

REQUEST TO RELEASE MONEY FROM PROJECT/LIEN ACCOUNT

(To be printed on the Contractors letterhead and signed by the person/s authorized to operate the Bank Account)

CGF - DOF

Construction Guarantee Fund, Colombo 07

CGF Ref:

Dear Sir

(date)

1. **Project :**
2. **PB No :** **AB No :**
3. Please be good enough to instruct the Bank Branch to release Rs. /..... from our Project/Lien Account No. for the following purpose.

4. These payments are against monies received from (✓)
 - 4.1 () Mobilization Advance Payment 4.3 () Interim Bill No.
 - 4.2 () Loans /Deposits/Transfers 4.3 () Others please specify
 - 4.4.1

5.	<u>Payment Received from Employer</u>	<u>Cheque Deposited by us</u>
	<i>please attach a photo copy of the Employer's Cheque</i>	
5.1	Amount :	
5.2	Cheque No :	
5.3	Date :	5.6
5.4	Bank :	5.7
5.5	Branch :	5.8

6. **Today's Bank Balance is Rs.** – with the above payment Yes () No ()
7. 7.1 Please attach a photo copy of the Last Payment Summary
- 7.2 Recovery of;
 - 7.2.1 Mobilization Advance (including this payment) Rs.....
 - 7.2.2 Retention with held (including this payment) Rs.....
8. Details for the utilization of funds is attached herewith. (✓)
 - 7.1 Invoices for materials and others - () 7.2 Miscellaneous payment details - ()
 - 7.3 Quotations, Purchase Orders, GRNs - () 7.4 Petty cash details - ()

9. Please pay :
 - 9.1 () To our Current Account No. maintained at Bank Branch.
 - 9.2 () The relevant parties as per the details given below:- *(enclosed Payee Information & Other Information)*

Cash Flow Item No.	Cheque No. (A/C Payee only)	Payee	Amount (Rs.)
TOTAL			

continue as applicable (use different sheet)

Thank you, Yours faithfully

 Signature
 Name :

Affix seal

 Designation :