|  |  |  |  |
| --- | --- | --- | --- |
| **Contractor** | [Insert text here] | **Date of Acceptance of Tender** | [Insert text here] |
| **Contract No.** | [Insert text here] | **Project No.** | [Insert text here] |
| **Project Name** | [Insert text here] | | |
| **Date when Possession of Site is given (list each Separable Portion separately)** | [Insert text here] | **Original Date for Practical Completion (list each Separable Portion separately)** | [Insert text here] |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Claim No. | Description  (include details such as:   * Did contractor issue a Notice of Possible Delay? * Cause of delay * Is this overlapping delay? * Separable Portion) | Date Received | Days Claimed | Days Approved | Approved By | Date when the approval is given | Revised Date for Completion |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  | **TOTAL** |  |  |  |  |