

NOTICE OF INTENT TO APPLY FOR ADJUDICATION EXAMPLE

Attention: **[Respondent]**

[Date]

[This notice must be served on the respondent within 10 business days immediately following the due date for payment. It can be submitted no earlier than the day 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 15 of the Building and Construction Industry Security of Payment Act 2002, nor received full payment for the claimed amount.

In accordance with section 17 of the Building and Construction Industry Security of Payment Act 2002, 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.

Accordingly, our company will proceed to adjudication of the outstanding amount. Upon receiving this notice, your company has two (2) business days in which to pay the claimed amount, or provide our company with a valid payment schedule.

This notice is made under the Building and Construction Industry Security of Payment Act 2002 (VIC).

Regards

[Claimant]