

## Exhibit 3

### Annexure A

#### Head Agreement for the Provision of Citrix Products, Software-as-a-Service (SaaS) and Services

#### Purchase Order

##### Background

- A Citrix Systems Asia Pacific Pty Ltd (ABN 37 078 874 530) (**the Contractor**) entered into an agreement on 26 September 2018 with the State of Victoria through the Department of Premier and Cabinet (**the Head Agreement**), pursuant to which it has agreed to make certain products, software and related services available to designated government organisations (**Customers**) on agreed terms.
- B A Contract comes into effect and will be binding on the Customer and the Contractor on the date this document is completed and signed by both of those parties. The terms and conditions contained in **Schedule 2** of the Head Agreement will apply to the Customer Contract.

**Part One - Required Information**

*[Note: The information in this Part One must be completed.]*

**Customer details:**

Name ABN (if applicable) Address	
Notice Details	address: email: attention:

Purchase Order number:	<i>[insert PO number]</i>
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**Delivery Details and Requirements:**

Mode of delivery:	<i>[Specify mode of delivery for the required Products and Services]</i>
Deliver to:	<i>[Insert description of delivery location]</i>
Contact officer:	<i>[Insert name of contact officer]</i>
Delivery Address details:	address: phone: email:
Other delivery requirements:	<i>[Provide details of any further delivery requirements]</i>

**Invoicing Details and Requirements:**

Invoice to:	<i>[Insert Invoicee name and position]</i>
Invoice Address details:	address: phone: email:

Other invoicing requirements:	<i>[Provide details of any further invoicing requirements]</i>
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**Table 1 – Products, SaaS and/or Services**

Description of Required Products, SaaS and Services	Quantity of Products, SaaS and Services	Time for Delivery or Commencement and End date	Unit Price/ Unit Price Per Annum (GST excl.)	Total Price (GST excl.)
<i>[List each item of the required Products by reference to the List for Hardware Products and Services (Attachments 8 and 8A of the Head Agreement Details)]</i>	<i>[Insert required quantity of each item of Products (including number of subscriptions for SaaS and On Premise (Subscription) Software)]</i>	<i>[List Time for Delivery for the item or Commencement/ End date in case of SaaS and On Premise (Subscription) Software]</i>	\$	\$
			\$	\$
			\$	\$
Description of Required Services		Time for Delivery	Required? (Yes/No)	Total Price (GST excl.)
Consultancy Services  <i>[If 'Yes' is selected, the Customer and Contractor will enter into a separate Statement of Work substantially in the form of Attachment 1 to the Head Agreement Details]</i>		<i>[Insert Time for Delivery of the Services.]</i>	Yes/No  <i>[delete as applicable]</i>	\$
Hardware Maintenance Services  <i>[If 'Yes' is selected, the Contractor will provide Hardware Maintenance Services in accordance with Attachment 4 to the Head Agreement Details]</i>		<i>[Insert Time for Delivery of the Services.]</i>	Yes/No  <i>[delete as applicable]</i>	\$
Training Services - Classroom, live virtual and self-paced training.  Required Training Services:  <i>[Specify Training Services type, as set out at <a href="http://www.citrixtraining.com">http://www.citrixtraining.com</a>]</i>		<i>[Insert Time for Delivery of the Services.]</i>	Yes/No  <i>[delete as applicable]</i>	\$

Training Services - Customised training  <i>[If 'Yes' is selected, the Customer and Contractor will enter into a separate Statement of Work Services substantially in the form of Attachment 5 to the Head Agreement Details]</i>	<i>[Insert Time for Delivery of the Services.]</i>	Yes/No  <i>[delete as applicable]</i>	\$
Transition Services  <i>[If 'Yes' is selected, the Customer and Contractor will enter into a separate Statement of Work Services substantially in the form of Attachment 5 to the Head Agreement Details]</i>	<i>[Insert Time for Delivery of the Services.]</i>	Yes/No  <i>[delete as applicable]</i>	
		GST	\$
		<b>Total Price</b> (GST inclusive)	\$

**Part Two – Additional Requirements**

General requirements —All Products and Services

<p>Special terms and conditions</p> <p>(cl. 3, Contract Terms and Conditions)</p>	<p><i>[Insert any Special Terms and Conditions. If left blank, no Special Terms and Conditions will apply to the Contract.]</i></p> <p>To avoid doubt, the Contractor's Data Processing Agreement or Citrix Information Security Exhibit set out in Attachment 2A to Schedule 1 of the Head Agreement cannot be Special Terms and Conditions insofar as they take precedence over the Head Agreement.</p>
<p>Standards, policies and requirements (incl. security requirements)</p> <p>(cl. 12.1, 12.2, 14.1, 14.2, Contract Terms and Conditions)</p>	<p>As set out in Parts 1 and 2 of Schedule 1 to this Purchase Order.</p> <p><i>[If Parts 1 and/or 2 of Schedule 1 are left blank, no additional standards, policies and procedures (as applicable) will apply beyond those set out in the Head Agreement.]</i></p>
<p>Method of payment</p> <p>(cl. 15.1(c), Contract Terms and Conditions)</p>	<p><i>[Specify method of payment (e.g., EFT, cheque or Corporate Credit Card). If left blank, payments will be affected by electronic Transfer.]</i></p>
<p>Acceptance Tests</p> <p>(cl. 16.1, Contract Terms and Conditions)</p>	<p>Acceptance Testing applies/ does not apply <i>[delete as applicable]</i></p> <p><i>[If Acceptance Tests are applicable, as indicated above:</i></p> <ul style="list-style-type: none"> <li>• <i>the Acceptance Tests are set out in Schedule 2 to this Purchase Order; and</i></li> <li>• <i>Acceptance will occur on the date the Acceptance Tests have been successfully completed in accordance with the requirements for Acceptance testing as specified in clause 16 of Schedule to the Head Agreement and this Purchase Order.]</i></li> </ul>
<p>Key Personnel</p> <p>(cl. 19.2, Contract Terms and Conditions)</p>	<p><i>[List any Key Personnel. If left blank, the personnel requirements set out in the Head Agreement will apply.]</i></p>
<p>Whether Contractor prohibited from including Customer details in Contractor documentation</p> <p>(cl. 20.3, Contract Terms and Conditions)</p>	<p><i>[Specify whether Contractor may include the Customer's name and a factual description of the work performed under the Contract in: (A) a list of reference; (B) third party proposals; and (C) annual reports.</i></p> <p><i>If left blank, the Contractor may include Customer details in the above documents.]</i></p>
<p>Maintenance of records by Contractor</p> <p>(cl. 28, Contract Terms and Conditions)</p>	<p><i>[Specify additional record-keeping requirements. If left blank, the record-keeping requirements set out in the Head Agreement will apply.]</i></p>

<p>Termination for Convenience SaaS and On Premise (Subscription) Software</p> <p>(cl. 23.2(b), Head Agreement; cl. 22.2(b), Contract Terms and Conditions)</p>	<p><i>[Any applicable charges are to be negotiated between the Contractor and Customer in respect of termination for convenience of SaaS and On Premise (Subscription) Software under clause 23.2 of the Head Agreement or clause 22.2 of the Contract Terms and Conditions. If any additional charges are listed, the following must be added to this Purchase Order:</i></p> <p><i>“The Customer will not be liable for any liabilities or expenses under the clause 23.2(b) of the Head Agreement or clause 22.2(b) of the Contract Terms and Conditions.”</i></p> <p><i>For example, the Contractor and Customer may agree to add the following wording:</i></p> <p><i>“The purchase of SaaS and On Premise (Subscription) Software is for the full subscription. If the Customer exercises its right of termination for convenience under clause 23.2 of the Head Agreement or clause 22.2 of the Contract Terms and Conditions, any unpaid amount of the contract price owing for the Contract Period will become due and payable. If the Customer pays the Contract Price, the Customer will not be liable for any liabilities or expenses under the clause 23.2(b) of the Head Agreement or clause 22.2(b) of the Contract Terms and Conditions.”]</i></p>
<p>Update SaaS</p> <p>(cl. 1.17 and 2.1, EUSA)</p>	<p><i>[Specify delayed Update cycle, in case available and desired. If left blank, Customer joins the standard Update cycle.]</i></p>
<p>Licence Terms</p> <p>(cl. 6.1(a) and (e), Contract Terms and Conditions)</p>	<p><i>[Specify applicable licence terms for Licensed Software and SaaS. If left blank, the licensing conditions set out in the Contract Terms and Conditions will apply.]</i></p>

Consultancy Services only

<p><b>Documentation Requirements</b></p> <p>(cl. 8.2(c), Contract Terms and Conditions)</p>	<p><i>[Specify any documentation or electronic records that the Contractor is required to provide as part of the Consultancy Services. If no Consultancy Services are being provided, insert 'N/A'.]</i></p>
<p><b>Service Levels</b></p> <p>(cl. 12.1, Contract Terms and Conditions)</p>	<p>As set out in Part 3 of Schedule 1 to this Purchase Order.</p> <p><i>[If Part 3 of Schedule 1 is left blank, no Service Levels will apply conditions) beyond those set out in the Head Agreement and the applicable Statement(s) of Work.]</i></p>

**Signed for and on behalf of the Customer**

Name (print)

Position

Signature and date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Signed for and on behalf of the Contractor**

Name (print)

Position

Signature and date \_\_\_\_\_ / \_\_\_\_\_

## **Schedule 1 to Purchase Order**

### **Applicable Standards, Policies and Procedures**

#### **Part One – Standards**

*[Specify any Australia, New Zealand or other international standards which apply to the Contractor's provision of the Products and/or Services.]*

#### **Part Two- Security Policies, Procedures and Requirements**

*Security Exhibit as set out in Attachment 2A to Schedule 1 of the Head Agreement*

#### **Part Three- Service Levels (Consultancy Services)**

*[Specify any service levels which apply to the Contractor's provision of the Consultancy Services. If no Consultancy Services are being provided, insert 'N/A'.]*