[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**

Reference is made to my **[delete as appropriate]** certificate / valuation / determination dated [Insert Date] in response to your claim number [Insert Contractor’s Claim Number] dated [Insert Date].

In conjunction with that **[delete as appropriate]** certificate / valuation / determination, I hereby also issue an Administrator’s Notice under Clause 46.2.

If neither party lodges a notice of dispute in accordance with Clause 47.1 of the *General Conditions of Contract* within 20 Business Days of receiving this notice, the **[delete as appropriate]** certificate / valuation / determination to which this notice relates shall be final and binding upon the parties and not subject to dispute, notwithstanding Clause 47 of the *General Conditions of Contract.*

Yours sincerely

[Insert name]

**Administrator**

[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]