

Notice to a contracted party of the closure of a retention trust account

To: [full name of contracted party]

The stated retention trust account for the construction contract provided below has been closed.

Part A: Contract Description

Contracting Party: [full name of contracting party]

Site Address:	Suburb:	State:	Postcode:
<div></div>	<div></div>	<div></div>	<div></div> <div></div> <div></div> <div></div>

Project Description:	Contract ID (if applicable):
<div></div>	<div></div>

Part B: Retention Trust Account Details

(Complete Part B to advise of a retention trust account that is being closed)

Account Name:	Name of Financial Institution:	BSB:	Account Number:
<div></div>	<div></div>	<div></div>	<div></div>

Part C: Authorisation

Signed:	Signatory's Full Name:	Date:
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