

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)

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| CGF - DOF |
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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 :