



## REVIEW GUIDANCE FOR AMENDMENT

Use this guidance to confirm an Amendment precisely changes an existing legal instrument without accidentally disturbing terms that should remain in force.

### Review focus

- Identify the agreement being amended.
- Confirm the amendment authority and execution requirements.
- State exactly what is added, removed, replaced, waived, or clarified.
- Preserve all unchanged terms expressly.
- Confirm the effective date of the amendment.

### Value Realization lens

The Amendment supports Value Realization by keeping legal commitments aligned with changing commercial reality while preserving traceability, authority, and continuity.