P53 – NOTICE OF APPOINTMENT OR CHANGE OF PRINCIPAL'S REPRESENTATIVE

(Clause 16)

DATE: [INSERT DATE OF NOTICE]

TO CONTRACTOR: [INSERT CONTRACTOR NAME]

PROJECT NAME: [INSERT PROJECT/CONTRACT NAME]

CONTRACT No.: [INSERT CONTRACT NUMBER]

[DELETE IF NOT REQUIRED] The Contractor is notified that [INSERT NAME OF FORMER REPRESENTATIVE WHO WILL NO LONGER BE A PRINCIPAL'S REPRESENTATIVE] is no longer appointed as Superintendent's representative.

[DELETE IF NOT REQUIRED] The Contractor is notified that:

[INSERT INDIVIDUAL REPRESENTATIVE'S FULL NAME]

of [INSERT REPRESENTATIVE'S ADDRESS]

Phone number/s [INSERT OFFICE NUMBER]

[INSERT MOBILE NUMBER]

Email address [INSERT EMAIL ADDRESS]

has, as from this day, been appointed as Principal's Representative under clause 16 and is delegated authority to exercise all functions of the Principal except for the functions described in the following clauses, which shall remain with the Principal only:

|  |
| --- |
| [LIST BELOW ANY POWERS WHICH THE PRINCIPAL'S REPRESENTATIVE IS NOT AUTHORISED TO EXERCISE. IF THE PRINCIPAL'S REPRESENTATIVE WILL CARRY OUT ALL FUNCTIONS, INSERT 'NO EXCLUDED FUNCTIONS'] |

|  |  |
| --- | --- |
| 1. Signed by the Principal: |  |
|  |  |
| 1. Signature |  |
|  |  |
| 1. Name |  |
|  |  |
| 1. Date |  |

|  |  |
| --- | --- |
| [REMOVE BEFORE SENDING] Notes: | |
| a) | A Principal's Representative must always be an individual. |
| b) | Clause 16 requires written notice to be given to the Contractor stating the name and functions of each Principal's Representative. |
| c) | As to service of Form P53 refer to clause 4. |