

How to Amend a Contract

Objectives

- Amend a contract

Steps

To initiate an amendment to the contract, open the contract page by clicking on the contract name or ID within the grid.

From the top right of the page, click on the **three dots** **Create amendment**.

CT115 - Non-Disclosure Agreement Amanda Julin

Cancelled Executed Filing & Drafting more Active

Details

Type: Non-disclosure Agreement Workflow Status: **Under Approval** (System Workflow (default))

Sub type: Priority: **Medium**

Value: 1,000.00 (USD) Country:

Reference#: Applicable Law:

Client: **None**

Amendment of: **None**

Parties

Party (1): **BLP Industry** (بلد لى اندستري) Category (1): **None**

Party (2): **Amanda Julin** Category (2): **None**

Description

People

Requester: Amanda Julin

Assigned Team: All Teams

Assignee:

Created By: Amanda Julin (Portal User)

Modified By: Caroline Al Mraved

Authorized Signatory:

Contributors:

Collaborators: None

Dates

Date: 2022-06-30

Renewal: One time contract

Start Date: 2022-08-01

End Date: 2023-06-01

Created On: 2022-06-30 10:12:48

Renew
Create Amendment
Export to Word
Show SLA Elapsed Time
Archive
Delete

There are some fields to be filled out:

- Contract Type: choose the contract type
- Contract Name: Change its name if needed.
- Contract Date: Choose the date for contract renewal.
- And Fill out additional details if needed such as Contract Value, Party names, Renewal type, Start and End Dates, Assignee, etc...

Amend Contract/Document

Do you want to deactivate the previous contract/document? ☒

Do you want to archive the previous contract/document? ☒

Do you want to inherit the Approval Center of the previous contract/document? ☒

Type* Commercial Lease Agreement

Sub type None

Name* [Amendment 202401] Commercial agreement

Description

Value None

Requester داني البصري

Party (1) Company / Group

Category (1) None

Party (2) Company / Group

Save Cancel

Amend Contract/Document

Category (2) None

Add more

Date* 2024-01-17

Renewal ---

Start Date 2024-01-17

End Date YYYY-MM-DD

Reference#

Assigned Team All Teams

Assignee ---

Contributors

Maria Dave

Priority Medium

Termination Clause

Add a link

Notice Period YYYY-MM-DD

Save Cancel

You have also the option to decide if you want to deactivate or archive the previous contract and inherit the approval and signature center from the previous one as well.

For more information about LEXZUR, kindly reach out to us at help@lexzur.com.

Thank you!