

Name of Contractor	Information Required Sub-Clause 1.9 Second Notification	Document No.:	
		Page No.:	1 of 1
		Revision:	00
		Date:	

Project Name: _____ Project No.: _____
 Requested by: _____ Ref.: _____
 Designation: _____ Date: _____

SUBJECT / AREA:

Attention: The Engineer

The Contractor hereby gives a second notice under Sub-Clause 1.9 of the Conditions of Contract that the Works are being delayed and/ or the Contractor is incurring Cost as a result of a failure of the Engineer to issue the notified drawing or instruction within the time specified by the Contractor its first notice.

Please advise the Contractor as to any specific records you wish us to keep and the form of mitigation that you require.

1. **The first notice is reference number [insert reference number], dated [insert date] and received on [insert date]:**
2. **For the sake of clarity, the Contractor repeats that the necessary drawing or instruction is:**
[repeat from item 1 of the first notice]
3. **The Contractor required the abovementioned necessary drawing or instruction be issued by:**
[insert date from bottom paragraph of first notice]
4. **The Engineer failed to issue the abovementioned notified drawing or instruction by this date.**

After receiving this further notice, the Engineer is required to proceed in accordance with Sub-Clause 3.5 to agree or determine these matters. The Contractor will issue another notice pursuant to Sub-Clause 20.1 and shall be entitled to an extension of time for any such delay and payment of any such Cost, plus reasonable profit, which shall be included in the Contract Price.

SIGNED BY:	DESIGNATION:	DATE:
RECEIVED BY:	DESIGNATION:	DATE: