Attachments for Procedure CA/61

<u>SPECIMEN LETTER</u>: <u>SL/CA 61/ 01 – REJECTION OF APPLICATION FOR TAKING-OVER CERTIFICATE</u>

Subject: Application for Taking-Over	<u>Certificate</u>		
We refer to your application dated	to the Engine	eer for a Taking-Over Certificate	
for the Works/	, within which you have no	tified that the Works/	
would be completed a	nd ready for taking over by	[Date], in accordance with Sub-	
Clause 10.1	of the Gen	eral Conditions of Contract.	
We wish to inform you that we have	e carried out a thorough rev	view jointly with the Employer to	
ascertain whether the Works/	have been com	pleted and ready for taking over.	
Upon above review, we are of the	opinion that the Works/	have not been	
completed in accordance with the C	Contract as there were outsta	anding works and defects which	
would substantially affect the use of	the Works/	for their intended purpose and	
therefore it was not ready for taking over. (Please refer to the attached list of outstanding works			
and defects)			
Therefore, we wish to inform you that	your application to the Engir	neer for a Taking-Over Certificate	
for the Works/	has been rejected and yo	ou are required to complete all	
outstanding works and remedy all defects which have been identified and included in the attached			
list of outstanding works and defects	, to enable us to issue Takin	g-Over Certificate for the Works/	
Thanking you.			
Yours faithfully,			

Enclosed: List of Outstanding Works and Defects

cc:			
1.			
2.			
3.			
_ist of	Outstanding	Works and Defects	
6/ No.	Location	Description of Outstanding Works /Defects	Remarks
<u>SPECI</u>	MEN LETTER	: SL/CA 61/ 02 – TAKING-OVER CERTIFICATE	

Subject: Taking-Over Certificate for the Works/

We refer to your application dated to the Engineer for a Taking-Over Certificate for the Works/ , within which you have notified that the Works/ [Section...] would be completed and ready for taking over by [Date], in accordance with Sub-Clause 10.1 of the General Conditions of Contract.

We wish to inform you that we have carried out a thorough review jointly with the Employer to ascertain whether the Works/ have been completed and ready for taking over. Upon above review, we are of the opinion that the Works/ have been completed

in accordance with the Contract on defects which would not substantially affect intended purpose and therefore it was read outstanding works and defects)	, except for certain outstanding works and ct the use of the Works/ for their dy for taking over. (Please refer to the attached list of
Works/ with effect from 10.1	re herewith issue the Taking-Over Certificate for the , in accordance with Sub-Clause of the General Conditions of Contract as you have accordance with the Contract.
-	omplete all outstanding works and remedy all defects in the attached list of outstanding works and defects, and under the Contract.
Thanking you.	
Yours faithfully,	
Enclosed: List of Outstanding Works and D	Defects
cc: 1.	
2.	
3.	

List of Outstanding Works and Defects

S/ No.	Location	Description of Outstanding Works /Defects	Date by which Outstanding Works are to be completed	Remarks

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