

INFORMATION ABOUT THIS FORM

Pursuant to section 122 of the *Building Industry Fairness (Security of Payment) Act 2017* (BIF Act) a subcontractor can claim a charge over money payable, including retention amounts, under the contract. A subcontractor can claim a charge over monies owed to it whether the money is owed by either a contractor or a higher subcontractor. References in this document to 'contractor' should be read as 'contractor' or 'higher subcontractor' as the case may be; similarly, references to 'subcontractor' (as claimant) may also apply to a 'lower subcontractor'.

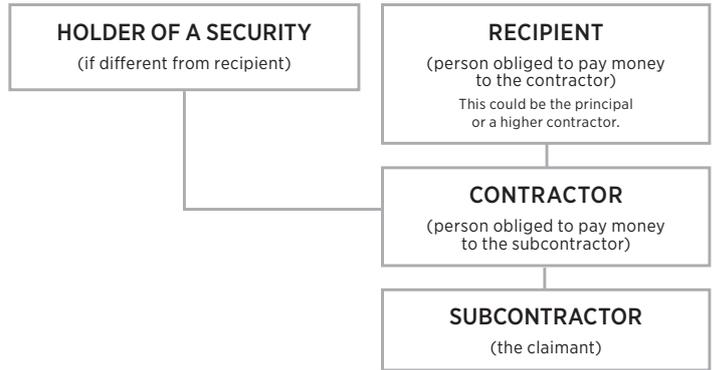
The subcontractor (claimant) must give this written notice to the person obliged to pay the money under the contract (the recipient). The notice of claim may be given even if the work is not yet completed, or payment of the money is not yet due by the contractor. This notice must be certified by a qualified person.

If the work has been completed this notice must be given within 3 months after practical completion for the work. However, if the notice relates only to a retention amount, this notice can be given at any time whilst work is underway and up to 3 months from the end of the defects liability period.

A copy of this notice must also be provided to the contractor and holder of a security (if applicable) in compliance with sections 123 and 124 of the BIF Act. If the notice is not given in compliance with the BIF Act, the notice is of no effect and the subcontractor's charge does not attach.

THIS NOTICE MUST BE CERTIFIED BY A QUALIFIED PERSON.

PARTIES INVOLVED IN A SUBCONTRACTORS CHARGE



A qualified person for the purpose of certifying this notice may be anyone of the following (as defined in section 147 of the BIF Act) -

- An architect registered under the *Architects Act 2002*
- A registered professional engineer under the *Professional Engineers Act 2002*
- A QBCC Licensee who can carry out or supervise the type of work this claim relates to
- A quantity surveyor who is a member of the Australian Institute of Quantity Surveyors
- A person with expert knowledge of the work to which the claim relates and is accepted by both parties as a qualified person.

SUBCONTRACTOR DETAILS (the claimant)

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|-------------------------------------|--|--|--|--|--|--|--|--|--------|--|--|--|----------|--|--|--|--|--|--|
| Full name/ Company name | | | | | | | | | | | | | | | | | | | |
| QBCC Licence No. (if applicable) | | | | | | | | | ABN | | | | | | | | | | |
| ACN (if applicable) | | | | | | | | | | | | | | | | | | | |
| Postal address | | | | | | | | | | | | | | | | | | | |
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| | | | | | | | | | State | | | | Postcode | | | | | | |
| Phone | | | | | | | | | Mobile | | | | | | | | | | |
| Email | | | | | | | | | | | | | | | | | | | |
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RECIPIENT DETAILS (person obliged to pay money to the contractor)

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| Full name/ Company name | | | | | | | | | | | | | | | | | | | |
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| QBCC Licence No. (if applicable) | | | | | | | | | | | ABN | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |
| ACN (if applicable) | | | | | | | | | | | | | | | | | | | |
| Postal address | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | State | | | | Postcode | | | | |
| Phone | | | | | | | | | | | Mobile | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |
| Email | | | | | | | | | | | | | | | | | | | |
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CONTRACTOR DETAILS (person obliged to pay money to the subcontractor)

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| Full name/ Company name | | | | | | | | | | | | | | | | | | | |
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| QBCC Licence No. (if applicable) | | | | | | | | | | | ABN | | | | | | | | |
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| ACN (if applicable) | | | | | | | | | | | | | | | | | | | |
| Postal address | | | | | | | | | | | | | | | | | | | |
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| | | | | | | | | | | | State | | | | Postcode | | | | |
| Phone | | | | | | | | | | | Mobile | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |
| Email | | | | | | | | | | | | | | | | | | | |
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DETAILS OF HOLDER OF A SECURITY (if different from the recipient's details) (if applicable)

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|-------------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--------|--|--|--|----------|--|--|--|--|--|--|--|--|--|
| Full name/ Company name | | | | | | | | | | | | | | | | | | | | | | | | | | |
| QBCC Licence No. (if applicable) | | | | | | | | | | | | | ABN | | | | | | | | | | | | | |
| ACN (if applicable) | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Postal address | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | | | | | | | | | | | | | State | | | | Postcode | | | | | | | | | |
| Phone | | | | | | | | | | | | | Mobile | | | | | | | | | | | | | |
| Email | | | | | | | | | | | | | | | | | | | | | | | | | | |
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DETAILS OF WORK DONE BY THE SUBCONTRACTOR

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|----------------------------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|-------|--|--|--|----------|--|--|--|--|--|--|--|--|--|
| Project name | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Site address | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | | | | | | | | | | | | | State | | | | Postcode | | | | | | | | | |
| Description of the work to which the claim relates | | | | | | | | | | | | | | | | | | | | | | | | | | |

DETAILS OF AMOUNT CLAIMED

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|-----------------|--|--|--|--|--|--|--|--|--|--|--|--|----------------------|---|---|---|---|---|---|---|---|---|---|
| Amount of claim | | | | | | | | | | | | | Due date for payment | D | D | / | M | M | / | Y | Y | Y | Y |
| \$ | | | | | | | | | | | | | | | | | | | | | | | |

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| Is work complete? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Practical Completion Date (if applicable) | D | D | / | M | M | / | Y | Y | Y | Y |
| Is the claim for Retention Amounts Only? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Date of End of Defect Liability Period | D | D | / | M | M | / | Y | Y | Y | Y |

