|  |  |  |
| --- | --- | --- |
| MC900434750[1] | The Construction Manager or Contractor fills in this form, the consultant reviews and signs it and then sends to INFRA Project Manager who reviews and signs. This form is used to obtain the payment of holdback from Alberta Infrastructure. This form can be used for partial holdback release or full holdback release. This document has been approved to be signed [electronically](https://internal.infrastructure.alberta.ca/CSS/PSI/Project_Excellence/CI/eSignTemp/_layouts/15/start.aspx#/Shared%20Documents/Forms/AllItems.aspx).  Delete this instruction before printing the form. (Right click, Delete Cells, Delete entire row, OK.) Also delete any editing notes (select note, press Delete key.) | |
| WBS Number:  P-00000000 | | Date:  Select date |
| Project ID:  B000A-0000 | | |
| Contract ID:  123456 | | Holdback Release:  1234567 |
| LOA No:  123456 | | Progress Claim No.:  123456 |
| Official Project Title:  PROJECT LOCATION AND BUILDING NAME and Contract Title | | |
| Legal Land Description  Enter land description | | |
| LOA:  Name | | |
| Consultant:  Name | | |
| Construction Manager or Contractor:  Name | | |
| Final Holdback Release  Partial Holdback Release | | |
| If requesting a Partial Holdback Release, provide a brief description here. Further details in an attached letter of declaration are to be provided.  Enter a brief description | | |

**Editing note:** Double-click the Excel spreadsheet below to edit it. You need to enter values only in cells D2, D3, D7, D8, D13, and D15, highlighted with gray shading. When done, click anywhere outside the spreadsheet. Delete this editing note from the finished form. (Select note, press Delete key.)



\*Refer to the contract payment conditions and the applicable Act:

[Public Works Act](https://open.alberta.ca/publications/p46)

[Prompt Payment and Construction Lien Act](https://open.alberta.ca/publications/p26p4)

Delete this editing note from the finished form. (Select note, press Delete key.)

**Supporting Documentation Required:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **From Construction Manager or Contractor:** |  |  | **From Consultant:** |
|  | Certificate of Substantial Performance or Interim Acceptance of the Work for Contractor or Subcontractor as required per specifications or contract. |  |  | Prime Consultant Letter of Certification |
|  | Proof of posting Certificate of Substantial Performance (e.g. email confirmation of date posted) |  |  |  |
|  | Statutory Declaration(s) ([00\_73\_80B\_A\_eForm.pdf](https://www.alberta.ca/assets/documents/tr/tr-00-73-80b-a-eform.pdf)) |  |  |  |
|  | Worker’s Compensation Board Clearance Letter |  |  |  |
|  | Construction Manager Letter of Declaration (required for partial holdback release only) |  |  |  |
|  | Holdback Release Invoice |  |  |  |

**Edit Note: Consultants/Contractors** - If you do not know the names and titles of the approver(s), please remove the blue text for the ‘Name’ and ‘Title’ fields below before you print and sign this form.

Delete this editing note from the finished form. (Highlight note, press Delete key **twice**.)

|  |  |  |  |  |  |
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| This document may be executed using a Province-approved electronic or digital signature platform or process. This document may be executed in counterparts, in which case (i) the counterparts together shall constitute one agreement, and (ii) communication of execution by e-mail in PDF shall constitute good delivery.  *Note: Where discrepancies exist between template instructions and the* [*approved list*](https://internal.infrastructure.alberta.ca/CSS/PSI/Project_Excellence/CI/eSignTemp/Shared%20Documents/Approved%20Templates%20List.xlsx)*, the approved list shall be taken as current.* | | | | | |
| Approvals |  | | |  |  |
| Requested by: |  | | |  |  |
|  | Enter CM/Contractor Name |  | Choose or Enter Title |  | Date (mm-dd-yyyy) |
|  | Name |  | Title |  |  |
| Recommended by: |  | | |  |  |
|  | Enter Name |  | Choose or Enter Title |  | Date (mm-dd-yyyy) |
|  | Name |  | Title |  |  |
| Approved by: |  | | |  |  |
|  | Enter Name |  | Choose or Enter Title |  | Date (mm-dd-yyyy) |
|  | Name |  | Title |  |  |

For approvals, refer to the [Expenditure Officer Authority Guidelines](https://internal.infrastructure.alberta.ca/finance/FinancialServices/EOGuidance.aspx).