

20 May 1985

**Lands and Works Branch Technical Circular No. 14/85**

**Extensions of time for completion of contracts**

Legal advice has been received to the effect that an extension of time for completion of a contract should not be granted by means of a Variation Order (or Site Instruction in the case of Architectural Office contracts) but by letter.

2. Attached herewith is a draft sample letter. This should be adapted as necessary by individual Departments and to suit specific cases.

3. The granting of extensions of time by letter should be implemented with immediate effect.

( CHAN Nai-keong )  
Secretary for Lands and Works