SCHEDULE 9 - FORM OF PROGRESS PAYMENT CLAIM

Project:

Project Number:

Subcontractor:

Subcontractor ABN:

Subcontract Agreement No.:

Payment Application / Progress Claim No.:

Date:

Subcontract Payment Terms: 25 Business Days after the Reference Date

Item	Description	Value	% Complete	Claimed to Date	Previously Authorised	This Claim
Original Subcontract Works						
1				0.00		0.00
2				0.00		0.00
3				0.00		0.00
Subtotal – Original Subcontract Works		$0.00	0.00%	$0.00	$0.00	$0.00
Variations and Other adjustments						
1				0.00		
2				0.00		
3				0.00		
Subtotal – Variations & Other Adjustments		$0.00	0.00%	$0.00	$0.00	$0.00
Total Claim		$0.00	0.00%	$0.00	$0.00	$0.00
Less Retention (Refer Note I)						
Retentions Calculations **OR**		0.00	10.00%	0.00		
Maximum Retention		0.00	5.00%	0.00		
Total Retention Previously Held					0.00	
Amount Held From This Payment						0.00
Subtotal				$0.00	$0.00	$0.00
Less Previous Payments (Excluding GST)						
Subtotal				$0.00		
Total of this Progress Claim (Excluding GST)				$0.00		$0.00
GST			10.00%	$0.00		$0.00

Item	Description	Value	% Complete	Claimed to Date	Previously Authorised	This Claim
	Total of this Progress Claim (Including GST)			$0.00		$0.00

Summary Of all Tax Invoices or Tax Credits Issued for this Subcontract				
Date	Invoice #	Amount Exc GST	GST	Amount Inc GST
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
Totals		$0.00	$0.00	$0.00

Notes

1. Maximum retentions are calculated upon the original Subcontract Sum plus all approved and unapproved variations.

2. All amounts above the GST line are to exclude GST.

3. Wiley will provide a Microsoft Excel version of this claim summary upon request. It is the user's responsibility to ensure all automatically calculating formulas (in blue) are correct.

Statutory declaration for progress claim

I, _____ [**print name**], declare that at the date of this progress claim each of the following is true:

1   The Subcontractor has paid all wages, salaries and other employment entitlements of due and payable its employees engaged in the performance of work required under the subcontract.

2   The Subcontractor has ensured that each of its sub-Subcontractors have paid all wages, salaries and other employment entitlements of due and payable to their employees engaged in the performance of work required under the subcontract.

3   The Subcontractor has paid all money due and payable to its suppliers.

4   The Subcontractor has maintained in force all insurance policies required under the subcontract.

5   The Subcontractor has paid all payroll tax and other statutory requirements related to its employees and has ensured that its sub-Subcontractors have also done so in relation to their employees

6   I have personal knowledge of the matters declared in paragraphs 1 to 5 (inclusive) of this declaration and I am authorised by the Subcontractor to make this declaration.

I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Oaths Act 1867

Signed

_____

[Person making the declaration]

Taken and declared before me at

_____

[town/city/suburb where statutory declaration is signed]

This _____ day of _____ 20

_____

Qualification of person who may take declaration[1]

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[1] Declarations can only be taken by any of the following:
- Justice of the peace, Commissioner for Declarations or Notary Public under the law of the State or the Commonwealth.
- Lawyer
- Another person authorised to administer an oath under the law of the State or the Commonwealth.