

APPENDIX 11.1 SPECIMEN LETTER OF COMPLETION (GCE FORM)

Date

Dear Sir/Madam,

Consultancy Agreement No. [Insert Agreement No.]
[Insert Agreement Title]

I wish to notify you that I have been satisfied on xxx** that you have completed the services as defined in the Brief with the exception of those outstanding services listed in the schedule attached to this letter which you have agreed to complete as soon as possible.

I wish to remind you, however, that certain obligations in the Agreement, extend beyond the completion of the said services and draw your attention particularly to the following clauses in the General Conditions of Employment (GCE) and the Special Conditions of Employment (SCE)*:

- GCE Clause 9 (as amended by SCE Clause XX) - Confidentiality
- GCE Clause 12 (as amended by SCE Clause XX) - Retention of Documents and audit inspection
- GCE Clause 21 (as amended by SCE Clause XX) - Exclusive ownership
- GCE Clause 22 - Care and Diligence
- GCE Clause 32 - Rendering of accounts
- GCE Clause 36(B) - Liability of Consultants for acts, default and neglects of resident site staff*
- GCE Clause 39 - Liability of Consultants for acts and default of sub-consultants
- GCE Clause 44 (as amended by SCE Clause XX) - Settlement of disputes
- GCE Clause 47 (as amended by SCE Clause XX) – Insurance

The provisions listed out above are not exhaustive. This letter shall not affect any provision in the Agreement that the parties intend to apply beyond completion of the services as defined in the Brief and any other term that by its nature is intended to apply beyond completion of the services as defined in the Brief.

This letter shall be without prejudice to any claim (whether current or future) or right of the Employer under the Agreement.

Please acknowledge receipt and agreement to this letter.

Yours faithfully,

()
Director's Representative

c.c. Secretary, EACSB
Director of Audit

* Amend as appropriate

** The date of completion notified to the Consultants should be consistent with the completion date as reported in the CNPIS (i.e. the Consultant's Final Performance Report).