



**SCHEDULE A**  
Notice of Claim  
[Subcontractor]

**THE GUARANTEE COMPANY OF NORTH AMERICA**  
4950 YONGE STREET, SUITE 1400,  
TORONTO, ON M2N 6K1  
surety.claims@theguarantee.com  
**Attention:**

Re: .....  
Bond No: .....  
Contractor: .....  
Owner: .....  
Contract: .....

Dear Sir/Madam,

We have a subcontract with the Contractor for .....  
(title or description of the Contract)  
(our "Subcontract") related to the Contract between the Owner and the Contractor for  
..... in .....  
(town/city, province)

We have given notice to the Contractor as required under our Subcontract that an amount is due and payable under the Subcontract and remains unpaid contrary to the terms of the Subcontract.

For Holdback amounts we hereby demand payment of \$ ..... under the captioned Bond.

For amounts other than Holdback we hereby demand payment of \$ ..... under the captioned Bond for all labour and material used or reasonably required for use in the performance of the Contract.

To assist in your evaluation of this Notice of Claim we invite you to contact our representative as follows:

**THE GUARANTEE COMPANY OF NORTH AMERICA**  
4950 YONGE STREET, SUITE 1400,  
TORONTO, ON M2N 6K1  
surety.claims@theguarantee.com

We also enclose the following documents supporting our Notice of Claim:

*[The following is a suggested list of documents to be considered for delivery to the Surety. Please check off the documents (if any) that you are providing with this Notice of Claim.]*

- Copy of full, executed Subcontract [or Purchase Order or Collective Bargaining Agreement], including approved changes and pending changes relevant to this Notice of Claim
- Copy of the prime contract between the Contractor and the Owner
- Copy of original schedule and latest approved schedule for the Subcontract
- Copies of all invoices submitted to the Contractor
- Copies of all payments from the Contractor to the Claimant



- Summary reconciliation of all invoices issued under the Subcontract
- Summary reconciliation of all payments received under the Subcontract
- Confirmation from the Owner or Contractor that the Claimant has completed all of its work including rectification of all identified deficiencies and the delivery of all required close-out documents
- Copy of any notice or correspondence to and from the Contractor relevant to this Notice of Claim
- Confirmation of the last day the Claimant performed work pursuant to the Subcontract including proof thereof
- Copy of any claim for lien, legal proceeding or other documents to enforce your entitlement to payment
- Copy of the executed Labour and Material Payment Bond under which this Notice of Claim is being made
- [additional documents]

We look forward to receiving your acknowledgment of this Notice of Claim within three (3) business days of receipt and your request for any additional documentation or information you require to meet your obligations under the Bond.

Yours truly;

By: .....

CC: