



Employer Name

Site Handing Over

Project: [Project Name]

Contract Number: [Contract Number]

Effective Date & Time: [Date] – [Time]

To:

[Contractor's Authorized Representative]

[Contractor's Company Name]

[Company Address]

Subject: Handover (Possession) of Site — [Whole/Partial – Area/Phase ___]

Dear [Contractor's Authorized Representative],

With reference to the Contract executed between [Employer's Name] ("Employer") and [Contractor's Name] ("Contractor") dated [Contract Date], We hereby grant you possession of the Site (or Area/Phase described in Annex A) effective the date/time above, for execution of the Works in accordance with the Contract.

The Site is confirmed Accessible per the Contract (physical/legal/operational access; temporary utilities; baseline information) except the constraints listed in Annex C.

Documents handed over (see Annex B index): Handover Plan, Access Plan, Utility Status Report, IFC drawing list, Survey control points/datum, Site rules/HSE file.

Responsibilities transferred for the area in possession: security, HSE/induction, care of the works, and protection of third parties.

Joint condition survey completed; photo/video log references are listed in Annex D.

Reservation of rights: The Contractor's acknowledgment of possession is without prejudice to its rights to Extension of Time and Cost for the constraints listed in Annex C, subject to Contract notice provisions.

Annexes

- **Annex A:** Area/Phase plan (drawing no. ...)
- **Annex B:** Transmittal index (documents, revisions, dates)
- **Annex C: Constraints & Reservations** table
 - Constraint | Area/Chainage | Impact | Temporary Mitigation | Owner | Target Date
- **Annex D:** Condition survey log (location grid, photo IDs, notes)



Employer Name

Employer (Authorized Signatory) – Name / Position

_____X

Respectfully submitted,

[Your Name]

[Your Position]

[Contractor's Company Name]

[Contact Information]