



**RICS**

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**Dispute Resolution Service**

## Request for Adjudication Certificate (ACT)

In accordance with the Building and Construction Industry (Security of Payment) Act 2009

### ADJUDICATION CERTIFICATE DETAILS

1. Adjudication Application Reference: \_\_\_\_\_
2. Adjudicated Amount (as per adjudication decision): \_\_\_\_\_
3. Due Date for Payment (as per adjudication decision): \_\_\_\_\_
4. Interest Rate (as per adjudication decision): \_\_\_\_\_
5. Please indicate which adjudication payment scheme under which you applied.

Pro Bono <input type="checkbox"/>	Fixed Fee <input type="checkbox"/>	Non-Fixed Fee <input type="checkbox"/>
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*If you tick the non-fixed fee adjudication scheme, then the claimant must forward the necessary certificate fee of \$220.00 (including GST)*

6. Please indicate whether you wish the amount of interest payable to be stated on the Adjudication Certificate.

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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7. If you have received any payments with regard to the adjudication application please indicate the amount and date on which they were received below (add details if there are more than two payments. If there have been no payments, simply indicate this fact).

Payment(s) Received?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Payment Amount 1: \_\_\_\_\_

Date: \_\_\_\_\_

Payment Amount 2: \_\_\_\_\_

Date: \_\_\_\_\_

### 8. Declaration

I declare that I am the claimant or are the legal representative on behalf of the claimant to whom this adjudication application relates, and I hereby request an adjudication certificate under section 26 of the Building and Construction Industry (Security of Payment) Act 2009.

I also have forwarded the necessary certificate fee of \$220.00 (including GST) (non-fixed fee adjudication)

Name (block letters) \_\_\_\_\_

Company \_\_\_\_\_

Signed \_\_\_\_\_

Date: \_\_\_\_\_

**RICS Dispute Resolution Service**

Level 19

C/- Synergy Business Centre

Suite 2, Level 16

T 1300 953 459

submissions@ricsdrs.com.au

ABN 18 089 873 067

Waterfront Place

Level 6

1 Castlereagh Street

F 1300 953 529

www.ricsdrs.com.au

1 Eagle Street

39 London Circuit

Sydney NSW 2000

Brisbane QLD 4000

Canberra ACT 2601



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## Payment Details for Non-Fixed Fee Adjudication Certificate

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*If you are applying for an adjudication certificate for a non-fixed fee determination this request must be accompanied by the fee charged by RICS Dispute Resolution Service before the issue of the Adjudication Certificate.*

### Payment Method (tick appropriate)

- Cheque (payable to RICS Dispute Resolution Service)
- EFT (Bank Details - ANZ BSB: 012 003 Account Number: 481694188)  
*Please send through remittance advice for proof of service*

### Credit Card

- MasterCard
- Visa
- Amex

### Card Details

Cardholder

Card number

Expiry date /

Amount \$ **(Please remember to include GST)**

Signature

Please note that any payments made via an AMEX, Visa or MasterCard credit card will attract a 2.5% credit card fee.

*Once this form is completed, it will act as a tax invoice.  
Please retain for tax purposes.*