[Insert date]

[Insert Contractor’s name]

[Insert address line 1]

[Insert address line 2]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dear [Insert Contractor’s name]   |  |  | | --- | --- | | **Contract number** | [Insert Contract number] | | **Project name** | [Insert Project name] | |

**Re: Prescribed Notice under Clause 46.1 General Conditions of Contract**

I refer to your letter dated [Insert Date] with the title “Prescribed Notice under Clause 46.1".

I reject the claim as it does not comply with the requirements for a prescribed notice. The reasons are as follows:

* [Insert reasons]

[Delete before sending.

Failure of the Administrator to reject claims which do not comply with the requirements for a prescribed notice may expose the Principal to additional cost(s), and in turn, may expose the Administrator to claims from the Principal.

The requirements for a prescribed notice under this Clause do not apply in the situations listed in Clause 46.1 GCoC at Items (d) (i) to (iv).

Claims which are not submitted within 20 Business Days after the first day on which the Contractor could be reasonably aware of the breach, act, omission, direction, approval or other event, fact, matter or circumstance on which the claim is based.

The claim must be endorsed “Prescribed Notice Under Clause 46.1 GCoC” and contain the particulars noted in Items (c) (i), (ii) and (iii).]

Yours sincerely

[Insert Name]

**Administrator**

C/c:

1. **Principal** – [Insert Name]

[Insert Address line 1]

[Insert Address line 2]

[Blind copies are left to your own discretion]

|  |  |  |
| --- | --- | --- |
| B/c: | File no. | [Enter file number] |

1. **Administrator’s Representative** – [Insert name]

[Insert address line 1]

[Insert address line 2]

For your information.

1. **Inspector** – [Insert name]

[Insert address line 1]

[Insert address line 2]

For your information.

1. **Administration Officer** – [Insert name]

[Insert address line 1]

[Insert address line 2]

For your information.

[Insert name]

**Administrator**

[Insert date]