

**Attachments for Procedure CA/61**

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

Subject: Application for Taking-Over Certificate

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/ \_\_\_\_\_ 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 not been completed in accordance with the Contract as there were outstanding 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 Engineer for a Taking-Over Certificate for the Works/ \_\_\_\_\_ has been rejected and you 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 Taking-Over Certificate for the Works/ \_\_\_\_\_

Thanking you.

Yours faithfully,

Enclosed: List of Outstanding Works and Defects

cc:

- 1.
- 2.
- 3.

**List of Outstanding Works and Defects**

S/ No.	Location	Description of Outstanding Works /Defects	Remarks

**SPECIMEN 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




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