Each latent condition claim should be sequentially numbered or identified with a numbering system.

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| **Contractor** | [Insert text here] |  |  |
| **Contract No.** | [Insert text here] | **Project No.** | [Insert text here] |
| **Project Name** | [Insert text here] |

| Notification of Latent Condition Details | Outcome(record date) | Variation Ref No.(if Latent Condition approved) | Extension of Time Ref. No. (if Latent Condition approved and Extension of Time granted) |
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| Ref No. | Date of Email / Letter | Description | Latent Condition rejected | Latent Condition approved |
| and Extension of Time rejected | and Extension of Time granted |
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