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

Dear Sir/Madam/Miss, etc.

|  |  |
| --- | --- |
| **Contact number** | [type here] |
| **Road name** | [type here] |
| **Local government name** | [type here] |
| 1. **Recourse to Subcontractor Payment Security**
 |

I am entitled to exercise rights under the Contract to Subcontractor Payment Security held under the Contract. I advise that I intend to have recourse to the Subcontractor Payment Security (2) to the extent of the sum of (3) $ (amount).

Yours sincerely

[type here]

**Principal**

c/c: Administrator

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| --- |
| 1. Clause 5.6 (b) (i) and (ii) of the GCoC sets out the specific conditions which must be satisfied before the Principal can have recourse to Subcontractor Payment Security.
2. Delete the following words if the whole of the Subcontractor Payment Security is to be appropriated.
3. If recourse is not to the whole of the Subcontractor Payment Security, insert the appropriate amount.

Note: Standard Letter SL-040 is printed in three forms (SL-040, 041, 042). SL-042 applies where Subcontractor Payment Security is held as other than cash. |