

## AIQS Authorised Nominating Authority Check List Guide

- ◆ The contract must be signed after the 1st of October 2004, prior to this date the claim is not eligible for adjudication in Queensland.
- ◆ You have 12 months from the completion of 'your contracted work' as defined in your contract to make a payment claim. This may include a maintenance period if included in the contract. Please contact [support@aiqsana.com.au](mailto:support@aiqsana.com.au) for advice on this matter.
- ◆ All applications, including submissions, must be delivered by **HAND DELIVERY, MAIL or FAX** on the **SAME DAY** it is submitted to the AIQS Authorised Nominating Authority system. Correspondence will then take place via your AIQS ANA system account. Include the delivery method and receipt if applicable in your submissions to the AIQS ANA system.
- ◆ Although email is not yet an automatically valid legal method of document delivery, you can choose to validate this method of document delivery by checking the radio button in the registration page of the AIQS ANA on-line adjudication system.
- ◆ Your application **MUST** be made:-Within **10 business days** of receiving a payment schedule from the respondent. **OR**
- ◆ Within **20 business days** of the due date for payment of your payment claim if the respondent has failed to pay or supply a schedule.

*(Business Day-Monday to Friday excluding public holidays  
& from the 25th Dec to 31<sup>st</sup> Dec.)*

**\*\*Note:** Interstate companies working and claiming in Queensland should be mindful of the differences in public holidays in Queensland to other states.

- ◆ If the respondent does not issue a payment schedule you must request one before proceeding with an application. Make sure the respondent has received your request.
- ◆ Within **20 business days** of the due date for payment you **MUST** notify the respondent that you intend to apply for adjudication and request a payment schedule. You must wait 5 business days for the schedule. This is in fact second bite of the cherry for the **RESPONDENT**.

- ◆ Be sure to include the following statement, or similar, within your 'Notice to Apply for Adjudication'

Example:

“The respondent <*Respondent name*> is entitled to submit a payment schedule no later than 5 working/ business days from the receipt date of this Notice to Apply for Adjudication.”

- ◆ You **MUST** apply for adjudication within **10 business days** after the **5 day waiting period** (whether the respondent has sent a schedule or not).

*To use the AIQS ANA system you will need:*

- ◆ A Broadband Internet connection.
- ◆ A browser, such as Microsoft Explorer.
- ◆ A scanner or access to one.

For any further assistance please contact us on [support@aiqsana.com.au](mailto:support@aiqsana.com.au)