

CANCELLATION FORM (attached to Client Agreement).

HR & Diversity Management Limited is required to have in place, and operate, an effective cooling down and cancellation process to enable you to exercise your right to cancel the Client Agreement between yourself and our Company within the 14-day cooling down period set out in the Consumer Contracts (Information, Cancellation and Additional Charges) Regulation 2013.

This process is in addition to, and separate to, our Complaints Policy.

Cancellation Terms:

Within 14 day Cooling Down Period: This form enables you to exercise your right set out in the above paragraph. Please sign it and return it to us if you wish to withdraw from our Client Agreement. Please feel welcome to contact us by telephone if you have any concerns or questions about this process

After 14 days: If you decide to cancel our services after the 14 day cooling down period has lapsed and after work has commenced (particularly where we have undertaken work for you which enables you to achieve a settlement from your employer) we reserve the right to invoice you for our time from a) the point that our work commenced on your case up to b) the point that you signed and returned a Cancellation Form. In this eventuality we reserve the right to charge you at a rate of £150 per hour +VAT for any/all work undertaken by us. In that circumstance you will receive an Invoice and a Timesheet detailing the work we have carried out for you. We will only charge you for work we have carried out - as set out in the Timesheet. Please feel welcome to contact us if you have any questions about this process.

INSTRUCTION TO CANCEL CLIENT AGREEMENT

To The Directors of HR & Diversity Management Limited, PO Box 1276. Swindon. SN25 4UX

I/We [*] hereby give notice that I/We [*] cancel my/our [*] contract of sale in respect of the Case Assessment Services and/or Settlement Agreement Services set out in the Client Agreement issued to us/me on (date).

** Delete as appropriate and insert appropriate information where appropriate.*

Name of Client:

Address of Client:

.....

.....

Signature :

Dated :

Acknowledged & confirmed by a Director of HR & Diversity Management Limited

Signature :

Dated :