C55 – NOTICE OF APPOINTMENT OF CONTRACTOR’S REPRESENTATIVE

(Clause 22)

DATE: [INSERT DATE OF NOTICE]

TO SUPERINTENDENT: [INSERT SUPERINTENDENT NAME]

PROJECT NAME: [INSERT PROJECT/CONTRACT NAME]

CONTRACT No.: [INSERT CONTRACT NUMBER]

The Superintendent 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 Contractor’s Representative under clause 22 for the purpose of the Contract.

|  |  |
| --- | --- |
| Signed by the Contractor: |  |
|  |  |
| Signature |  |
|  |  |
| Name |  |
|  |  |
| Date |  |

|  |  |
| --- | --- |
| [REMOVE BEFORE SENDING] Notes: | |
| a) | If required by the Superintendent, a Contractor’s representative is required to be appointed at each other place where WUC is taking place. This is because the performance of WUC is not necessarily confined to the site. Amend or replicate the form to include notification of those representatives, as appropriate. |
| b) | For further guidance see the notes to clause 22 in sections 8.2 and 8.3 of Chapter 8 of the HB140 – 2000. |
| c) | As to service of Form C55 refer to clause 7. |