**Release of Retention Fee-TVL Checklist**

Payee:

Amount:

Particulars:

Supporting Documents: Two (2) copies collated

*(Put N/A if not applicable)*

* [ ]  Letter Request for Payment
* [ ]  Surety Bond / Bank Guarantee / Irrevocably standby letter of credit from a commercial bank
* [ ]  Indemnity Agreement (insurance company, if applicable)
* [ ]  Certification from the end-user that the project is completed and inspected
* [ ]  SARO (if applicable)

I hereby certify that above documents are complete and arranged as per checklist.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over Printed Name / Date

Email Address:

Contact Number/s: