**Data Item Description**

**Supporting Documents to Claims Advice**

**PM213**

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| **Supporting Documents to Claims Advice** | **PM213** |

**Purpose**

The Supporting Documents to Claims Advice (including IP Infringement Claims) is intended to make the Purchaser aware of the documentation supporting a Claims Advice (see DID PM208).

**References**

This Data Item shall comply with the general format, content and preparation instructions set out in Part 1 (Introduction) and Part 2 (Project Management) of the SOW.

**Preparation Instructions**

1 The Supplier’s supporting documentation shall be prepared in the following format and contain the following information:

1. Background

This section shall set out the background facts required to understand the claim.

1. Legal Basis

This section shall describe the legal basis for the claim, namely: one founded in contract, tort, statute or combination of one or more. Specific quotes of any clauses, sections and legislation relied upon shall be stated.

1. Supporting Facts and Documents

This section shall describe the specific facts and documents underpinning the legal basis of the claim. Copies of the supporting documentation shall be attached.

1. Witnesses

This section shall identify (i.e. names and addresses) potential witnesses, including any ‘expert witnesses’, and brief descriptions of the nature of their evidence in the form of a signed witness statement.

1. Quantum

This section shall describe the basis of calculating the value of the amount claimed. Copies of supporting documentation shall be attached.

**Special Instructions**

None.