from Affinixtext.

3.13 Support and Updates

Affinixtext provides online customer support across multiple geographic regions and time zones, with coverage structured to optimise support, and makes software updates available to customers as they are released as part of the Platform.

3.14 Location of Servers

The servers that Affinixtext uses to host the Platform are located in the United Kingdom.

The servers that Affinixtext uses to back up the Platform are located in the United Kingdom.

3.15 Security

As per Clause 17 (Data protection and security) of the General Terms.

3.16 Personal Data Protection

As per Clause 17 (Data protection and security) of the General Terms.

3.17 Artificial Intelligence (AI)

- a. The Platform may include AI-enabled functionality, including AffiniAI, which generates outputs based on patterns, probabilistic techniques, and the information made available through the Platform.
- b. Affinixtext does not use Licencee data or Relationship data to train, fine-tune, or improve any generalised artificial intelligence or machine-learning models. Licencee data is used solely to provide the Platform and the licensed functionality to the Licencee in accordance with this Licence.
- c. Affinixtext does not warrant that AI-generated outputs are complete, accurate, or suitable for any particular purpose.

4 ANNUAL LICENCE

4.1 Grant of Annual Licence

- a. In consideration of the payment of the Fees under the Licence for the year, Affinitext will grant the Licencee, for the normal business purposes of the Licencee (**Purposes**) in connection with the Relationships, a licence for that year to use the Platform for those Relationships to which it is entitled or authorised to view, as provided in this Clause 4.
- b. Under any such Annual Licence:
 - i. The Licencee may allow its employees, consultants, lawyers, independent reviewers, and advisers to have unlimited users and unlimited usage of the Platform for the Purposes, provided that the Licencee takes reasonable efforts to ensure that they always comply with the terms of this Licence.
 - ii. If the Licencee has paid for the right to provide all Relationship stakeholders with access to the Platform, then the Licencee may allow unlimited users and unlimited usage of the Platform for the Purposes for any persons, provided that the Licencee takes reasonable efforts to ensure that they always comply with the terms of this Licence.
 - iii. Subject to Affinitext's general obligation to comply with Law, the Licencee shall be fully responsible for the content which it provides for inclusion on the Platform and for ensuring that the use of such material and disclosure to third parties as contemplated by the Licence shall not infringe any third parties' rights or cause a breach of any Law.
 - iv. The Licencee grants Affinitext a royalty-free, perpetual and irrevocable licence to use the content which the Licencee provides for the purposes contemplated by the Licence.

4.2 Affinitext can further licence

The Licencee and Affinitext agree that, unless the Licencee has paid for the right to provide all Relationship stakeholders with access to the Platform, Affinitext is entitled to and may licence to third parties such Documents on the Platform to which they are entitled or authorised to view, or which the Licencee confirms in writing that they may see (such confirmation not to be unreasonably withheld).

4.3 The Licencee not to on-sell

The Licencee may not, directly or indirectly, rent, lease, or sell, in whole or in part, the Platform to any person without the express written permission of Affinitext.

In the event that the Licencee breaches this provision, the Licencee is liable to Affinitext for such

Fees as Affinixtext would have charged such third party in the ordinary course of its business, and the Licencee shall take full responsibility and liability for the actions, omissions and any breaches of such third parties as though they were the actions, omissions and breaches of the Licencee.

4.4 Term of Licence

The Licencee and Affinixtext are bound by the Licence for the Term.

5 FEES

5.1 Fees

The Fees are set out in the Order Form, the Call-Off Contract, the Pricing Document, and any other amounts agreed under these terms.

5.2 Time for Payment

Fees must be paid in advance within 14 days of receipt of a valid invoice.

5.3 Inflation

All Fees will be adjusted annually to take account of inflation. The adjustment will be made by reference to the following formula:

$$\text{New Fee} = (1 + \text{RPI}) * \text{Fee at the date of the Call-Off Contract}$$

Where **RPI** = the percentage increase in the UK Retail Prices Index from the date of the Call-Off Contract to the relevant anniversary of the date of the Call-Off Contract

E.g. Using the calculation of a new Annual Licence Fee as an example:

$$\text{New Annual Licence Fee} = (1 + \text{RPI}) * \text{Annual Licence Fee at the date of the Call-Off Contract}$$

5.4 Subsequent Agreements

Affinixtext warrants that if the Licencee gives not less than thirty (30) Working Days' notice prior to the Expiry Date of the Call-Off Contract, Affinixtext will, if required by the Licencee, enter into another agreement on terms and conditions which are substantially similar to those contained in this agreement (including a restatement of this warranty), with the Annual Licence Fee for each year of such subsequent agreement being the last Annual Licence Fee under this Call-Off Contract, adjusted in accordance with clause 5.3 (Inflation).

6 INTELLECTUAL PROPERTY

The Licencee acknowledges and agrees that all Intellectual Property Rights in the Platform, including any software updates, belong to and shall remain with Affinitext, and the Licencee shall have no rights in or to the Platform other than the right to use it in accordance with the terms of this Licence.

For the avoidance of doubt, however, the Licencee retains all Intellectual Property Rights it may have in any Documents supplied by the Licencee to Affinitext.

The Licencee shall not, and shall use all reasonable effort to ensure others do not, backward or reverse engineer or otherwise attempt to circumvent a technological measure that is intended to or effectively controls access to the Platform.

7 CONFIDENTIALITY

As per Clause 18 (What you must keep confidential) of the General Terms.

8 GENERAL

8.1 Limitation of Liability

As per Clause 14.2 of the General Terms, as further specified in the Order Form.

8.2 Governing law and jurisdiction

As per Clause 38.3 of the General Terms.

8.3 Force majeure

As per Clause 23 (Circumstances beyond your control) of the General Terms.

8.4 No partnership or agency

Nothing in this Licence is intended to, or shall be deemed to, establish any partnership or joint venture between the parties, constitute a party as the agent of the other party, nor authorise a party to make or enter into any commitments for or on behalf of the other party to this Licence, as the case may be.

8.5 Severance

If any court or competent authority finds that any provision of this Licence (or part of any provision) is invalid, illegal or unenforceable, that provision or part-provision shall, to the extent required, be deemed deleted, and the validity and enforceability of the other provisions of this Licence shall not be affected.

8.6 Waiver

No failure or delay by a party to exercise any right or remedy under this Licence, or by Law shall constitute a waiver of that or any other right or remedy, nor shall it preclude or restrict the further exercise of that or any other right or remedy. No single or partial exercise of such right or remedy shall preclude or restrict the further exercise of that or any other right or remedy.

9 TERMINATION

9.1 Term

The parties are bound by the Licence for the Term.

9.2 Termination for cause

Affinitext shall be entitled to terminate the Licence with immediate effect if:

- a. the Licencee fails to pay any amount due under the Licence on the due date for payment and remains in default for at least 14 days after being notified in writing to make such payment;
- b. the Licencee commits a material breach of the Licence and fails to remedy such breach within 30 days of being notified in writing to do so; or
- c. the Licencee is deemed unable to pay its debts under the company or insolvency Laws of the jurisdiction stated in Clause 38.3 of the General Terms.

9.3 Consequences of termination

As per Clause 13.4 (What happens if the Contract ends) of the General Terms.