

NOTICE OF INTENT TO APPLY FOR ADJUDICATION EXAMPLE.

Attention: **[Respondent]**

[Date]

[This notice must be given to the respondent within 20 business days immediately following the due date for payment.]

In reference to the payment claim dated **[date]** regarding the amount of **[claimed amount including GST]**, this company has not been served with a payment schedule in accordance to the timings indicated in section 18 of the Building and Construction Industry Payments Act 2004, nor received full payment for the claimed amount.

In accordance with section 19 of the Building and Construction Industry Payments Act, your company became liable to pay the claimed amount by the due date for payment due to the non provision of a valid payment schedule.

Due to this circumstance, our company will proceed to adjudication of the outstanding amount. Upon receiving this notice, your company has five (5) business days in which to pay the claimed amount, or provide our company with a valid payment schedule.

This notice confirms to the requirement of section 21, subsection 2 of the Queensland Building and Construction Industry Payments Act 2004.

Regards

[Claimant]