

## Document Storage, Digitisation and Destruction Services Agreement – joining form

To participate in the syndicated panel agreement for document storage, digitisation and destruction services (the Agreement) your agency or school needs to sign this joining form and return to [procurement@mbie.govt.nz](mailto:procurement@mbie.govt.nz).

### Request to join the Syndicated Panel agreement

The Ministry of Business, Innovation and Employment (MBIE) has negotiated preferential terms with a panel of providers for the supply of document storage, digitisation and destruction services on behalf of eligible government agencies and entered into the Agreement with providers.

To participate in and benefit from the Agreement you must sign the joining form below.

Capitalised terms used but not defined in this letter have the same meaning as in the Agreement. In accordance with clause 1.3(a) of the Agreement, to participate and benefit from the preferential terms of the Agreement, your agency must accept and agree to comply with the terms and conditions of the Agreement (which are not negotiable) as a party to the Agreement.

Once MBIE receives the completed joining form, we will confirm whether your request has been accepted and you are able to participate in the Agreement.

Please keep a copy of the confirmation email and the signed joining form for your records.

### Representative details

This is your agency/school's point of contact for information related to the Agreement. We may pass these details on to the syndicated panel providers.

Name:

Job title:

Physical address:

Phone number:

Email address:


**Acceptance of the Agreement**

By signing this form, you confirm that:

- you have the authority to enter into the Agreement on behalf of your agency/school
- your agency/school agrees to comply with the Agreement
- any Service Order agreement between my agency and a provider is a separate legally binding and enforceable contract, and does not affect the Agreement or any other agency's Services Order
- prices may be increased or decreased in accordance with the Agreement, and any changes will apply to my agency's Services Order(s)
- you authorise New Zealand Government Procurement (NZGP) to use, copy, assemble and distribute (in any form) your agency's spend and usage data for or in connection with its system lead mandates, including:
  - (a) for analysis, reporting and research
  - (b) to support NZGP service delivery and policy development;
  - (c) to develop future NZGP solutions
  - (d) to comply with law, including to respond to parliamentary, select committee and/or Ministerial questions.

Please sign this joining form to confirm your acceptance of the terms and conditions set out in the Agreement for and on behalf of your agency/school.

---

Signature

---

Signed for and on behalf of agency or school

---

Name of signatory

---

Job title of signatory

---

Date

Please return this joining form to [procurement@mbie.govt.nz](mailto:procurement@mbie.govt.nz).