

ANNEX 2 – REFERRAL NOTICE

(To be delivered by the Referring Party to the adjudicator within 7 days of the adjudicator's appointment and at the same time to the Responding Party)

Submission Date:	Claim Number¹
-------------------------	---------------------------------

Referring Party		Responding Party	
Name of Person or Company/Public Body		Name of Person or Company/Public Body	
Trading Name (if different)		Trading Name (if different)	
Address		Address	
Phone:	Fax:	Phone:	Fax:
Email:		Email:	

Claim details
Site Address
Project or Job²
Amount Disputed³

Details of Dispute (Insert additional Page or attach supporting documents if required)

¹ Interim payment or final payment as per contract or the default payment arrangements set out in the Schedule of the Construction Contracts Act 2013.

² Attach a copy of, or relevant extracts from, the written construction contract and/or other material evidencing the contract.

³ Attach a copy of the Notice of Adjudication including Payment Claim Notices and Responses to Payment Claim Notices, if any.

Payment sought

--

Statistical Information

Referring Party's status (e.g. subcontractor, contractor, consultant)

Business Type (e.g. Electrician, Plumber, Architect)

Business Type of Other Party (e.g. Government agency, contractor, consultant)

Signed (Referring Party)

Date