

11. Procedures to be followed by collection agencies in collecting and paying levy to fund

- (1) The procedures set out in this regulation are the procedures to be followed by a collection agency in collecting levy and paying levy to the fund under section 27 (2) of the Act.
- (2) In this regulation “**levy payment form**” means a form in a form referred to in regulation 10.
- (3) A collection agency shall —
 - (a) provide to any project owner a levy payment form;
 - (b) calculate the amount of levy due on the construction work, based on the estimated value of that work contained in the levy payment form signed by the project owner, and enter the estimated amount of levy due on the levy payment form;
 - (c) collect from the project owner the completed levy payment form and the levy as calculated under paragraph (b);
 - (d) pay the levy collected into an account approved by the Treasurer until it is paid to the Fund;
 - (e) pay all levy collected to the Fund not later than the 10th day of the month following the month in which the levy was received; and
 - (f) provide to the Board at the time of each payment of levy to the Fund under paragraph (e), all levy payment forms and a summary of levy payments in a form approved by the Board, relating to that levy.