

Checklist for Security in form of ‘unconditional undertaking’

Contract name:

Contract number:

Type of Contract GC21 / Minor Works / Mini Minor Works *

* Cross out the Contract types that do not apply

Use this checklist to confirm that the following actions have been completed. For each check insert either “Yes” in the box to signify compliance or “NA” in the box to signify that the check is not applicable.

After issue of Letter of Award

1. A request for lodgement of security to the Contractor has been issued.
- When requesting Security refer to:
- GC21 *Sample letter 37A* - Lodgement of Security, or
 - Minor Works *Sample letter 13A* - Request for lodgement of security

When Security is received

2. The amount of security has been checked and is correct.
3. The unconditional undertaking is given by an acceptable financial institution and is in the format set out in the applicable General Conditions of Contract Schedule.
- GC21 Schedule 2A – **Undertaking** (on behalf of the Contractor); or
 - Minor Works Schedule 1 - **Approved form of unconditional undertaking.**
4. The original of the unconditional undertaking has been provided.
- Copies are not acceptable.*
5. The undertaking is “unconditional”
- The undertaking must not have any conditions such as a time limit.*
6. The undertaking includes all the information set out in the appropriate General Conditions of Contract.
- Review any “additional” information provided and if in doubt, seek advice from the [Helpdesk](#).*
7. Details have been recorded in the Security Deposits Register and contract management system.
- Where applicable.*
8. A written receipt has been issued.
- When issuing a receipt refer to:
- GC21 *Sample letter 37B* - Receipt of Security, or
 - Minor Works *Sample letter 13B* - Receipt of security
9. The unconditional undertaking has been stored in a safe place.
10. A copy of the undertaking is maintained in the Principal’s site record management system.

Name: Position title:

Signature: Date:

Return of GC21 undertakings

Completion undertaking

11. The Completion Undertaking has been released within time stipulated in the contract

Within 14 days of the Actual Completion Date of the whole of the Works.

When returning the Completion undertaking refer to:

- *GC21 Sample letter 37C - Return of the Completion Undertaking.*

12. Details of the return of Completion Undertaking have been recorded in the Security Deposits Register and contract management system.

Where applicable.

Post-Completion undertaking

13. The Post-Completion Undertaking has been released within time stipulated in the contract

Refer to Contract Information item 35.

When returning Post-Completion undertaking refer to:

- *GC21 Sample letter 37D - Return of the Post-Completion Undertaking*

14. Details of the return of Post-Completion Undertaking have been recorded in the Security Deposits Register and contract management system.

Where applicable.

Return of Minor Works Security

15. The Security, in the form of a retention amount or an Unconditional Undertaking, has been released within time stipulated in the contract

Refer to Annexure item 14.1.

16. Details of the return of the Security have been recorded in the Security Deposits Register and contract management system.

Where applicable.

Name: Position title:

Signature: Date: