**CONTRACT FOR CHARGEABLE SERVICES PROVIDED BY THE EUROPEAN UNION AGENCY FOR RAILWAYS**

*[Reference]*

1. The **European Union Agency for Railways** (‘the Agency’), represented for the purposes of signing this contract by *[Mr/Ms XXXXXXXXXXXXXXXXXX, Job Title, Unit]*

and

2. [*Full official name*]

[*Official legal form*]

**[***Statutory registration number or ID or passport number***]**

[*Full official address*]

[*VAT registration number*]

(the “Service Receiver"), represented for the purposes of signing this contract by[*forename, surname and function of legal representative*,]

Together “the Parties” and individually “a Party”

HAVE AGREED

Article 1 Subject matter

* 1. The Agency shall provide to the Service Receiver the chargeable services specified in Annex I (the “Services”).
  2. This Contract shall be governed by the General Conditions attached hereto in Annex III except if a derogation thereto is expressly foreseen in Article 7 hereof.

Article 2 Duration, performance and location

**2.1** This Contract enters into force [on the date on which the last party signs it] [on[*insert date*]if both parties have already signed it].

**2.2** The Agency shall provide the Services in accordance with the milestones detailed in Annex II and shall terminate on [DATE].

**2.3** The milestones and period of execution of the tasks related to the Services described in Annex II may be amended only with the express written agreement of the Parties by means of an addendum to this Contract before such expiration date. In no case shall the tasks be executed later than six (6) months after the termination date as stated sub 2.2 and in line with the general conditions.

**2.4** The place of performance of this contract is at the Agency’s premises [*amend as required*].

Article 3 Charges and payments

**3.1** The Service Receiver shall pay the charges levied by the Agency on the basis of the time spent at the hourly rate of 252,00 € per hour, applied proportionally where necessary.

**3.2** Payments shall be made to account n° BE70 3631 9069 0825 on production of the invoice showing the amount of the charges and within no more than 60 [sixty] calendar days from the date the invoice is sent by the Agency.

Article 4 Data Controller

For the purpose of Article 5 of the General Conditions, the data controller is the Head of [Unit].

Article 5 Communication provisions

For the purpose of this contract, communications must be sent or addressed to the following points of contact and addresses:

|  |  |
| --- | --- |
| For the Service Receiver,  Point of contact: [*complete with name and function*]  [*Company name*]  [*Full official address*]  E-mail: [*complete*]  Telephone number: [*complete*] | For the Agency,  Point of contact: [*complete with name and function*]  [Unit [*complete*]]  [*Postcode and city*]  E-mail: [*insert mailbox*]  Telephone number: [*complete*] |

**[**Article 6 Specific Requirements (*like derogations to the General Conditions, etc.) if applicable***]**

**Annexes**

* Annex I: List of Services to be provided by the Agency
* Annex II: Milestones to provide the Services
* Annex III: General Conditions applicable to the Contract

**Signatures**

|  |  |
| --- | --- |
| For the Service Receiver,  [*Company name*/*forename/surname/function*]  signature: | For the Agency,  [*forename/surname/function*]  signature: |
| Done at [*place*], [*date*] | Done at [*place*], [*date*] |

In duplicate in English.

**Annex I: List of Services to be provided by the Agency**

**Annex II: Milestones to provide the Services**

**Annex III: General Conditions applicable to the Contract**

**The “GENERAL CONDITIONS APPLICABLE TO CHARGEABLE SERVICES PROVIDED BY THE EUROPEAN UNION AGENCY FOR RAILWAYS” are available on the webpage of the Agency at https://www.era.europa.eu/activities/chargeable-services\_en**