[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: Administrator’s Notice Under Clause 46.2 General Conditions of Contract**

I have issued this notice under Clause 46.2 Time for Disputing Administrator's Decisions, of the *General Condition of Contract*. I have issued the attached certificate / determination with respect to a Claim [Insert details]. The reasons for my decision are as follows:

1. [Enter reasons]

The certificate / valuation / determination will be final and binding upon the parties, and not subject to dispute unless either party, within 20 Business Days after receiving my notice, issues a Notice of Dispute in accordance with Clause 47.1 of the *General Conditions of Contract*, disputing the certificate / valuation / determination.

Yours sincerely

[Insert name]

**Administrator**

**Encl. ( )**

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]