

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

To: [full name of contracted party]

A retention trust account will be used for withholding cash retention amounts under the contract detailed below.

Part A: Contract Description

Contracting Party: [full name of contracting party]

Site Address:	Suburb:	State:	Postcode:
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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 has been newly opened, to advise of the previously opened retention trust account to be used for the construction contract, or to advise of any changes to a retention trust account previously used for this contract)

Account Name:	Name of Financial Institution:	BSB:	Account Number:
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Part C: Previous Trust Account Details

(Complete Part C only if the account identified in Part B was opened as part of an account transfer from an alternative financial institution, or there has been some change in a retention trust account previously held).

Name of Financial Institution:	BSB:	Account Number:	Date of Transfer:
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Part D: Authorisation

Signed:	Signatory's Full Name:	Date:
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