

**PAYMENT CLAIM**

**[FOR USE WITH HCI-2021 ONLY]**

**To: Contract Administrator**

|  |  |
| --- | --- |
| Contract Administrator's email address: | ***[INSERT]*** |

This is a payment claim under clause 12.2 of the Contract.

|  |  |
| --- | --- |
| **Project Number:** | ***[INSERT]*** |
| **Project:** | ***[INSERT]*** |
|  |  |
| **Name (including ABN, if applicable) of Contractor:** | ***[INSERT]*** |
| Contractor's email address: | ***[INSERT]*** |
| Contractor's Representative's phone number: | ***[INSERT]*** |
|  |  |
| **Payment claim number (if any):** | ***[INSERT]*** |
| Payment claim period: | ***[INSERT]*** |
| Payment claim date: | ***[INSERT]*** |
| **Total Claim Amount (if any):** | ***[INSERT AMOUNT(S) AND CURRENCY/CURRENCIES (AS APPLICABLE) WITH REFERENCE TO ANNEXURE 1 OF THE CONTRACT]*** |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. General description of the work, goods or services to which the payment claim relates:

***[INSERT]***

1. This payment claim is for the following amounts (if any) claimed for the period described above on   
    account of:

***[NOTE: THE CONTRACTOR SHOULD PREPARE THIS PAYMENT CLAIM IN ACCORDANCE WITH THE REQUIREMENTS OF THE CONTRACT]***

|  |  |  |
| --- | --- | --- |
| (a) | the Contract Price | ***[INSERT AMOUNT(S) AND CURRENCY/CURRENCIES (AS APPLICABLE) WITH REFERENCE TO ANNEXURE 1 OF THE CONTRACT]*** |
| (b) | all other amounts then payable by the Commonwealth to the Contractor under the Contract | ***[INSERT AMOUNT(S) AND CURRENCY/CURRENCIES (AS APPLICABLE)]*** |
| (c) | GST | ***[INSERT]*** |
|  | **Total Claim Amount** | ***[INSERT AMOUNT(S) AND CURRENCY/CURRENCIES (AS APPLICABLE)]*** |

The construction work and any related goods and services to which this payment claim relates, together with all other details, calculations, supporting documentation and other information in respect of the total amount claimed (including details of any GST) is/are set out in the section titled 'Particulars' to this payment claim.

***[NOTE: THE CONTRACTOR SHOULD NOTE THE CONDITIONS PRECEDENT TO THE CONTRACTOR'S ENTITLEMENT TO SUBMIT A PAYMENT CLAIM IN CLAUSE 12.3 OF THE CONTRACT]***

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** |  | **Date:** | ***[INSERT]*** |
|  |  |  |  |
| **Full name:** | ***[INSERT]*** | **Title:** | **Contractor's Representative** |

**PARTICULARS**

|  |  |
| --- | --- |
| **Project Number:** | ***[INSERT]*** |
| **Project:** | ***[INSERT]*** |
| **Payment claim number:** | ***[INSERT]*** |

The construction work and any related goods and services to which this payment claim relates, together with all other details, calculations, supporting documentation and other information in respect of the amounts claimed (including details of any GST) is/are set out below or attached as follows:

**CONTRACT PRICE**

***[INSERT,*** ***INCLUDING IDENTIFYING THE RELEVANT AMOUNT(S) AND CURRENCY/CURRENCIES (AS APPLICABLE) IN ACCORDANCE WITH ANNEXURE 1 OF THE CONTRACT]***

**ALL OTHER AMOUNTS THEN PAYABLE BY THE COMMONWEALTH TO THE CONTRACTOR UNDER THE CONTRACT**

***[INSERT]***

***[NOTE: THE VALUE OF ANY APPROVED ITEMS UNDER CLAUSES 12.8 AND 12.9 OF THE CONTRACT (LONG LEAD TIME AND SPECIALISED ITEMS, NECESSARY DEPOSITS TO SUBCONTRACTORS AND OTHER UNFIXED GOODS AND MATERIALS) AND THE DETAILS OF THOSE ITEMS MUST BE SEPARATELY IDENTIFIED]***

***[NOTE: THE CONTRACTOR MUST PROVIDE A DECLARATION IN A FORM APPROVED BY THE CONTRACT ADMINISTRATOR TOGETHER WITH ANY SUPPORTING EVIDENCE WHICH MAY REASONABLY BE REQUIRED BY THE CONTRACT ADMINISTRATOR REGARDING PAYMENT OF WORKERS AND SUBCONTRACTORS AND OTHER INFORMATION WITH EACH PAYMENT CLAIM - SEE CLAUSE 12.18 OF THE CONTRACT]***