

[Insert your company details here]

ABIC FORM CP-40
REQUEST FOR INFORMATION/INSTRUCTION/NOTICE

Project:

Project no:

Date issued:

To the architect:

In accordance with clause number _____, please provide an instruction/information/notice [delete whichever not applicable] to resolve the following matter [insert details here]:

Should a reply to this request not be made by close of business on ____/____/____ then a delay in the progress of the **works* may occur and an extension of time for the date for **practical completion* may be notified under **section L**.

_____ (signature)
 Contractor

Response date: ____ / ____ / ____

Distribution: Original: Architect Copies: File Other _____

Note to contractor:

This form may be used for any request for information including but not limited to requests under clauses A7.2, B1, C5, E5, F5, J1.2, J2, J4, M8 and N9. Critical times for requests vary. Refer to the User Guide for details.

[Insert your company details here]

ABIC FORM CP-41A
NOTICE OF CONTRACT PRICE ESTIMATE

Project:

Estimate no:

Project no:

Date:

Under **clause B4**, the contractor's fair and reasonable estimate of the **cost of the building works* (plus **GST*) that is likely to be paid by the owner under the contract to complete the **works*, at the date of this notice is:

\$ _____ (plus **GST*)

This **contract price estimate* does not form part of the contract documents or amount to a representation, innocent or otherwise, that gives rise to a contractual, tortious or statutory entitlement to damages or other compensation.

 Contractor (signature)

Distribution: Original: Owner Copies: Architect File Other _____

[Insert your company details here]

ABIC FORM CP-41B
NOTICE OF NEW CONTRACT PRICE ESTIMATE

Project:

Estimate no:

Project no:

Date issued:

This notice accompanies claim no. _____, dated ____ / ____ / ____.

In accordance with **clause B4.4**, the contractor's estimate of the **cost of the building works* (plus **GST*) that is likely to be paid by the owner under the contract to complete the **works*, at the date of this notice is:

\$ _____ (plus **GST*)

The above **contract price estimate* becomes the new **contract price estimate* and on delivery of this notice, it replaces the previous **contract price estimate* numbered _____ [*insert no. of most recent estimate notice*] and dated ____ / ____ / ____.

This **contract price estimate* does not form part of the contract documents or amount to a representation, innocent or otherwise, that gives rise to a contractual, tortious or statutory entitlement to damages or other compensation.

 Contractor (signature)

Distribution: Original: Owner Copies: Architect File Other _____

[Insert your company details here]

ABIC FORM CP-42
NOTICE OF INTENTION TO CLAIM

Project:

Claim notice no:

Project no:

Date issued:

To the architect:

You are notified of our intention to make a claim in accordance with **clause _____**, *[insert a brief description of the intended claim]*:

_____ (signature)

Contractor

Distribution: Original: Architect Copies: File Other _____

[Insert your company details here]

**ABIC FORM CP-43
DETAILS OF CLAIM**

Project:

Claim notice no:

Project no:

Date issued:

To the architect:

The details of our claim numbered _____ [insert number of the matching notice of claim] and dated ____ / ____ / _____ are as follows [insert complete details of the claim]:

_____ (signature)
Contractor

Distribution: Original: Architect Copies: File Other _____

Note to contractor:

You must notify your intention to make a claim **promptly** after becoming aware of the circumstances that will cause the claim. Details of your claim must be provided within a time agreed with the architect or in default 20 **working days**. This form may be used for claims under clauses E5, E9, F7, G10, H1, I2, I3, J1, J5, J6, J7, K2, M7, M8, N10, Q12 and Q16.

[Insert your company details here]

**ABIC FORM CP-44
ADDITIONAL INFORMATION**

Project:

Claim notice no:

Project no:

Date issued:

To the architect:

In accordance with your request dated ____ / ____ / ____ for additional information regarding our claim numbered _____ the following details are provided [*insert details of the additional information*]:

_____ (signature)
Contractor

Distribution: Original: Architect **Copies:** File Other _____

Note to contractor:

As this additional information is required to assess your claim, comprehensive information should be provided. This form may be used under clauses E5, E9, F7, F8, G10, H1, I2, I3, J1, J5, J6, J7, K2, M7, M8, N10, Q12 and Q16.

[Insert your company details here]

ABIC FORM CP-45
EVIDENCE OF INSURANCES – CONTRACTOR TO INSURE

Project:

Project no:

Date issued:

***To the owner:**

I have read the contract conditions in **Section E** regarding insurance and certify that:

- the contractor has an insurance policy in place for which the premium has been paid
- the insurance complies with the requirements of the contract; and
- the insurance policy names the contractor and the owner and any other person included in the works as the insured.

Insurance type	Name of insurer	Details of insurance	Signed and dated by insurer/broker
Public liability		Cover \$ _____ Excess \$ _____ Expiry date _____	
Contract works		Cover \$ _____ Excess \$ _____ Expiry date _____	
Worker's compensation and employer's liability		Cover \$ _____ Excess \$ _____ Expiry date _____	
Common law damages (if applicable) refer clause E7.1)		Cover \$ _____ Excess \$ _____ Expiry date _____	

Copies of the insurance/certificates of currency are attached.

_____ (signature)

Contractor

Distribution: Original: Architect Copies: File Other _____

[Insert your company details here]

**ABIC FORM CP-46A
SECURITY – PROVIDING BANK GUARANTEES**

Project:

Project no:

Date issued:

***To the architect:**

In accordance with **clause C3**, security in the form of two equal **unconditional guarantees* is attached.

OR

***To the contractor:**

In accordance with **clause C14**, security in the form of an **unconditional guarantee* is attached.

**Delete one*

_____ (signature)

Contractor

_____ (signature)

Owner

Distribution: Original: Architect Copies: File Other _____

Note to contractor:

The unconditional guarantees must be provided with 10 **working days* of the contract being executed. Furthermore, the first progress payment will not be paid until the owner has possession of them. Where the project is divided into separable parts, two equal unconditional guarantees must be provided for each separable part. Schedule 5 provides a pro forma unconditional guarantee document.

[Insert your company details here]

ABIC FORM CP-46B
SECURITY - NOTICE OF THE TOP-UP COSTS

Project:

Project no:

Date issued:

In accordance with your request dated ____ / ____ / _____, the **top-up costs* to provide two replacement **unconditional guarantees* in accordance with **clause C4.3** are:

\$ _____ (excluding *GST).

_____ (signature)

Contractor

Distribution: Original: Architect Copies: File Other _____

[Insert your company details here]

ABIC FORM CP-47
NOTICE TO ARCHITECT - *WORKS AT *PRACTICAL COMPLETION

Project:

Project no:

Date issued:

To the architect:

In accordance with **clause M3**, you are notified that the following **works* will reach **practical completion* on ____ / ____ / ____.

[Describe the **works* here]

_____ (signature)
Contractor

Distribution: Original: Architect Copies: File Other _____

Note to contractor:

You are required to inspect the **works* **promptly*.

[Insert your company details here]

ABIC FORM CP-48 PROGRESS CLAIM – SUMMARY SHEET

Project:

Claim no:

Project no:

Date issued:

To the architect:

In accordance with the terms of the contract:

A.	Original <i>*cost of building work</i> :		\$0.00
B.	Total adjustments to the <i>*cost of building work</i> to date:		\$0.00
C.	Current adjusted <i>*cost of building work A+B</i> :		\$0.00
D.	Current adjusted <i>*contractor's fee</i>		\$0.00
E.	Current adjusted <i>*contract price C+D+E+F</i> (excl. <i>*GST</i>):		\$0.00
F.	Plus <i>*GST</i>		\$0.00
1.	Total <i>*cost of building work</i> completed to date (clause N3.2):	#	\$0.00
2.	Value of materials and equipment delivered:	#	\$0.00
3.	Value of <i>*off-site plant or material</i> :	#	\$0.00
4.	Amount of all <i>*changes fee</i> or <i>*provisional/prime cost sum fee</i> :	#	\$0.00
5.	Less the amount of cash retention:		– \$0.00
6.	Plus <i>*GST</i> for 1, 2, 3 and 4:		\$0.00
7.	Total for this claim (incl. <i>*GST</i>) is 1 + 2 + 3 + 4 - 5 + 6:		\$0.00
8.	Total amount previously certified by the architect (incl. <i>*GST</i>):		\$0.00
9.	Amount of this claim (incl. <i>*GST</i>) is 7 - 8:		\$0.00

Substantiating details are attached.

Amounts excluding **GST*

I declare that:

- all wages and other entitlements including building industry superannuation and long service leave levies have been paid to or on behalf of all employees;
- all monies due to subcontractors have been paid;
- all insurances required to be maintained are in force.

_____ (signature)

Contractor

Distribution: Original: Architect Copies: File Other _____

Note to contractor:

The summary sheet should form the first page of your claim. Comprehensive details should be submitted with all progress claims.

[Insert your company details here]

ABIC FORM CP-49
FINAL CLAIM – SUMMARY SHEET – CLAUSE N11

Project:

Claim no:

Project no:

Date issued:

To the architect:

In accordance with the terms of the contract, I received the **form CP-18** (notification of instruction to submit the final claim) on ____ / ____ / ____ [insert date].

1. Original *cost of building work:	\$0.00
2. Total adjustments to the *cost of building work:	\$0.00
3. *Contractor's fee calculated in accordance with clause N1.4 :	\$0.00
4. Plus *GST on 1, 2 and 3:	\$0.00
5. Final contract sum is 1 + 2 + 3 + 4:	\$0.00
6. Total amount previously paid incl. *GST:	\$0.00
7. Amount of this claim incl. *GST is 5 – 6:	\$0.00

Substantiating details are attached.

I declare that:

- I have performed my obligations under this contract; and
- All monies due to subcontractors have been paid.

 Contractor (signature)

Distribution: Original: Architect Copies: File Other _____

Note to contractor:

The summary sheet should form the first page of your final claim. Comprehensive details should be submitted with all progress claims.

[Insert your company details here]

ABIC FORM CP-50
CHANGE IN THE FORM OF SECURITY TO THE OWNER

Project:

Project no:

Date issued:

To the architect:

In accordance with **clause C5**, we elect to change the form of security:

- from **unconditional guarantees* to cash retention. We enclose our cheque for:
 \$ _____ (in words)
 being the current value of security and request the return of the **unconditional guarantees*. Please provide evidence that the cash retention is being held in accordance with **clause C2.2**.

OR

- from cash retention to **unconditional guarantees*. The **unconditional guarantees* in accordance with **clause C3** are attached. Please provide a cheque for:
 \$ _____ (in words)
 being the current value of security.

 Contractor (signature)

Distribution: Original: Architect Copies: File Other _____

Note to owner:

If the contractor elects to change the form of security from cash retention to **unconditional guarantees*, you must return the cash retention to the contractor when the unconditional guarantees have been provided, close the trust account and provide a bank statement to the contractor.

[Insert your company details here]

ABIC FORM CP-51
EVIDENCE OF INSURANCE – OWNER TO INSURE

Project:

Project no:

Date issued:

To the architect:

In accordance with **clause E5**, please provide the evidence that the following insurance has been effected:

- Public liability insurance.
 Contract works insurance.

Please provide copies of this insurance and certificates of currency.

_____ (signature)
Contractor

Distribution: Original: Architect Copies: File Other _____

Note to owner:

If you are required to effect insurance under **clause E1** and/or **E2** and you do not do so by the time that the contractor is granted possession of the site, the contractor is entitled to take out the insurance under **clause E5**. The contractor may submit a claim to the architect for the cost of doing so. If such a claim is made, the architect must take the claim into account when preparing the next progress certificate.

Note to contractor:

If the owner is to insure under **clause E1** or **E2** and fails to provide evidence of these insurances you may take out the insurances. If you do, you are entitled to make a claim for the cost of the insurances as part of the *cost of building work under **clause N1.2**.

[Insert your company details here]

ABIC FORM CP-54
SEPARATE CONTRACTOR – OBJECTION TO ENGAGEMENT AS A SUBCONTRACTOR

Project:

Project no:

Date issued:

To the architect:

In accordance with **clause K2.4**, we object to engaging the particular person selected by the owner as a subcontractor for the following reasons *[insert the name of the particular person and details of the cause for objection]*:

_____ (signature)
Contractor

Distribution: Original: Architect Copies: File Other _____

Note to contractor:
Full details of the basis for the objection should be provided. This notice must be given **promptly* after receiving an instruction under **clause K2.2**.

[Insert your company details here]

**ABIC FORM CP-55
CONTRACTOR'S NOTICE**

Project:

Project no:

Date issued:

To the architect/owner/authority:

In accordance with **clause** _____, you are notified as follows:

[insert details here]

_____ (signature) Response date: ____ / ____ / ____
Contractor

Distribution: Original: Architect Copies: File Other _____

Note to contractor:
This form may be used for any notice including but not limited to notices under **clauses A2.2, B1, E9, F7, G3.1, G10.1, J4.1, J6 and Q11.**

[Insert your company details here]

**ABIC FORM CP-56
NOTICE OF SUSPENSION/TERMINATION**

Project:

Project no:

Date issued:

To the architect/owner:

In accordance with **clause Q12/Q13** [*delete whichever not applicable*], you are notified that you have not complied with:

[insert details of default here]

As a result, this contract is suspended under **clause Q12** / terminated under **clause Q13** [*delete whichever not applicable*].

_____ (signature) Response date: ____ / ____ / ____
Contractor

Distribution: Original: Architect Copies: File Other _____

Note to contractor:
Contractors should seek legal advice before suspending or terminating the contract.

[Insert your company details here]

**ABIC FORM CP-57
NOTICE OF DISPUTE**

Project:

Notice no:

Project no:

Date issued:

To the architect:

In accordance with **clause A8**, you are notified that we wish to dispute the certificate/notice/written decision/written assessment/failure to issue [*delete whichever not applicable*]:

[insert details of default here]

_____ (signature)
Contractor

Response date: ____ / ____ / ____

Distribution: Original: Architect Copies: File Other _____

Note to contractor:
You must give this notice to the architect **within 20 *working days** after receiving the certificate, notice, written decision or assessment or becoming aware of the failure of the architect to issue something. While the dispute is being resolved, you must continue to perform your obligations under the contract - see **clause P1**.

[Insert your company details here]

ABIC FORM CP-58
NOTICE OF DISPUTE - CLAUSE P2

Project:

Notice no:

Project no:

Date issued:

To the architect:

In accordance with **clause P2**, you are notified of a dispute in respect of:

[insert details of dispute here]

A representative is required to meet with us within 5 **working days* of the delivery of this dispute notice to make a bona fide attempt to resolve the dispute.

_____ (signature)

Contractor

Response date: ____ / ____ / ____

Distribution: Original: Architect Copies: File Other _____

[Insert your company details here]

ABIC FORM CP-59
NOTIFICATION OF AN *OFFICIAL DOCUMENT

Project:

Notice no:

Project no:

Date issued:

To the architect:

In accordance with **clause J4**, you are notified that we have received an **official document* from _____ in respect of _____ .

Please provide a written instruction to address the **official document*. The **official document* does/does not [*delete one*] deal with **dangerous or contaminated material*.

A copy of the **official document* is attached.

_____ (signature)

Response date: ____ / ____ / ____

Contractor

Distribution: Original: Architect Copies: File Other _____

Note to contractor:

You must give this notice to the architect **promptly* after receiving the **official document*.

[Insert your company details here]

**ABIC FORM CP-60A
NOTICE OF START OF DELAY**

Project:

Notice no:

Project no:

Date issued:

To the architect:

In accordance with **clause L1**, you are notified that as of: _____:_____ am/pm on _____ / _____ / _____ [insert time and date the delay began] the contract works are being delayed.

The cause(s) of the delay is/are as follows:

It is estimated that _____ [insert number of days] *working days will be affected by the delay.

_____ (signature)
Contractor

Distribution: Original: Architect Copies: File Other _____

Note to contractor:
Notice must be given within a reasonable time after becoming aware of the start or end of a delay to the progress of the *works.

[Insert your company details here]

**ABIC FORM CP-60B
NOTICE OF END OF DELAY**

Project:

Notice no:

Project no:

Date issued:

To the architect:

In accordance with **clause L1**, you are notified that as of ____:____ am/pm on ____ / ____ / ____ [insert time and date the delay ended] the delay in the contract works has ended.

This delay affected ____ [insert number of days] *working days.

Contractor (signature)

Distribution: Original: Architect Copies: File Other _____

Note to contractor:
Notice must be given within a reasonable time after becoming aware of the start or end of a delay to the progress of the *works.