

NAT / 10121

Derek Lamb
2 Bronte Villas
Cross Roads
Keighley BD22 9BW



Date: 17 December 2025

Please ask for: David Richmond

Our Ref: AW/Terms25

Your Ref: 50106/BH

T: 01228 690100

e: help@armstrongwatson.co.uk

Dear Mr Lamb

As a valued client, we are writing to inform you that we have updated our Terms of Business (2025 v1).

The updates include the following:

- Clarifying the definition of “Associated Companies” (Definitions)
- Changing of prevailing base rate bank to HSBC from Royal Bank of Scotland (clause 5.2)
- Our right to cease work following an unpaid invoice will now occur after 60 days, reduced from 90 (clause 6.5)
- Confirming the need to collect identification documents (clause 7.1)
- Updates to the reasons for collecting personal data to include the Economic Corporate Crime and Transparency Act (clause 14.5)
- Updated Data Protection information to confirm that data may be shared across our group (associated companies) to allow for advice to be provided in a more streamlined way (clause 14.7)

You can find the updated terms of business at www.armstrongwatson.co.uk/terms-business. These updated terms are applicable from the date of this notification and if we do not hear to the contrary, the terms are presumed agreed. All other specific engagement terms remain as previously agreed.

Should you have any queries please contact David Richmond or help@armstrongwatson.co.uk.

With thanks and best wishes,

Yours sincerely

David Richmond
Partner
For and on behalf of Armstrong Watson LLP

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www.armstrongwatson.co.uk
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