[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: Certificate of Practical Completion – Clause 42.5**

**Reduction of Security and Retention Moneys – Clause 5.8**

I refer to your letter dated [Insert date], requesting that Retention Security be reduced to the amount shown at Item 11B of the Annexure to the General Conditions of Contract.

In accordance with Clause.5.8 of the General Conditions of Contract, I hereby determine that reduction of Retention Security is warranted and I have advised the Principal by copy of this letter.

Yours sincerely

[Insert name]

Administrator

C/c:

1. **Principal** – [Insert name]

[Insert address line 1]

[Insert address line 2]

Please find attached Form C7874 for Release of 80% (or the percentage nominated at Item 11B of the Annexure A) of the Contractor’s Retention Security. You have 14 days from the date of this letter to return 80% of the Retention Security.

[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.

1. **Program Reporting Officer** – [Insert name]

[Insert address line 1]

[Insert address line 2]

For your information.

1. **ARMIS Coordinator** – [Insert name]

[Insert address line 1]

[Insert address line 2]

For your information.

1. **Principal Engineer (Routine Maintenance)** – [Insert name]

[Insert address line 1]

[Insert address line 2]

For your information.

1. **Maintenance Provider** – [Insert name]

[Insert address line 1]

[Insert address line 2]

For your information. Please note the date from which you assume maintenance responsibility under the RMPC.

1. **Manager (Guardrail Services)** – [Insert name]

[Insert address line 1]

[Insert address line 2]

For your information. Please arrange for the new / upgraded guardrail to be entered into the database.

1. **Business Coordinator (Permit System Management)** – [Insert name]

[Insert address line 1]

[Insert address line 2]

For your information and necessary action to advise the transport industry (wide loads) of possible lane width restrictions have been removed.

[Insert name]

**Administrator**

[Insert date]