

## Statutory Declaration of Progress Payment Distribution by Subcontractor

**CCDC 9B – Statutory Declaration of Progress Payment Distribution by Subcontractor is a sworn statement declaring that all accounts for labour, subcontracts, products, services, construction machinery and equipment incurred have been paid in full.**

CCDC's volunteer experts are driven to improve the Canadian construction industry for everyone involved. Our document development process represents all parties involved in the project to ensure risk is allocated fairly, full consensus is reached, and real trust is built. This simplifies bidding and contracting.

The use of statutory declaration of progress payment documents helps ensure that appropriate payment distribution is maintained throughout a construction project, up to and including the latest progress payment received.

### There are three exceptions:

- Holdback monies properly retained;
- Payments deferred by agreement; and
- Payment withheld by legitimate dispute.

CCDC 9B is usually required as a condition for the (second and subsequent) progress payments or release of holdback. The declaration must be made before a commissioner for oaths, notary public or justice of the peace. The legislation of the applicable province sets out who can take affidavits and declarations.

The form is titled "Statutory Declaration of Progress Payment Distribution by Subcontractor" and is identified as "Standard Construction Document CCDC 9B - 2018". It contains several sections:
 

- Information Appearing in the Subcontract Documents:** Fields for Name of Project, Date of Subcontract, Name of Contractor, and Name of Subcontractor.
- Declaration:** A section where the declarant (partner or sole proprietor of the Subcontractor) swears that all accounts for labour, sub-subcontracts, products, services, and construction machinery and equipment have been paid in full, except for holdback monies, payments deferred by agreement, or payments withheld by legitimate dispute.
- Signature:** A line for the declarant to sign, dated on a specific day of the year.
- Footer:** Includes a copyright notice for CCDC (Canadian Construction Documents Committee) and a note to "Apply a CCDC 9 copyright seal here."

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