



ඉදිකිරීම් ආරක්ෂණ අරමුදල (ඉ.ආ.අ.)
CONSTRUCTION GUARANTEE FUND (CGF)

නඩත්තු ඇපකර ☐ රැඳවුම් ඇපකර ☐ සංයුක්ත ඇපකර ☐ ඉල්ලුම්පත්‍රය

APPLICATION FOR A MAINTENANCE ☐ RETENTION ☐ COMBINED BOND ☐

කොන්දේසි/CONDITIONS:-

CGF වෙතින් කාර්යසාධන සහ අත්තිකාරම් ඇපකර ලබා ගත් අයට අයදුම් කළ හැක. වැඩ කටයුතු බොහෝ දුරට අවසන් වී ඇති බවත්, භාරදී හෝ භාර දීමට සූදනම් බවත්, කාර්යසාධන ඇපකර වලංගුභාවය බලාත්මක බවත් කොන්ත්‍රාත්වරයා සහතික කළ යුතුය.

THOSE WHO HAVE OBTAINED PERFORMANCE AND ADVANCE PAYMENT GUARANTEES FROM CGF COULD ONLY APPLY. CONTRACTOR SHOULD ENSURE THAT WORKS ALMOST COMPLETED, ABOUT TO HANDOVER OR HANDED OVER AND PB VALIDITY IS IN FORCE.

[අයදුම්පත ඉංග්‍රීසියෙන් පමණක් පිරවිය යුතුයි. THE APPLICATION MUST BE FILLED IN ENGLISH.]

A) කොන්ත්‍රාත් ආයතනය (ව්‍යාපාර ලියාපදිංචිය අනුව) CONTRACTOR ORGANIZATION (AS PER BUSINESS REGISTRATION)			
01	ආයතනයේ නම NAME OF THE COMPANY		
02	සීඩා ලියාපදිංචි අංකය CIDA REGISTRATION NO	03	ලියාපදිංචිය වලංගු කාලය VALID UP TO

B) - කාර්යසාධන හා අත්තිකාරම් ඇපකර විස්තර DETAILS OF PERFORMANCE & ADVANCE PAYMENT GUARANTEE											
පිටපත් අමුණන්න PLEASE ATTACH COPIES		ඇපකර අංකය BOND / GUARANTEE NO	මුල් වලංගු කාලය ORIGINAL VALIDITY				කාලය දීර්ඝ කිරීම WITH EXTENSIONS				
			සිට FROM		දක්වා TO		දක්වා UP TO				
04	කාර්යසාධන ඇපකරයේ වලංගුභාවය PERFORMANCE BOND VALIDITY										
05	අත්තිකාරම් ඇපකරයේ වලංගුභාවය ADVANCE PAYMENT GUARANTEE VALIDITY										
06	කොන්ත්‍රාත් කාලය CONTRACT PERIOD										
07	ඉල්ලුම් කරන කාලය PERIOD REQUIRED										
08	ආරම්භක කොන්ත්‍රාත් මුදල (වැට් රහිත) INITIAL CONTRACT SUM (WITHOUT VAT)	රු RS	09 මුල් කොන්ත්‍රාත් මුදලින් ප්‍රතිශතයක් ලෙස PERCENTAGE OF ORIGINAL CONTRACT SUM				% 				
10	අද දිනට අවසන් වැඩ (වැට් රහිත) වටිනාකම WORK COMPLETED TO DATE (WITHOUT VAT)	රු RS									
11	ඉල්ලුම් කරන වටිනාකම REQUEST AMOUNT	රු RS									
12	වැඩ/ව්‍යාපෘතිය නිම කළේ නම් දිනය / නැතිනම්, වැඩ නිම කිරීමට අදහස් දිනය WORKS/PROJECT COMPLETED, DATE / IF NOT, INTEND DATE OF COMPLETION			D	D	M	M	Y	Y	Y	Y
13	වැඩ නිම කිරීමේ/භාර ගැනීමේ සහතිකය නිකුත් කර COMPLETION OF WORKS/ TAKING OVER CERTIFICATE ISSUED	නැත NO අමුණා ඇත YES ATTACHED		D	D	M	M	Y	Y	Y	Y
14	දෝෂ ලැයිස්තුව අමුණා ඇත DEFECT LIST ATTACHED	නැත NO අමුණා ඇත YES ATTACHED		හේතුව REASON							

C) - නඩත්තු ඇපකර සඳහා FOR MAINTENANCE BOND																			
15	නඩත්තු ඇපකර ඉල්ලුම් කරන හේතුව REASON TO APPLY FOR MAINTENANCE BOND																		
16	නඩත්තු (DL) කාල සීමාව MAINTENANCE (DL) PERIOD	සිට FROM	D	D	M	M	Y	Y	Y	Y	දක්වා TO	D	D	M	M	Y	Y	Y	Y

D) - රැඳවුම් ඇපකර සඳහා | FOR RETENTION BOND

වැඩ සම්පූර්ණ කළ බවට සහතිකය නිකුත් කිරීමෙන් පසුව පමණක් ඉල්ලුම් කළ හැක. ඇපකරය මත රඳවාගත් මුදල මුද්‍රා හරිනු ලැබුවහොත්, CGF ගිණුමට බැර කළ යුතුය. DLP අවසානයේ සහ වැඩ සම්පූර්ණ කිරීමේ/කාර්ය සාධන සහතිකය නිකුත් කිරීමෙන් පසු නිදහස් කරනු ලැබේ. COULD APPLY ONLY AFTER ISSUE OF CERTIFICATE OF COMPLETION OF WORKS. IF RELEASED, SHOULD REMIT TO CGF ACCOUNT AND WILL RELEASE AT THE END OF THE DLP AND ISSUANCE OF PERFORMANCE/COMPLETION CERTIFICATE.

17 රැඳවුම් ඇපකර ඉල්ලුම් කරන හේතුව
REASON TO APPLY RETENTION BOND

18 උපරිමය රඳවා ගෙන ඇත
Full RETAINED THROUGH RETENTION

නැත

NO

ඔව්

YES

රු.

RS

19 රැඳවුම් වලින් ඉල්ලුම් කරන මුදල
REQUEST AMOUNT

5%

10%

රු.

RS

E) - සංයුක්ත ඇපකර සඳහා | FOR COMBINED BOND [50% OF TOTAL RETENTION (5%)+ 5% MAINTENANCE]

වැඩ සම්පූර්ණ කළ බවට සහතිකය නිකුත් කිරීමෙන් පසුව පමණක් ඉල්ලුම් කළ හැක. රඳවා තබාගත් මුදල හා නඩත්තු වෙනුවෙන් 5% මුද්‍රා හරිනු ලැබුවහොත්, CGF ගිණුමට බැර කළ යුතු අතර DLP අවසානයේ සහ සම්පූර්ණ කිරීමේ/කාර්ය සාධන සහතිකය නිකුත් කිරීමෙන් පසු නිදහස් කරනු ලැබේ.

COULD APPLY ONLY AFTER ISSUE OF CERTIFICATE OF COMPLETION OF WORKS. IF AGREE TO RELEASE THE RETENTION AND 5% MAINTENANCE COMPONENT, SHOULD REMIT TO CGF ACCOUNT AND WILL RELEASE AT THE END OF THE DLP AND ISSUANCE OF PERFORMANCE/COMPLETION CERTIFICATE.

20 සංයුක්ත ඇපකර ඉල්ලුම් කරන හේතුව
REASON TO APPLY COMBINED BOND

21 ඒකාබද්ධ බැඳුම්කරයක් භාරගැනීමට සේවායෝජකයා එකඟ වී තිබේද (රඳවාගත් මුදල+නඩත්තු)
HAS EMPLOYER AGREED TO ACCEPT A COMBINED BOND (RETENTION RETAINED+MAINTENANCE)

නැත

NO

ඔව්

YES

22 මෙම ව්‍යාපෘතිය වෙනුවෙන් නඩත්තු ඇපකර ඉල්ලුම් කර තිබේද
HAVE YOU APPLIED FOR MAINTENANCE BOND FOR THIS PROJECT

නැත

NO

ඔව්

YES

F) - බේරුම්කරණය පවතින්නේ නම් | DISPUTE REFERRED

23

සේවායෝජකයා හා ඉංජිනේරු සමඟ ආරවුල්
DISPUTE WITH EMPLOYER/ ENGINEER

නැත

NO

ඔව්

YES

24 විනිශ්චය වෙමින් පවතී
ADJUDICATION IN PROGRESS

හෝ

OR

විනිශ්චය ලබා දී ඇත
DECISION GIVEN

විනිශ්චය ලබා දී ඇති නම් - පිටපතක් අමුණන්න
IF GIVEN - COPY OF DECISION

25 බේරුම්කරණය වෙමින් පවතී
ARBITRATION IN PROGRESS

හෝ

OR

නිර්ණය ලබා දී ඇත
AWARDED

නිර්ණය ලබා දී ඇති නම් - පිටපතක් අමුණන්න
IF AWARDED - COPY OF AWARD

26 විනිශ්චය/බේරුම්කරණය
ADJUDICATOR/ ARBITRATOR (CHAIRMAN)

නාමය/න් NAME/S

ජංගම දුරකථන TELEPHONE

G) ආයතනයේ බලයලත් තැනැත්තා (ලියාපදිංචියේදී හඳුන්වාදුන්) AUTHORIZED SIGNATORY (INTRODUCED WHEN REGISTRATION)

27 නම (හනි අයිතිය නම්, නිමිකරු)

නනතුර

ජා.නැ.අං.

ජංගම දුරකථන

අත්සන

NAME In case of sole (Sole Proprietor/Director)

DESIGNATION

NIC NO.

MOBILE NO.

SIGNATURE

28 දිනය DATE

දිනය

DATE

මාසය

MONTH

වර්ෂය

YEAR

29 ආයතනයේ මුද්‍රාව

COMPANY SEAL/

RUBBER STAMP

සැලකිය යුතු / NOTE:

නිරවද්‍යතාවය තහවුරු කර ගැනීම සඳහා පහත සඳහන් අත්‍යවශ්‍ය ලේඛනවල ඡායා පිටපත් ඔබ විසින් සහතික කර මෙම අයදුම්පත්‍රයට අමුණන්න. COPIES OF FOLLOWING ESSENTIAL DOCUMENTS CERTIFIED BY YOU SHOULD ATTACH TO THIS APPLICATION TO VERIFY THE CORRECTNESS OF YOUR INFORMATION.

a) ව්‍යාපෘති තත්ත්වය (ගෙවන ලද බිල්පත් හා කෙටි සාරාංශයක් අමුණන්න)

PROJECT STATUS (ATTACH A BRIEF AND PAID BILL SUMMARIES)

b) DLP කාලය තුළ බලපෑ හැකි ගැටළු සඳහා විසඳුම් පිළිබඳ සේවාදායකයින් සමඟ සිදුවූ ලිපි හුවමාරු.

IMPORTANT CORRESPONDENCE WITH EMPLOYER GIVING PREFERENCE TO THE ISSUES WHICH WILL AFFECT DURING DLP.

c) වලංගු CR සහ WC සහතික

VALID CR & WC CERTIFICATES

d) කාලය දීර්ඝ කිරීම්

EXTENSIONS GRANTED

e) බැංකු ණය සහ/හෝ OD පහසුකම් සහ ඉතිරි මුදල සඳහන් කරමින් බැංකුවේ ලිපිය.

STATUS LETTER FROM THE BANK INDICATING BANK LOANS AND / OR OD FACILITIES AND THE BALANCE AVAILABLE.

f) විනිශ්චයකරු හෝ බේරුම්කරුගේ විස්තර සහ පාදකවූ සියලු ගැටළු.

DETAILS OF THE ADJUDICATOR OR ARBITRATOR AND ALL RELATED ISSUES.

g) ආකෘති/ FORMAT LOU-MRC

h) ආකෘති/ FORMAT TOCLEM-MRC

i) ආකෘති/ FORMAT CLEM-MRC

CONSTRUCTION GUARANTEE FUND I N D E M N I T Y

FOR A SPECIFIC BOND/GUARANTEE/SECURITY AB ☐ PB ☐ MB ☐ RB ☐ CB ☐ EXTENSION ☐ DATE: _____

Project (Contract) _____

Project (Contract) No _____

Employer (Client) _____

Further to our application to evaluate the possibility of consider and to issue the specific Bond/Guarantee/Security for the above mentioned project, we confirm and irrevocably agree by this indemnity to comply with and not to revoke the following conditions.

- 1) We have clearly read and understood the philosophy & methodology of the Bond/Guarantee issued by the CGF to the Client/Employer on behalf of our company and this indemnity is an undertaking and a binding to comply CGF conditions/ rules & regulations when providing Bond/Guarantee/Security to the above mentioned project and not to challenge if not considered the application knowing that CGF reserves the right to determine the terms and conditions from time to time.
- 2) We irrevocably agree to fulfil all obligations laid down in the Conditions of Contract, Specifications, Drawings, terms in the agreement, Rules & Regulations laid down by the Client/Employer and when evaluating the application if found errors, CGF to rectify as per the documents related to contract and further any RISK of our performance or/and the project, to pledge securities in any form at any stage to minimize such RISK to CGF.
- 3) We agree to notify CGF of any changes/amendments/improvements with regard to; **a)** business registration, status and the Directors of the Company. (Supported with certified copies of the returns from the Registrar of Companies) **b)** memorandum of Articles of the organisation and the share capital **c)** CIDA record book and the membership of any recognised organisation in the construction industry **d)** contract document, scope of work, payments, obligations of the client or contractor, violation of terms and conditions by the client or contractor or disputes/discrepancy/constraints related to the project **e)** to submit the tender results, awards, Bonds taken from CGF or any other sources.
- 4) We agree to send progress reports on CGF specified format /copy of bank returns/statements of project/s on a monthly basis and any other information related to this project, as and when required/requested by the CGF, if necessary, endorsed as correct by the field monitoring officer or any other representative of CGF.
- 5) In the event of any occurrence, which might give cause to a claim under this Bond/Guarantee/Security, we shall, **a)** immediately notify the CGF in writing, giving an indication as to the nature and extent of the occurrence; **b)** take all steps within the capacity & or any other CGF powers to minimize the extent of the loss or damage; **c)** furnish all such information and documentary evidence as may be required.
- 6) We agree that in this project **a)** CGF for any reason utilized/invested CGF funds for construction and related purposes, **b)** the Employer or his subordinate makes a demand/request the financial loss or/and time loss due to our failure in contractual obligation, **c)** if we retained Employer funds without utilizing to the project, then the amounts requested/demanded by the CGF due to one or all above shall be paid by us or/and authorize to recover such from other monies/securities held/retain from this or other projects together with any other charges decided by CGF. Failing to make the payment within 07 days of you are being notified of such request or Demand, will treat as a dispute and the CGF would refer the issue to a sole Arbitrator appointed by the CGF and conduct in accordance with the Arbitration Act No 11 of 1995 or take legal action, to recover such dues and any other charges deemed to be necessary with commercial interest prevailing at the date of when the refund was due (compound interest) until payment is made.
- 7) We agree to pay the levies & securities (If any) once informed and that the levies, and/or any other charges paid to the CGF in respect of this project will not insist to refund to us.
- 8) The CGF is relieved of any responsibilities for loss or damage due to faulty design approval of defective materials improper location or any structural failures during implementation or maintenance period or due to any type of disturbance in the surrounding area.
- 9) We agree to at our own expense take all reasonable precautions and comply with all reasonable recommendations to prevent loss, damage or liability and to comply with all statutory requirements and not to revoke these undertaking until CGF relieved us.
- 10) We agree to give the authority/rights to CGF to comply with any request for time extension made by Employer/Engineer and to inspect & examine the project at any time, and shall provide to the representatives of the CGF, all assistance and with all the details & information for the regular assessment of the project and to identify the possibility of the contractor failing in the project.
- 11) We agree that the CGF is not liable/responsible or bound for any expenditure incurred in doing or redoing or making good or replacing or repairing & carrying out any work which is not in conformity to the scope of work or conditions of the contract and no to hold CGF against claims, demands, actions, proceedings, damages, losses, cost and expenses incurred or failure, breach, negligence or omissions.
- 12) We agree to provide the correct information during bidding, implementation and the maintenance period of the project and authorize CGF/ nominated representatives to inspect, assist, interfere in the activities related to the project, deal with the engineer, consultant, client or any other organization which the CGF feels necessary to understand, assess, overcome, settle, mediate or conduct any inquiry to satisfy the fulfilment of the contractor/client's obligations of the project. We further give full authority to the CGF to provide additional resources or with the resources of a third party to execute work to fulfil our contractual obligations on the project. We agree to indemnify & hold indemnified all such expenses incurred by the CGF in giving effect to the above or failure or from subsequent RISK through project.
- 13) We irrevocably agree to collect all payments under this project through CGF, on advise to open and operate an escrow Project/Lien Account exclusive for the Project/s and to deposit all remittance and to use with the concurrence of CGF, the funds available under this project for proper execution/utilization with authorization of the CGF and not to utilize funds for any other works of other projects. Any surplus/savings will be transferred/ withdrawn with the consent/approval/authorization of the CGF.
- 14) We agree to bear all RISK to CGF, return the original Bond/Guarantee/Security and understand that this Bond/Guarantee/Security becomes automatically null and void once expired and that the liability of CGF extinguishes completely whether the original of our guarantee is returned or not.

SIGNED BY THE AUTHORIZED PERSON OF THE COMPANY
 COMPANY :
 SIGNATURE :
 NAME :
 DESIGNATION :
 NIC No :
 SEAL

ATTESTED & SIGNED IN MY PRESENCE
 ATTORNEY- AT- LAW SIGNATURE :
 NAME :
 BASL NO : SC ENROLMENT NO:
 MOBILE : LAND :
 EMAIL :
 ADDRESS :
 SEAL

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අද දින වන විට අත ඇති වැඩ හා ඉදිරිපත් කළ හා ඉදිරිපත් කිරීමට යෝජිත ලංසු තොරතුරු (පසුගිය වසර 02 තුළ)
WORK IN HAND - AS AT TODAY AND PROJECTS ALREADY BID AND BIDDING UNDER PROCESS (During last 02 years)

A අද දින වන විට අත ඇති වැඩ

CIDA වාර්තා පොතේ "වැඩ විස්තරය" යටතේ වැඩ ආරම්භය හා නිමකිරීමේ තොරතුරු සඳහන් පිටු අමුණන්න (පිටපත)

WORK IN HAND - AS AT TODAY

Please attach pages (copies) of CIDA Reccord Book for "Reccord of Work" as filled at the time of commencement & completion

අ. අ. S N	ව්‍යාපෘතිය Project	කාර්යසාධන/ අත්තිකාරම් ඇපකර ලබාගත් ආයතනය Source of Performance/ Advance Guarantee	සේවා යෝජකයා Employer	ව්‍යාපෘති වටිනාකම රු.(මි) Contract Value Rs(M)	අද දිනට ප්‍රගතිය Progress as at today		වර්තමාන තත්වය (පහත සටහන බලන්න*) Present Status (See note below*)	නිම කිරීමට බලාපොරොත්තු දිනය Expected date of Completion	වෙනත් කරුණු Remarks
					භෞතික % Physical %	මූල්‍යමය රු.(මි) Financial Rs(M)			

B ඉදිරිපත් කළ හා ඉදිරිපත් කිරීමට යෝජිත ලංසු සහ ප්‍රධානය කිරීමට යෝජිත හා සුදුසුකම් ලත් ලංසු තොරතුරු

PROJECTS ALREADY BID & BIDDING UNDER PROCESS AND PROPOSED TO AWARD & ELIGIBLE BIDS

අ.අ. S N	ව්‍යාපෘතිය Project	ලංසු ඇපකර ලබාගත් ආයතනය Source of Bid Bond	සේවායෝජක Employer	ව්‍යාපෘති වටිනාකම රු.(මි) Contract Value Rs(M)	වර්තමාන තත්වය (පහත සටහන බලන්න*) Present Status (See note below*)	වැඩ ආරම්භ කළ හැකි වකවානුව (මාසය) Commencement will be (Month)	වෙනත් කරුණු Remarks

සටහන: ඉල්ලා සිටියහොත් බිල්පත් ගෙවීම් සාරාංශ ඉදිරිපත් කළ යුතුයි .

Note : If requested, please be ready to forward summary of Bill Payments

.....

දිනය Date

.....

කොන්ත්‍රාත්වරයාගේ අත්සන Signature of the Contractor

සටහන /NOTE

වර්තමාන තත්ත්වය: 1.ප්‍රදානය කිරීමට අපේක්ෂිත 2.සුදුසුකම් නොලත් 3.සුදුසුකම් ලත් 4.ප්‍රදානය කරන ලද 5.ක්‍රියාත්මක වෙමින් පවති 6.සේවායෝජකයා විසින් අවසන් කරන ලදී 7.අන්‍යෝන්‍ය වශයෙන් අවසන් කරන ලද 8.වැඩ අත්හිටුවීම 9.සම්පූර්ණයි 10.සම්පූර්ණ කර භාර දෙන ලදී 11.සම්පූර්ණ කළ සහ DLP කාලය

Present status:1.Pending for award 2.Not qualified 3.Qualified 4.Awarded 5.Ongoing 6.Terminated by Employer 7.Mutually Terminated 8.Suspention of work 9.Completed 10.Completed & handed over 11.Completed & DLP period

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Contractor to use their letterhead please

SAMPLE LETTER (please do not use this sheet)

Letter to the CGF

Please type in the Contractor letterhead and submit together with the MB/RB/CB Application Format **A-MRC**

Date: _____

Chief Executive Officer
Construction Guarantee Fund
Level 01, "Savsiripaya"
123, Wijerama Mawatha,
Colombo 07

CGF.FORMAT.301
Updated 13052026 – 26R1
LOU-MRC-LA

Dear Sir,

CONTRACT/PROJECT : _____

CONTRACT NO. : _____

CONTRACTOR (COMPANY NAME): _____

DEDICATED/ NOMINATED ACCOUNT NO.: _____

BANK : _____

BRANCH : _____

LETTER OF UNDERTAKING

We the above named contracting company obtained a Performance Bond & an Advance Payment Guarantee from CGF and now we intend to obtain a Maintenance/Retention/ Combined Bond from the Construction Guarantee Fund (CGF) for the above project.

If CGF consider to provide the necessary bond/guarantee to this project, we irrevocably agree **a)** to request the Employer to remit retention payment or any other payment to Dedicated/ Nominated Account of our company **b)** if the Employer directly paid any monies to us to deposit all such payments to said Dedicated/ Nominated account.

In the event if the Employer not accepted the Bond/Guarantee issued by CGF, we will not request the levy paid to the CGF and take total responsibility and the RISK of forwarding the Bond/Guarantee obtained from CGF to the project.

.....
Signature of the Authorized Officer of the Company

.....
Company Seal

Name : _____

Designation : _____

NIC No : _____

Mobile No : _____

Tel. No : _____

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Contractor to use their letterhead please

DRAFT SAMPLE LETTERS (please do not use this sheet)

Letter to the Client / Employer

(To be sent on Contractor's Company letterhead & Additional Signed Letter to submit to CGF please)

Date: _____

Dear Sir,

CGF.FORMAT.302
Updated 13052026 – 26R1
TOCLEM-MRC-LA

PROJECT/CONTRACT : _____
CONTRACT NO. : _____
CONTRACTOR (COMPANY NAME): _____

We are glad to inform you that the above Project/Contract awarded to us by your organization was successfully completed and we intend to obtain a Maintenance/Retention/Combined Bond from the Construction Guarantee Fund (CGF).

We wish to inform you that according to the rules and regulations of CGF it is a condition to remit the retention money on account of our company name to Dedicated/Nominated Account which we unanimously agreed and consented to the arrangement.

Therefore, please remit the retention or any other monies payable to us on this Project, directly to this Account. Cheques should be drawn in favour of:-

Dedicated/ Nominated Account No :
Bank :
Branch :

Please confirm your agreement to above to the CGF using the (Sample letter **CLEM-MRC** attached).

The above instructions will not be revoked by us under any circumstances please.

Thank you.

Yours faithfully,

Authorized Officers of the Company

Signature : _____
Name : _____
Designation : _____
NIC No : _____
Mobile No : _____
Tel. No : _____
Date : _____

Signature : _____
Name : _____
Designation : _____
NIC No : _____
Mobile No : _____
Tel. No : _____
Date : _____

Company Seal

Copies to: CGF and Bank

Client/Employer to use their letterhead please

DRAFT SAMPLE LETTERS (please do not use this sheet) Letter from the Client / Employer to the CGF

Request the Client/Employer to use their letterhead please

Note: The original letter form Client/Employer to be attached with the CGF Application Please.

Date: _____

Construction Guarantee Fund (CGF),
"Savsiripaya",
123, Wijerama Mawatha,
Colombo 7

CGF.FORMAT.303
Updated 13052026 – 26R1
CLEM-MRC-LA

Dear Sir,

CONTRACT/PROJECT : _____

CONTRACT NO. : _____

CONTRACTOR (COMPANY NAME): _____

At the request of the Contractor, we irrevocably undertake to pay/remit the Full Retention Money against the above contract to the following Dedicated/ Nominated Account.

Dedicated/ Nominated Account No :

Bank :

Branch :

We further agree to notify the CGF as and when the Retention Payment is released to the said Account please.

Yours faithfully,

.....
Authorised Signatory to the Organization

.....
Seal

Name : _____

Designation : _____

Organization : _____

Date : _____