|  |  |
| --- | --- |
| **Date** | [type here] |
| **To** | Contractor |

Dear Sir/Madam/Miss, etc.

|  |  |
| --- | --- |
| **Contact number** | [type here] |
| **Road name** | [type here] |
| **Local government name** | [type here] |
| **Proof of Insurance** | |

I refer to Clause 21 of the *General Conditions of Contract* and under Clauses 18 and 19 of the *General Conditions of Contract*, Alternative 1. I have effected Principal Arranged Insurance for the Works and Public Liability. You are deemed to have examined, assessed and understood the Principal’s insurance policies which can be inspected at (2).

You are to provide, within three Business Days of this notice, evidence that all necessary insurance policies are in place, the details of the sums insured, and the amount of any excess or deductible, whichever is applicable.

Failure by you to comply with this notice may result in enforcing our rights under Clause 21.2.

Yours sincerely

[type here]

**Principal**

c/c: Administrator

|  |
| --- |
| 1. Delete as appropriate. 2. Provide details of where policies can be inspected. 3. A reasonable time must be inserted, for example, five Business Days. This may vary with particular circumstances. |