[Insert date]

[Insert Principal’s Representative’s name]

[Insert address line 1]

[Insert address line 2]

|  |
| --- |
| Dear [Insert Principal’s Representative’s name] |

|  |  |
| --- | --- |
| **Contract number** | [Insert Contract number] |
| **Project number** | [Insert Project name] |

**Re: Final Certificate - Principal - Clause 42.8**

In accordance with Clause 42.8 of the General Conditions of Contract, I hereby certify that as of [Insert date], the Contractor has discharged all obligations under the Contract.

As required by Clause 42.8 of the General Conditions of Contract, I have assessed the Contractor’s Final Claim submitted on {Insert Date}and in my opinion the value of the Final Certificate is [Insert Valuation] ex. GST.

A copy of this Final Certificate advice is attached.

[Delete the above paragraphs or the following ones as appropriate]

**Or**

As no final claim has been received from the Contractor within the time specified in Clause 42.7 of the General Conditions of Contract, the Contractor is barred from making any claims arising out of the Contract. Furthermore, as required by Clause 42.8 of the General Conditions of Contract, as the Contractor has not fulfilled all of the obligations under the Contract, I cannot issue the Final Certificate.

**Or**

I refer to the Contractor’s letter of [Insert date] submitting his Final Payment Claim for the above Contract under Clause 42.7 of the General Conditions of Contract.

In accordance with Clause 42.8 of the General Conditions of Contract, I hereby advise that as of [Insert date], the Contractor has not discharged all obligations under the Contract.

As such I cannot issue the Final Certificate as required by Clause 42.8 of the General Conditions of Contract.

Yours sincerely

[Insert name]

**Administrator**

Encl (1)

[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]