|  |  |  |
| --- | --- | --- |
| Payment Certificate  **under the JCT Minor Works 2005 Revision 2 2009** |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Employer / Address:** | |  | **Site address:** | | | ???? | | | |
| University of Leicester | |  |  | | | ???? | | | |
| Estates & Facilities Management Division | |  | **Description of work:** | | | ???? | | | |
| University Rd | |  |  | | |  | | | |
| Leicester | |  | **Contract dated:** | | | ???? | | | |
| LE1 7RH | |  |  | | |  | | | |
|  | |  | **Instalment no:** | | | ???? | | | |
|  | |  |  | | |  | | | |
| **Contractor / Address:** | |  | **Certificate date:** | | | ???? | | | |
| ???? | |  |  | | |  | | | |
| ???? | |  | **Notice Issue date:** | | | ???? | | | |
| ???? | |  |  | | |  | | | |
| ???? | |  | **Payment period:** | | | 14 days | | | |
| ???? | |  |  | | |  | | | |
|  | |  | **Final Date for Withhold Notice:** | | | N/A | | | |
|  | |  |  | | |  | | | |
|  | |  | **Contract sum:** | | | £???? | | | |
|  | |  |  | | | | | | |
|  | |  |  | | | | | | |
|  | |  | Cumulative Gross valuation for Payment | | | | | £ | ???? |
|  |  | | | | |  |  |
|  | Less total amount of retention (5%) | | | | | £ | ???? |
|  |  | | | | |  |  |
|  |  | | | | | £ |  |
|  | Less total amount previously paid | | | | | £ | ???? |
|  |  | | | | |  |  |
|  | Proposed Payment (exclusive of VAT) | | | | | £ | ???? |
|  |  | | | | |  |  |
|  | | | | | | | | | |
| We hereby give notice that, under the terms of the contract, payment will be due from the Employer to the Contractor within the period defined within the Contract in the sum of:  ???????TEXT????????????????? | | | | | | | | | |
| ……………………………………………..………………………………. (excluding VAT) | | | | | | | | | |
| The Proposed Payment may be adjusted if the Employer has given the Contractor written notice of the contract and, if the Employer is a ‘Contractor’ under the Construction Industry Scheme, is subject to the Employer having the necessary authorisation under the Scheme to make a payment to the Contractor. | | | | | | | | | |
|  | | | | | | | | | |
|  | | | | | | | | | |
| Authorised Signature | ???? | | | | for and on behalf of University of Leicester | | | | |
|  | | | |  | | |  | | |

|  |  |  |
| --- | --- | --- |
| All the above amounts are exclusive of VAT. Should the Contractor give notice that the rate of VAT applicable on the supply of goods and services in respect of the Contract is 20% then the following is provided for information:- | Amount of VAT at  20% | ???? |
| Total amount  including VAT | £???? |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Employer |  | Contractor |  | Quantity Surveyor |  | Project Manager | √ | File |
|  |  |  |  |  |  |  |  |  |  |
|  | Architect/Designer | | |  | Principal Designer |  |  |  |  |

Notes: *1. The Employer’s attention is drawn to the necessity of giving the appropriate written notice if the Employer is not prepared to make the above payment or if The Employer* *wishes to withhold or deduct any amount from the amount stated in this Notice together with the grounds for so doing*

*2. The balance stated is subject to any statutory deductions which the Employer may be obliged to make under the provisions of the Construction Industry Scheme where the Employer is classed as a ‘Contractor’ for the purposes of the relevant Act.*

*3. No payment or the issue of the Final Account and Final Statement shall of themselves be conclusive evidence that any design works, materials or goods to which they relate are in accordance with the Contract.*