

## GENERAL TERMS AND CONDITIONS FOR: DATA AND CONSULTING SERVICES

### 1 DEFINITIONS AND INTERPRETATION

1.1 In these general terms and conditions ("General Terms") words and expressions shall have the following meanings:

"Affiliate" means as regards a party, its ultimate holding company and each of its ultimate holding company's other subsidiaries from time to time (where "holding company" and "subsidiary" has the meaning given to them in section 1159 of the Companies Act 2006).

"Agreement" means the Proposal and these General Terms and the Special Terms (as applicable).

"Business Day" means a day (not being a Saturday) on which banks are open for normal banking business in the City of London.

"Controller Personal Data" means all Personal Data which is owned, controlled or processed by Controller and which is provided by or on behalf of Controller to the Processor or which comes into the possession of the Processor as a result of or in connection with the supply of the Services.

"Controller", "Processor", "Data Subject", "Personal Data" and "Processing" shall bear the respective meanings given to them in the Data Protection Law (and "Process" and "Processes" shall be construed accordingly).

"Client" means the client as stated in the Proposal to whom Valpak shall provide the Services in accordance with the Agreement.

"Client Data" means such data to be provided by Client to Valpak relating to Client or Client's business as is reasonably required by Valpak to provide the Services from time to time including any data required pursuant to any Proposal (including any Sales Data supplied by Client and any Tax Data (if applicable)).

"Client IP" means Client Data and all Intellectual Property Rights in any designs, product specifications, documentation, plans, materials, test results, ideas, concepts, inventions, designs, and branding supplied by Client to Valpak in connection with the Agreement (but excluding any Third Party Data).

"Commencement Date" means the date set out in the Proposal.

"Contract Term" means the period set out in the Proposal.

"Confidential Information" means any and all information relating to the Services, the Agreement or business, technical, sales, product, financial or other information relating to Valpak or Client or arising out of or in connection with the Agreement.

"Data Protection Law" means the General Data Protection Regulation 2016 (Regulation (EU) 2016/679) ("GDPR"), the UK GDPR (as defined in section 3(10) of the Data Protection Act 2018 and supplemented by section 205(4) of the Data Protection Act 2018) ("UK GDPR"), the Data Protection Act 2018, the Privacy and Electronic Communications (EC Directive) Regulations 2003 (SI 2426/2003), together with the equivalent legislation of any other applicable jurisdiction and all other applicable law, regulations, guidance and codes of conduct or practice in any relevant jurisdiction relating to the processing of personal data, cyber security and/or privacy including the guidance and codes of practice issued by the UK Information Commissioner's Office ("ICO"), the Article 29 Working Party, the European Data Protection Board or any relevant supervisory authority from time to time.

"Deliverables" means any data, documents, products and materials which are developed by Valpak or its agents, contractors and employees exclusively for Client as part of or in relation to the Services (but excluding any Third Party Data).

"Fees" means the fees for the Services detailed in the Proposal or as otherwise agreed in writing between the parties.

"Insights Platform" means any of the various data visualisation tools developed, owned and utilised by Valpak that may be used for the provision of the Services, as further detailed within the Proposal.

"Intellectual Property Rights" means all patents, design rights, trade marks, trading or business names, copyrights, database rights, whether registered or not and any applications to register or rights to apply for registration of these, rights in inventions, know-how, trade secrets and confidential information and all other intellectual property rights of a similar or corresponding character that subsist now or in the future in any part of the world.

"Jurisdiction" means the territory identified in the Proposal, or, if no such territory is identified in the Proposal, England and Wales.

"Legislation" means all statutes, enacting instruments, common law, delegated legislation, regulations, directives, bye-laws, codes of practice, circulars, guidance notes,

decisions, recommendations and the like in the relevant Jurisdiction.

"Materials" means the works, reports, products and materials developed or prepared by or on behalf of Valpak in relation to the Services (in whatever medium) but excluding the Deliverables.

"Proposal" means each proposal document agreed between Valpak and Client which sets out, amongst other things, the Services to be provided by Valpak to Client.

"Regulations" means the relevant regulations in the Jurisdiction either as expressly identified in the Proposal, or, if no such regulation is expressly identified in the Proposal, as follows:

Proposal Title	Applicable regulation
WEEE	The Waste Electrical and Electronic Equipment Regulations 2013
Batteries	The Waste Batteries and Accumulators Regulations 2009
Packaging	The Producer Responsibility Obligations (Packaging Waste) Regulations 2007 and The Packaging Waste (Data Reporting) (England) Regulations 2023 and the Packaging Waste (Data Reporting)(Wales) Regulations 2023.
Plastic	The Plastic Packaging Tax (General) Regulations 2022
Packaging and packaging waste	The Packaging and Packaging Waste Regulations 2024
Multiple of the above	All applicable regulations relevant to the title used.

"Retail Prices Index" means the Retail Price Index in the United Kingdom.

"Sales Data" means the number of units of each product (by reference to SKU) sold by Client.

"Services" means the environmental and/or ethical consulting services supplied by Valpak to Client as set out in the Proposal.

"Special Terms" means any special terms and conditions attached to these General Terms which may be applicable to the Services.

"Tax Data" has the meaning given to it in the Special Terms for Plastic Packaging Tax Service.

"Timeline" means the timeline as set out in the Proposal.

"Third Party Data" means such data relating to Client or Client's business supplied to Valpak from third parties or obtained by Valpak from third parties, including but not limited to product or packaging information supplied by Client's suppliers.

"UK Adequacy" means a country, territory or international organisation outside of the UK that has been designated by the UK Secretary of State as ensuring an adequate level of protection pursuant to Section 17A of the UK GDPR.

"Valpak" means Valpak Limited (company number 07688691) whose registered office is at Stratford Business Park, Banbury Road, Stratford-upon-Avon CV37 7GW.

1.2 Any reference in these General Terms and/or the Special Terms to any statute or statutory provision or subordinate legislation (including, for the avoidance of doubt, any of the Regulations) will (unless the context otherwise requires) be construed as a reference to that statute, statutory provision or subordinate legislation as amended, consolidated, modified, extended, re-enacted or replaced from time to time in the specified Jurisdiction.

1.3 Clause headings are for ease of reference only and shall not be taken into account in construing these General Terms and/or any Special Terms.

1.4 Any phrase in these General Terms and/or Special Terms introduced by the terms including, include, in particular or any similar expression, shall be construed as illustrative and shall not limit the sense of the words preceding those terms.

1.5 A reference to writing or written includes faxes and e-mails.

### 2 BASIS OF AGREEMENT

2.1 In case of a conflict between any documents or provisions contained in the Agreement, it shall be resolved by applying those documents or provisions in the following order of precedence (prevailing document first):

- 2.1.1 the Proposal;
- 2.1.2 the Special Terms (if any); and
- 2.1.3 these General Terms.

### 3 PROVISION OF THE SERVICES

3.1 Valpak agrees to provide the Services using all reasonable skill and care and in accordance with the Proposal, the Special Terms (if any) and these General Terms in all material respects.

3.2 Valpak shall use its reasonable endeavours to provide Client with advice on compliance with the Regulations in the relevant Jurisdiction as agreed in the Proposal.

3.3 Valpak shall use all reasonable endeavours to meet any performance dates specified in the Proposal.

3.4 Valpak shall be entitled (in its sole discretion) to alter or vary the Services (or part of the Services) as a result of:

- 3.4.1 any material alteration in Client's business of which Valpak had not been notified before the date of this Agreement;
- 3.4.2 any change in Client's corporate structure of which Valpak had not been notified before the date of this Agreement; and/or
- 3.4.3 any changes in Legislation.

3.5 If any revision to the Services is required in accordance with clause 3.4 then Valpak shall notify Client in writing of such amendments to the Services.

### 4 CLIENT'S OBLIGATIONS

4.1 Client acknowledges and agrees that Valpak is not responsible for the accuracy of any Client Data.

4.2 Notwithstanding the Services provided by Valpak pursuant to this Agreement, Client will remain fully responsible for all its responsibilities under any applicable Legislation (including the Regulations) in any jurisdiction, under any applicable Legislation or otherwise. Client shall remain fully responsible for verifying any applicable figures, final sign-off and approval of any Deliverables prior to their submission under the relevant Regulations.

4.3 Client agrees to cooperate with Valpak in the performance of the Services and to give Valpak such assistance as Valpak may reasonably require in relation to the Agreement to facilitate Valpak in providing the Services. Such assistance shall include, but not be limited to:

- 4.3.1 allowing Valpak such access to Client's premises and personnel as Valpak may reasonably require;
- 4.3.2 promptly supplying Valpak (in such format and by such means as specified by Valpak from time to time) with complete, comprehensive and accurate Client Data and such other information or documents as Valpak may reasonably request (including any such information or documents set out in the Proposal) in relation to the Services; and
- 4.3.3 complying with all reasonable instructions and requests by Valpak in relation to the Services and promptly raising and discussing any issues in relation to the Services.

4.4 Client acknowledges and agrees that provision of the Services are contingent on and subject to Client complying with the obligations set out in clause 4.3 and that Valpak shall (subject to clause 9.1) have no liability to Client in contract, tort (including but not limited to negligence), misrepresentation or otherwise for any failure to provide any part or parts of the Services that arises as a result of failure by Client to comply with such obligations.

4.5 Client shall comply with the requirements of Valpak's website terms and conditions and Internet privacy policy (copies of which are available on request and/or at [www.valpak.co.uk](http://www.valpak.co.uk)).

### 5 CLIENT DATA AND THIRD PARTY DATA

5.1 On and from the Commencement Date, for each year of the Agreement, Client will provide Client Data in the format set out in the Proposal (or as otherwise agreed between the parties acting reasonably) and by the date set out in the Timeline. Notwithstanding the foregoing, if Client provides Client Data after the relevant date set out in the Timeline, but in advance of any deadline that Client is subject to under the Regulations, Valpak shall be entitled in its sole discretion to (i) vary the Timeline to reflect the late provision of Client Data to Valpak; and/or (ii) charge Client an expedited Fee (determined by Valpak) to reflect any additional work performed or resources required in order to meet the dates set out in the Timeline. For the avoidance of doubt Valpak shall not be liable for any failure by it to comply with any obligations under the Agreement (including meeting any dates for the provision of data to Client or meeting any deadline that Client is subject to under the Regulations) to the extent that such failure results from

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- Client providing Client Data to Valpak after the date specified in the Timeline.
- 5.2 Without prejudice to Valpak's rights and remedies, Client agrees to take such steps as are reasonably required to correct any inconsistencies or inaccuracies that Valpak discovers in Client Data and to provide corrections to Client Data to Valpak by the date set out in the Timeline (or as otherwise specified by Valpak from time to time).
- 5.3 Client acknowledges and agrees that, notwithstanding clause 5.2, it has responsibility for ensuring that all Client Data and other data provided to Valpak under the Agreement is:
- 5.3.1 accurate and shall check, confirm and comply with any reasonable data sign off procedure Valpak implements from time to time;
- 5.3.2 provided and signed off (where appropriate) in line with any timeframes specified by Valpak in the Proposal; and
- 5.3.3 the sole responsibility of Client and that Valpak has no liability to Client in respect of any inaccurate Client Data or other data supplied by Client.
- 5.4 Client acknowledges and agrees that should Client fail to comply with the requirements as set out at clause 5.3 then Valpak may be unable to provide the Services which may result in Client being unable to comply with some or all of Client's obligations under the Regulations.
- 5.5 Client shall provide Valpak with all reasonable assistance (as notified to Client in writing) necessary to obtain any Third Party Data.
- 5.6 If Valpak uses Third Party Data in the provision of the Services, then Valpak agrees to use reasonable endeavours to ensure such data is accurate, although Client acknowledges and agrees that Valpak cannot be responsible for inaccurate Third Party Data.
- 6 FEES**
- 6.1 Client agrees to pay the Fees and any other reasonable, expenses agreed between the parties in advance that are payable in accordance with the provisions of the Proposal and these General Terms.
- 6.2 Unless stated otherwise in the Proposal, all sums payable by one party to the other shall be paid within thirty (30) days of the receipt of the relevant invoice.
- 6.3 If any sum payable by Client to Valpak under the Agreement remains unpaid for more than thirty (30) days from the due date for payment, then Valpak may (at its sole discretion) charge Client interest on such invoice at the rate of four per cent (4%) per annum above Bank of England's base rate from time to time. Such interest to be calculated on a daily basis from the date upon which the invoice became due until the date of actual payment of the overdue amount, whether before or after judgment, and compounding quarterly.
- 6.4 Valpak may suspend its provision of the Services during any period in which any undisputed payments from Client are overdue.
- 6.5 Subject to Client's approval (such approval not to be unreasonably withheld or delayed and in any case to be provided within thirty (30) days of Valpak's written notice) Valpak may (acting reasonably) increase the Fees, provided that such Fees cannot be increased or varied unless such increase or variation is the result of alterations to the Services arising as a result of:
- 6.5.1 a change in Legislation affecting the Services;
- 6.5.2 a change in the Services to be provided by Valpak due to a variation of the Agreement pursuant to clause 17.5 of these General Terms; or
- 6.5.3 a change to the timelines or timeframes in which Valpak are to provide the Services where such change is due to unanticipated problems beyond Valpak's control.
- 6.6 Valpak may adjust the Fees with effect from each anniversary of the Commencement Date to reflect any increases in the cost of providing the Services indicated by the increase in the Retail Prices Index during the previous twelve months. Valpak shall give Client not less than one month's prior written notice in writing of the proposed changes.
- 6.7 Client shall immediately (on written request from Valpak) reimburse Valpak for all amounts agreed between Valpak and Client to be paid by Valpak on behalf of Client to any regulatory body or authority.
- 6.8 All sums payable in accordance with the Agreement are exclusive of value added tax and any other sales or similar taxes, which shall be added to such sum to the extent applicable from time to time.
- 7 CONFIDENTIALITY**
- 7.1 Each party shall not without the other party's prior written consent (and shall procure so far as it is able that each of its directors, officers and employees and group companies shall not) at any time (whether before or after the termination for whatever reason of the Agreement) divulge or communicate to any person other than as is reasonably necessary for the purpose of conducting its business, any Confidential Information except to the extent to which:
- 7.1.1 such information can be shown to be (other than through any unauthorised disclosure by it or any of its directors, officers or employees) within the public domain on a non-confidential basis;
- 7.1.2 it is required by Legislation or by any court or by any appropriate agency or any governmental body but only to this extent and for the avoidance of doubt such information shall otherwise remain confidential; or
- 7.1.3 Valpak is required to disclose Confidential Information of Client to third parties (including any appropriate agency, governmental authority or service provider) in order for Valpak to provide the Services.
- 7.2 For the avoidance of doubt, all information contained within the Deliverables produced by Valpak under the terms of this Agreement shall be deemed to be confidential and shall be treated by the parties in accordance with clause 7.1. In addition, Client shall not supply or otherwise provide any of the Deliverables (or any part thereof) to any third party without the prior written consent of Valpak.
- 7.3 The provisions of this clause 7 shall continue in force notwithstanding termination of the Agreement howsoever caused.
- 8 INTELLECTUAL PROPERTY**
- 8.1 Client Data/IP**
- 8.1.1 Valpak acknowledges and agrees that Client may, during the term of the Agreement, disclose Client IP to Valpak. Valpak acknowledges and agrees that Client is and shall remain the sole owner of Client IP and nothing in the Agreement shall confer on Valpak any ownership or other rights in these or any other of Client's Intellectual Property Rights except such rights as are expressly set out in the Agreement or are agreed in writing with Client from time to time.
- 8.1.2 Subject to clauses 8.1.3 and 8.4, Client hereby grants to Valpak (and any third parties including any appropriate agency, government authority or service provider) a non-exclusive, royalty free licence to use any Client IP during the term of the Agreement for the purposes of providing the Services and complying with Valpak's obligations under the Agreement.
- 8.1.3 Where, as part of the Services, Valpak is given access to or generates product or packaging information and/or Sales Data, then Client hereby grants to Valpak a non-exclusive, perpetual, irrevocable, royalty free licence to use such information and/or Sales Data in an anonymised and aggregated form or format for such purposes as Valpak may, in its absolute discretion, determine.
- 8.2 Deliverables**
- 8.2.1 Valpak assigns to Client, with full title guarantee and free from all third party rights, all Intellectual Property Rights in the Deliverables.
- 8.3 Materials**
- 8.3.1 Client acknowledges and agrees that Valpak (or its licensors) is and will remain the owner of all Intellectual Property Rights in the Materials and Third Party Data. Nothing in the Agreement shall confer on Client any ownership or other rights in these or any other of Valpak's Intellectual Property Rights except such rights as are expressly set out in the Agreement or are agreed in writing with Valpak from time to time.
- 8.3.2 (Subject to receipt by Valpak (in cash or cleared funds) of all sums due from Client to Valpak under the Agreement) Valpak hereby grants Client a non-exclusive, royalty free, non-transferable licence (with no right to grant sub-licences) to use the Materials and Third Party Data solely for Client's own internal business purposes in accordance with the terms of the Agreement. For the avoidance of doubt, Client shall not disclose the Materials or Third Party Data to any third party without the prior written consent of Valpak.
- 8.3.3 Each party warrants to the other that the use by each party of any Intellectual Property Rights licensed by one party to the other does not and will not infringe the Intellectual Property Rights of any third party.
- 8.4 Licence of Insights Platform**
- 8.4.1 Where Valpak makes available the Insights Platform to Client then the terms of this clause 8.4 shall apply.
- 8.4.2 Subject to the following provisions of this clause 8.4, Valpak grants to Client a non-exclusive licence during the Contract Term to use the Insights Platform.
- ("Scope of Use").
- 8.4.3 In relation to the Scope of Use:
- a) (for the purposes of clause 8.4.2) use of the Insights Platform shall be restricted to use by Client and employees of Client of the Insights Platform for Client's normal internal business purposes only;
- b) for the purposes of clause 8.4.2, "use of the Insights Platform" means accessing and viewing product and packaging information and other information on the Insights Platform;
- c) Client shall not, at any time, permit the use of or access to the Insights Platform, or for the benefit of, any employee other than in accordance with clause 8.4.2 above and where such use or access is granted to an employee of Client, Client shall procure such employee's compliance with the terms of this clause 8.4 as if the employee was a party to it; and
- d) Client may not use the Insights Platform other than as specified in clause 8.4.2 and clause 8.4.3(a) without the prior written consent of Valpak, and Client acknowledges that additional fees may be payable on any change of use approved by Valpak.
- 8.4.4 Except as expressly stated in this clause 8.4, Client has no right (and shall not permit any third party) to copy, adapt, reverse engineer, decompile, disassemble, modify or adapt the Insights Platform in whole or in part.
- 8.4.5 Client shall not (nor shall it permit any third party to):
- a) use any information provided by Valpak or obtained by Client during any such use of the Insights Platform as permitted under clause 8.4.2 to create any packaging waste database or any other database whose content and/or purpose is substantially similar to that of the Insights Platform nor use such information in any manner which would be restricted by any Intellectual Property Rights subsisting in it;
- b) sub-license, assign or novate the benefit or burden of the licence in this clause 8.4 in whole or in part; and/or
- c) allow the Insights Platform to become the subject of any charge, lien or encumbrance.
- 8.4.6 Client shall:
- a) keep a complete and accurate record of Client's copying and disclosure of the Insights Platform and its users, and produce such record to Valpak on request from time to time;
- b) notify Valpak as soon as it becomes aware of any unauthorised use of the Insights Platform by any person; and
- c) permit Valpak to inspect and have access to any premises (at or on which the Insights Platform is being kept or used, and have access to any records kept in connection with this Agreement, for the purposes of ensuring that Client is complying with the terms of this Agreement, provided that Valpak provides reasonable advance notice to Client of such inspections, which shall take place at reasonable times.
- 9 LIABILITY**
- 9.1 Nothing in the Agreement shall exclude or limit either party's liability for:
- 9.1.1 death or personal injury resulting from its own negligence, or the negligence of its employees, agents or subcontractors;
- 9.1.2 fraud or fraudulent misrepresentation; or
- 9.1.3 for breach of the terms (if any) implied by section 2 of the Supply of Goods and Services Act 1982.
- 9.2 Subject to clause 9.1, neither party shall under any circumstances whatsoever be liable to the other party whether in contract, tort (including negligence), breach of statutory duty, or otherwise, for any loss or damage suffered or incurred by the other party (or the other party's employees, agents, sub-contractors or any third party) (even if the loss or damage is reasonably foreseeable or the possibility of such loss or damage occurring has been advised) arising from: (a) loss of business, use, profit, anticipated profit, contracts, revenues, goodwill or anticipated savings; (b) loss of data or use of data; and/or

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contractors ("Staff") for the purpose of administering and complying with these Terms and any scheme terms or regulatory requirements. All such processing shall be carried out only to the extent and duration necessary for those purposes.

16.7 The parties acknowledge and agree that Valpak may share Controller Personal Data with third parties (including any appropriate agency, government authority or service provider that Valpak engages to provide services to Valpak) in order to fulfil its obligations to comply with Client's instructions under the Agreement. All such processing shall be carried out only to the extent and duration necessary for those purposes.

16.8 Where Valpak is required to share Controller Personal Data to a third party located in a country that has not been granted UK Adequacy ("Non-Adequate Transfer"), before instructing Valpak to make such a transfer, Client shall ensure that the Data Subject whose Personal Data is subject to the Non-Adequate Transfer has explicitly consented to the proposed Non-Adequate Transfer, after having been informed of the possible risks of such Non-Adequate Transfer for the Data Subject due to the absence of an adequacy decision and appropriate safeguards.

16.9 The Parties acknowledge and agree that Valpak may engage its Affiliates as approved sub-processors of the Controller Personal Data in order to fulfil its obligations under this Agreement, provided that it shall remain liable for the acts or omissions of its sub-processors. Valpak shall ensure that it has in place terms with its sub-processors that are substantially similar to those in this clause 16.

16.10 Other than as set out in clause 16.8, no other third party or subcontractor may be engaged to process Personal Data without the express written consent of the other party.

16.11 The Parties acknowledge and agree that Valpak may transfer the Controller Personal data to its sub-processors which may include transfers outside the United Kingdom and the EEA provided that such transfers comply with Data Protection Law.

16.12 The obligations and rights of the Controller as the applicable Data Controller of the Controller Personal Data Processed in connection with this Agreement are set out in this Agreement and in Data Protection Law.

16.13 Client acknowledges that Valpak may receive and Process Personal Data of Client's employees, staff and/or contractors in connection with Client's performance or either Party's obligations under the Agreement. Client acknowledges that Valpak shall Process such Personal Data in connection with its business activities acting as an independent Controller determining the legal basis and conditions for which it Processes it as described in Valpak's privacy policy or other notice required under Data Protection Law as amended from time to time.

## 17 GENERAL

### 17.1 Whole Agreement:

17.1.1 These General Terms, the Proposal and any Special Terms (as applicable) constitutes the entire agreement between the parties and supersedes and extinguishes all previous drafts, arrangements, understandings or agreements between them, whether written or oral, relating to the subject matter of the Agreement including (without limitation) any non-disclosure agreements entered into between the parties as a precursor to entering into this Agreement.

17.1.2 Each party acknowledges that, in entering into the Agreement, it does not rely on, and shall have no remedies in respect of, any representation or warranty (whether made innocently or negligently) that is not set out in the Agreement. Each party agrees that its only liability in respect of those representations and warranties that are set out in the Agreement (whether made innocently or negligently) shall be for breach of contract.

17.1.3 Nothing in this clause shall limit or exclude any liability for fraud.

### 17.2 Assignment:

17.2.1 Subject to clause 17.3, Client shall not at any time (without Valpak's prior written consent, such consent not to be unreasonably withheld or delayed) assign, transfer hold on trust or sub-contract any of Client's rights or obligations under the Agreement or appoint any third party agent to perform such obligations.

17.2.2 Subject to clause 17.3, Valpak shall not be entitled to, without Client's prior written consent (such consent not to be unreasonably withheld or delayed), assign, transfer, hold on trust or sub-contract any of its rights or obligations under the Agreement to any third party or appoint any third party agent to perform such obligations. For the avoidance of doubt, Valpak shall be entitled to transfer the Agreement or any of its rights or

obligations under it to any subsidiary or holding company of Valpak (from time to time) in its absolute discretion and Client shall do all such further acts, deeds and things necessary to effect such a transfer (including but not limited to executing such novation agreement as Valpak, acting reasonably, may provide to Client).

### 17.3 Sub-contracting:

17.3.1 Valpak shall be entitled to sub-contract its performance of its obligations under this Agreement to any of its Affiliates at any time without Client's prior written consent.

17.3.2 Valpak shall remain liable to Client for any acts or omissions of any of its Affiliates appointed as sub-contractors pursuant to clause 17.3.1.

### 17.4 Notices:

17.4.1 Any notice or other communication required to be given to a party under or in connection with the Agreement shall be in writing and shall be delivered to the other party personally or sent by prepaid first-class post, recorded delivery or by commercial courier, at its registered office, or sent by fax to the other party's main fax number or sent by email to the other party's email address as notified in writing from time to time.

17.4.2 Any notice or other communication shall be deemed to have been duly received if delivered personally, when left at the address referred to in clause 17.4.1 or, if sent by pre-paid first-class post or recorded delivery, on the second business day after posting, or if delivered by commercial courier, on the date and at the time that the courier's delivery receipt is signed, or if sent by fax, on the next business day after transmission, or if by email, it shall be sufficient to show that it was sent in accordance with the guidance issued by the Institute of Chartered Secretaries and Administrators.

17.5 **Variation:** Valpak may (acting reasonably) at any time and from time to time amend, modify or add to any provision of the Agreement on giving to Client not less than sixty (60) days' notice in writing of such amendment, modification or addition, and Client shall be deemed to have accepted such variation unless it gives notice that it does not accept such change within sixty (60) days of receipt of such notice, unless such amendment, modification or addition is made by reason of any requirement of or any amendment to or pursuant to Legislation or the requirement of any relevant appropriate agency, governmental authority and/or other regulatory body in which event such amendment, modification or addition shall have effect from the date specified in the notice.

17.6 **Severance:** Each provision of the Agreement is severable and distinct from every other provision. If any provision of the Agreement is found by any competent court or administrative body to be illegal, invalid or unenforceable, this shall not affect the other provisions of the Agreement or remainder of the affected provision, which shall remain in full force and effect.

17.7 **Waiver:** A waiver of any term, provision or condition of the Agreement shall be effective only if given in writing and validly signed by the waiving party. No failure or delay on the part of either party in exercising any right, power or privilege under the Agreement shall operate as a waiver of it, nor shall any single or partial exercise of any such right power or privilege preclude any other or further exercise of it or the exercise of any other right, power or privilege.

17.8 **No partnership:** Unless stated otherwise in the Special Terms, nothing in the Agreement and no action taken by either party pursuant to the Agreement shall constitute, or be deemed to constitute, a partnership, association, joint venture, agency or any other co-operative entity.

17.9 **No right of set off:** All sums due from one party to the other in accordance with the Agreement will be paid in accordance with the payment provisions of the Proposal and the General Terms (in cash or cleared funds) in full without any deduction, withholding, counterclaim or set off. All sums payable under the Agreement are exclusive of any value added tax and any other sales or similar taxes, which will be added to such sum to the extent applicable from time to time.

17.10 **Third party rights:** No term of the Agreement shall be enforceable under the Contracts (Rights of Third Parties) Act 1999 by a person who is not a party to the Agreement.

17.11 **Counterparts:** This Agreement may be executed in counterparts or duplicates, each of which, when executed, shall constitute an original of this Agreement and such counterparts or duplicates together shall constitute one and the same instrument. No counterpart or duplicate shall be effective until each party has executed at least one counterpart or duplicate.

17.12 **Governing law and Jurisdiction:** The Agreement shall be governed by and construed in accordance with the law of

England. Each party agrees to submit to the exclusive jurisdiction of the courts of England over any claim or matter arising under or in connection with the Agreement.

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## SPECIAL TERMS AND CONDITIONS (DATA INSIGHTS SERVICES SERVICES)

Where Valpak agrees to provide Client with Data Insights Services and/or Plastic Packaging Tax Services as set out in the Proposal (**Data Insights Services**) then the terms of these Special Terms (Data Insights Services) shall apply in addition to the terms of the General Terms and the Proposal.

### 1 DEFINITIONS

1.1 For the purposes of these Special Terms, in addition to the definitions in the General Terms of this Agreement, the following words and expressions have the following meanings:

**"Data Submission"** means the data submission to be made in accordance with (as applicable) the Producer Responsibility Obligations (Packaging Waste) Regulations 2007; the Producer Responsibility Obligations (Packaging Waste) Regulations (Northern Ireland) 2007; the Waste Batteries and Accumulators Regulations 2009; the Waste Electrical and Electronic Equipment Regulations 2006; and/or the Plastic Packaging Tax (General) Regulations 2022 (each as may be amended or replaced from time to time).

**"Scope of Work"** means the products, activities and companies as set out in the Proposal which shall be used by Valpak to prepare Client's Data Submission.

**"Weights Data"** means any packaging, waste electrical and electronic equipment, and/or batteries weights and/or weights related data required in relation to the Data Insights Services and/or Plastic Packaging Tax Services.

### 2 SCOPE OF WORK

2.1 Client acknowledges and agrees that the Services (or parts of the Services), the Timeline and/or the Fees may need to be revised or amended as a result of alterations to the Scope of Work.

2.2 Client acknowledges and agrees that the provision of the Services is dependent on data provided by Client (including the Scope of Work) being complete, accurate and up to date. Accordingly, Client shall to use its best endeavours to ensure that the Scope of Work is an accurate and complete reflection of Client's business activities.

### 3 DATA COLLECTION AND SUBMISSION

3.1 On receipt of the Client Data in accordance with clause 5.1 of the General Terms (or corrections to the Client Data pursuant to clause 5.2 of the General Terms) Valpak will:

3.1.1 if specified in the Proposal, calculate Client's Data Submission (or hypothetical Data Submission if Client is not actually making a Data Submission) using the Client Data and such Third Party Data (if any); and/or

3.1.2 carry out such other calculations or services relating to such Client Data as specified in the Proposal.

3.2 Valpak will use its reasonable endeavours to provide the results of the Services set out in clause 3.1 of these Special Terms (Data Insights Services) including the proposed Data Submission (if any) to Client on or before the dates set out in the Timeline (or as otherwise agreed in writing between the parties from time to time or as extended by any delay in supply of Client Data under clause 5.1 of the General Terms or clause 2.2 of these Special Terms (Data Insights Services)).

3.3 Where the Services are to be provided on the basis that Client will provide to Valpak all Weights Data (**"without weights"**), then Client shall be responsible for ensuring the accuracy of such Weights Data.

3.4 Where the Services are to be provided on the basis that Client will not provide to Valpak any Weights Data (**"with weights"**) Valpak will use reasonable endeavours to collect such Weights Data through contacting Client's suppliers or manually weighing items as required.

Clause 3.4 of these Special Terms (Data Insights Services) is subject to Client providing Valpak with a complete, accurate and up to date list of all of Client's suppliers and providing Valpak with such further assistance as Valpak may reasonably request in relation to Valpak obtaining Weights Data from such suppliers.

3.5 Where Valpak needs to manually weigh items in order to obtain any Weights Data, Valpak will treat such items with reasonable skill and care but may require some items to be removed from their associated packaging thereby making such items unsaleable. Client agrees to reimburse Valpak for any and all costs associated with the removal of items from their associated packaging and the safe disposal of such packaging and Client agrees to fully co-operate with Valpak and provide such access and assistance as may be reasonably required as part of this process.

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## SPECIAL TERMS AND CONDITIONS FOR PLASTIC PACKAGING TAX SERVICE

Where Valpak agrees to provide Client with Plastic Packaging Tax Services (calculation of imported/manufactured plastic tonnages, gathering and storing of recycled content data and evidence, production of total plastic tax liability) as set out in the Proposal (**Plastic Packaging Tax Services**), then the following terms shall apply in addition to the terms of the General Terms, the Special Terms and the Proposal.

### 1 DEFINITIONS

- 1.1 For the purposes of these Special Terms, in addition to the definitions in the General Terms of this Agreement, the following words and expressions have the following meanings:

“**Declaration Form**” means the Plastic Packaging Tax Declaration Form completed each quarter and signed by Client;

“**Resubmission**” means an amendment to a previous Tax Submission by way of providing revised Tax Data as result of obtaining new or more accurate weights data;

“**Tax Data**” means the plastic tax liability calculation set out in the relevant Declaration Form using the weights data approved by Client as set out in the relevant Declaration Form; and

“**Tax Submission**” means the submission of Tax Data to be made to HMRC in accordance with the Plastic Packaging Tax (General) Regulations 2022 (“**Plastic Tax**”).

### 2 TAX SUBMISSION

- 2.1 On receipt of the Client Data in accordance with clause 5.1 of the General Terms (or corrections to the Client Data pursuant to clause 5.2 of the General Terms) Valpak will calculate the Tax Data using the Client Data and such Third Party Data (if any). Subject to Client complying with clause 5.1 of the General Terms, Valpak will use its reasonable endeavours to provide the results of these calculations and the proposed Tax Submission to Client on or before the dates set out in the Timeline (or as otherwise agreed in writing between the parties from time to time).
- 2.2 Client acknowledges and agrees that Valpak only undertakes preliminary checks on the weights data and evidence provided by Client and its suppliers (the “**Evidence**”) when calculating the Tax Data. It is the sole responsibility of Client to review and approve the Evidence as set out in the Declaration Form and ensure that it is accurate and meets the requirements of HMRC guidance. Client must approve the Evidence in accordance with the Timeline as set out on the Proposal. Valpak has no responsibility or liability for any delay in providing any Tax Submission to HMRC if Client has not approved the Evidence or has not adhered to the Timeline.
- 2.3 Client acknowledges and agrees that it shall remain fully responsible for verifying the weights data and Evidence set out in the Declaration Form and approving the Tax Data prior to making the Tax Submission to HMRC and accordingly Valpak shall have no liability to Client for any errors, omissions or inaccuracies in the Tax Data.
- 2.4 Client acknowledges that it has carried out due diligence and has determined that the Plastic Packaging Tax Services are suitable to meet its needs, including but not limited to ensuring compliance with the Plastic Tax. In particular Client's attention is drawn to the fact that HMRC's implementation of the Plastic Tax requires actual weights data for the Evidence, which is practically impossible as the actual weights data is not known by Valpak for all relevant products. As such, Client acknowledges that the Plastic Packaging Tax Services are provided on this basis, but that Client is and remains solely responsible for taking all additional steps that may be needed by it in order for it to comply with the Plastic Tax. Valpak shall have no liability to Client for any losses Client may suffer under the Plastic Tax if Valpak has performed the Services in accordance with its express obligations set out in the Proposal.

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**SPECIAL TERMS AND CONDITIONS FOR RECYCLABILITY  
ASSESSMENT METHODOLOGY SERVICES**

Where Valpak agrees to provide Client with RAM Services (carrying out an assessment as to recyclability of packaging items on a red/amber/green scale) as set out in the Proposal (**RAM Services**), then the following terms shall apply in addition to the terms of the General Terms and the Proposal.

**1 SERVICE PROVISION**

- 1.1 On receipt of the Client Data in accordance with clause 5.1 of the General Terms (or corrections to the Client Data pursuant to clause 5.2 of the General Terms) Valpak will carry out the RAM Services using the Client Data and such Third Party Data as Valpak collects in relation to these Services (if any). Subject to Client complying with clause 5.1 of the General Terms, Valpak will use its reasonable endeavours to provide the output of the RAM Services as part of the verification form (as referred to in the Proposal) to Client on or before the dates set out in the Timeline (or as otherwise agreed in writing between the parties from time to time).
- 1.2 Client acknowledges and agrees that Valpak will be making use of: (i) packaging data held within its database to determine the recyclability of items in situations when actual packaging data is not available; and (ii) conclusions as to the recyclability of items provided by Client's suppliers in response to queries raised by Valpak.
- 1.3 Client acknowledges that it has carried out due diligence and has determined that the RAM Services are suitable to meet its needs, including but not limited to ensuring compliance with Producer Responsibility Obligations (Packaging and Packaging Waste) Regulations 2024 (**EPR Regulations**). In particular Client's attention is drawn to the fact that DEFRA's implementation of the Recyclability Assessment Methodology requires that the data used to make the assessment is "as accurate as reasonably possible". As such, Client acknowledges that the RAM Services are provided on this basis and Valpak shall have no liability to Client for any losses Client may suffer (whether under the EPR Regulations or otherwise) if Valpak has performed the Services in accordance with its express obligations set out in the Proposal.

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## **SPECIAL TERMS AND CONDITIONS FOR PACKAGING AND PACKAGING AND WASTE SERVICES**

Where Valpak agrees to provide Client with Packaging and Packaging Waste services in connection with the PPWR as set out in the Proposal (**PPWR Services**), then the following terms shall apply in addition to the terms of the General Terms and the Proposal.

### **1 SERVICE PROVISION**

- 1.1 On receipt of the Client Data in accordance with clause 5.1 of the General Terms (or corrections to the Client Data pursuant to clause 5.2 of the General Terms) or, where the relevant Third Party Data is being provided by a supplier or third party instead of Client, as obtained by Valpak in accordance with the Proposal, Valpak will carry out the PPWR Services using the Client Data and such Third Party Data as Valpak collects in relation to these Services (if any).
- 1.2 Client acknowledges and agrees that Valpak will be making use of:  
(i) Client Data and Client's confirmation of conformance with the relevant article of the PPWR as stated in the Proposal; or (ii) Third Party Data and third party's confirmation of conformance with the relevant article of the PPWR as stated in the Proposal, in response to queries raised by Valpak.
- 1.3 Client acknowledges that it has carried out due diligence and has determined that the PPWR Services are suitable to meet its needs, including but not limited to ensuring compliance with PPWR. In particular, Client's attention is drawn to the fact that Valpak has no responsibility for verifying the Client Data, Third Party Data or any confirmation of compliance with the relevant article of the PPWR as stated in the Proposal. As such, Client acknowledges that the PPWR Services are provided on this basis and Valpak shall have no liability to Client for any losses Client may suffer (whether under the PPWR or otherwise) if Valpak has performed the Services in accordance with its express obligations set out in the Proposal.

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