S57B – APPROVAL OR REJECTION OF A CHANGE IN KEY PERSONNEL

(Subclause 23A)

DATE: [INSERT DATE OF NOTICE]

TO CONTRACTOR: [INSERT CONTRACTOR NAME]

PROJECT NAME: [INSERT PROJECT/CONTRACT NAME]

CONTRACT No.: [INSERT CONTRACT NUMBER]

The Superintendent refers to the Contractor’s request dated [DATE] to change the key personnel by removing [INSERT NAME OF EXISTING KEY PERSONNEL] and replacing with [INSERT NAME OF REPLACEMENT KEY PERSONNEL] from [INSERT TIME WHEN NEW KEY PERSONNEL WILL TAKE OVER] on [INSERT DATE WHEN NEW KEY PERSONNEL WILL TAKE OVER].

[OPTION 1 – DELETE IF NOT APPLICABLE] The Superintendent approves the Contractor’s request to change the key personnel.

[OPTION 2 – DELETE IF NOT APPLICABLE] The Superintendent approves the Contractor’s request to change the key personnel provided that:

* + - 1. [LIST]

[OPTION 3 – DELETE IF NOT APPLICABLE] The Superintendent rejects the Contractor’s request to change the key personnel for the following reasons [PROVIDE REASONS WHY APPROVAL IS REFUSED].

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| --- | --- |
| Signed for and on behalf of the Superintendent by: |  |
|  |  |
| Signature |  |
|  |  |
| Name |  |
|  |  |
| Date |  |

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| --- | --- |
| [REMOVE BEFORE SENDING] Notes: | |
| a) | Note that the Superintendent cannot unreasonably withhold or delay its approval of the replacement key personnel. |
| b) | As to service of Form S57B, refer to clause 7. |