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

Dear Sir/Madam/Miss, etc.

|  |  |
| --- | --- |
| **Contact number** | [type here] |
| **Road name** | [type here] |
| **Local government name** | [type here] |
| **Notice to Provide Evidence of Insurance** | |

Under Clause 21.1 of the *General Conditions of Contract*, you are required to provide evidence that the insurance required under the Contract has been removed. Under Clause 21.2 of the *General Conditions of Contract*, if such proof is not provided within (1) [type here] Business Day, I will

(2) effect such insurance and pay the premiums thereon and deduct same from payments due.

(2) withhold payment of all monies due under the Contract until evidence of compliance is produced.

Yours sincerely

[type here]

**Principal**

c/c: Administrator

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| --- |
| 1. A reasonable time e.g. five Business Days must be inserted. This may vary with particular circumstances. 2. Delete as appropriate.   Note:  While Clause 21.1 applies to both parties, the above letter assumes that the Contractor is to insure under Alternative 2 of Clauses 18 and 19 and it is thus a letter appropriate to be sent by the Principal only.  The alternative applying for Insurance of the Works for this Contract is given in Item 21A of Annexure A to the GCoC. |