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| **Contractor** | [Insert text here] | **Date of Acceptance of Tender** | [Insert text here] |
| **Contract No.** | [Insert text here] | **Project No.** | [Insert text here] |
| **Project Name** | [Insert text here] |
| **Date when Possession of Site is given (list each Separable Portion separately)** | [Insert text here] | **Original Date for Practical Completion (list each Separable Portion separately)** | [Insert text here] |

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| Claim No. | Description (include details such as:* Did contractor issue a Notice of Possible Delay?
* Cause of delay
* Is this overlapping delay?
* Separable Portion)
 | Date Received | Days Claimed | Days Approved | Approved By | Date when the approval is given | Revised Date for Completion |
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