

**REQUEST BY RESPONDENT FOR ADJUDICATION
 OR REVIEW ADJUDICATION CERTIFICATE**

Section 28P of the Building and Construction Industry Security of Payment Act 2002 (Vic) ('the Act') refers to the consequences of the Claimant not paying a review adjudication amount. If the Claimant fails to pay the whole or any part of the amount payable under a review determination in accordance with section 28N, the Respondent may request Adjudicate Today to provide an adjudication certificate under section 28Q. The Respondent requests Adjudicate Today to provide a Review Adjudication Certificate under section 28Q of the Act. Adjudicate Today is the Authorised Nominating Authority to whom the review adjudication application was made.

The fee to issue a Review Adjudication Certificate is dependent on the determined amount.

Adjudicated amount	Fee (inc. GST)
Up to \$10 000	\$110
\$10 001 to \$40 000	\$330
\$40 001 to \$750 000	\$550
over \$750 000	\$825

The fee **must** accompany this request and is recoverable from the Claimant in the same proportion as the Review Adjudicator determined is payable by the Claimant.

Section 1 (Mandatory)

Adjudication Application Reference Number: _____

Respondent's Name: _____

Respondent's ACN: _____ or ABN: _____

Respondent's Address: _____

Claimant's Name: _____

Claimant's ACN: _____ or ABN: _____

Claimant's Address: _____

Review Adjudicator: _____

Date of Review Adjudication: _____/_____/_____

Date when review adjudicated amount became payable
 (determined by the Review Adjudicator): _____/_____/_____

Date when review determination was served on the Claimant: _____/_____/_____

Adjudicate Today Pty Ltd		Phone: 1300 760 297	Fax: 1300 760 220	ABN 39 109 605 021	www.adjudicate.com.au	
NSW	QLD	VIC	ACT	TAS	SA	
Suite 2	Level 18	Level 23	Level 1	Level 6	Level 30	
Mona Vale Business	333 Ann Street	HWT Tower	The Realm	Reserve Bank Building	Westpac House	
90 Mona Vale Road	Brisbane QLD 4000	40 City Road	18 National Circuit	111 Macquarie Street	91 King William Street	
Mona Vale NSW 2103		Southbank VIC 3006	Barton ACT 2600	Hobart TAS 7000	Adelaide SA 5000	
nsw@adjudicate.com.au	qld@adjudicate.com.au	vic@adjudicate.com.au	act@adjudicate.com.au	tas@adjudicate.com.au	sa@adjudicate.com.au	

Section 2 (Optional)

The Respondent is entitled to recover the Claimant's share of any adjudication fee paid by the Respondent but not reimbursed by the Claimant ('the unpaid share'). In order to recover the unpaid share, please provide the following particulars:

Fees and expenses

Review Adjudicator: \$ _____

(nb: Please note that the fee payable to issue the Adjudication Certificate cannot be included in the Certified Amount.)

Total: \$ _____

Proportion which the Review Adjudicator determined must be paid by the Claimant: _____%

Amount paid by the Respondent

To the Review Adjudicator: \$ _____

Total: \$ _____

Amount paid by the Respondent on account of the Claimant's share of the review adjudicator fees

To the Review Adjudicator: \$ _____

Total: \$ _____

Amount, if any, reimbursed by the Claimant: \$ _____

The unpaid share to be certified: \$ _____

Payment

Please complete the section below to indicate how your payment will be made. Please note that payment **must clear in the Adjudicate Today bank account** before the certificate can be issued.

Please select:

- A cheque for \$ _____ will be posted to the Adjudicate Today head office at:
Suite 2, MVB, 90 Mona Vale Road, MONA VALE NSW 2103
- The funds will be transferred via electronic transfer into the following account:
BSB : 082 294 Account number: 571 500 017 Account name: Adjudicate Today Pty Limited
The transfer receipt will be either faxed to 1300 760 220 or emailed to vic@adjudicate.com.au
- Please bill \$ _____ to the following credit card.

Please select: MasterCard VISA

Cardholder Name (as it appears on the card): _____

Card Number: _____

Expiry date: _____ Signature: _____

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The address that the Review Adjudication Certificate should be express posted to

Should the Review Adjudication Certificate be express posted to the address shown on page 1 of the application? Yes No

If **No**: Please provide the correct postal address:

Company name: _____ Contact name: _____

Phone: _____ Address: _____

Suburb: _____ State: _____ Postcode: _____

Declaration

I am the Respondent/an officer of the Respondent authorised to make this application on behalf of the Respondent. I certify that the particulars provided in this application and attachments are true and correct and that copies attached are true copies of the original documents.

Signature: _____ Date: ____/____/____

Print Name: _____ Title: _____

Contact phone number: _____

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REVIEW ADJUDICATION CERTIFICATE

Notes for guidance of the Respondent (Review Applicant)

Section 1

- 1 The request must be lodged with Adjudicate Today.
- 2 The request cannot be made before the expiration of 5 business days after the Review Adjudicator's determination is given to the Claimant or if the Review Adjudicator determines a later date, that later date.
- 3 The request cannot be made unless the whole or part of the review determination amount remains unpaid at the date of the request.
- 4 The request must be accompanied by the fee charged by the Adjudicate Today for issue of the review adjudication certificate.

Section 2

- 1 If the Respondent has paid the Claimant's share (or part of the Claimant's share) of the review adjudication fees, the Respondent should complete Section 2 and provide the Adjudicate Today with proof of payment.
- 2 Proof of payment may be the Adjudicate Today receipt, a statement by the Respondent's accountant, a statutory declaration or a statement by a person who is able to certify as to payment and non reimbursement.

Declaration

- 1 The Respondent must complete the declaration at the foot of the application form.
- 2 If the Respondent is a company then an officer duly authorised by the company should complete the application form.
- 3 This application can be made by post, fax or electronically.

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