



Face to face Training



# Contract Administration

Register at <https://tinyurl.com/contractadmin-sg>

**Date:** 27 November 2019 Wednesday  
**Time:** 09:00 – 17:00  
**Venue:** Csuites at Paya Lebar Quarter, Singapore 437161

**REDAS / RICS member:** SGD 650  
**Non-member:** SGD 850  
All fee are exclusive of 7% GST, GST reg. no.: M90371993L

## Funding available

Employment and Employability Institute (e2i) funding capped at SGD 90 per Singaporean / PR participant

## About trainer



**Chung Sheuan Seen**  
Regional Director (Delay Expert), Driver Trett Singapore

Chung has more than 17 years' experience working on mega infrastructure engineering projects. He has a sound appreciation for complex and large projects in the areas of project management, specialising in time control (planning and programming), and on matters relating to the preparation/evaluation of delays and disruptions (time aspect) and extension of time. Under various engagements, Chung has been appointed as a lead claim consultant, with specialisations in delay forensics and time-related matters. Chung's experience includes being the assistant to experts and being appointed as a delay/cost expert in arbitrations.

## Overview

The impact caused by poor contract administration directly affects a business and can result in losses and disputes. Avoidance of this requires the ability to setup appropriate office procedures and to keep accurate records commensurate with the scale and nature of a project's contract.

This one-day course will provide practical insight into up-to-date practices on construction and infrastructure contracts. Contractual requirements, best practice, modern methods of information management, and guidance on post-contract administration procedures will also be covered.

**PEB:** 6 PDUs  
**BOA-SIA:** 2 CPD Accreditation Points  
**SPM:** 6 CPD points  
**SISV (QS division):** 4.5 CPD hours

## Useful to

- Contract administrators
- Quantity surveyors (main contractor and client side)
- Building surveyors, project management surveyors
- Commercial managers of construction companies, employers agents, architects
- APC candidates from quantity surveying and construction competencies

## Learning objectives

- Recognise bad practice and demonstrate good practice
- Appreciate the need for good record keeping
- Avoid claims being barred and disputes by administering contracts professionally
- Collect factual data to support monetary and time claims
- Analyse and interpret the variation process from inception to valuation
- Take early action to maintain control
- Understand various commercial processes

For more information, e: [SEA@rics.org](mailto:SEA@rics.org) t: (+65) 6812 8173

[rics.org](http://rics.org)

# Registration form



**RICS**®



## Contract Administration

**Date and time:** 27 November 2019 Wednesday, 09:00 – 17:00

**Venue:** Csuites at Paya Lebar Quarter, 2 Tanjong Katong Road, #05-01 PLQ 3, Paya Lebar Quarter, Singapore 437161

**Fees:** REDAS / RICS members - SGD 695.50  
(inclusive of 7% GST) Non REDAS / RICS members - SGD 909.50

**Deadline for registration:** 20 November 2019 Wednesday

Please return completed form to at [SEA@rics.org](mailto:SEA@rics.org). Confirmation email will be sent nearer to date.

## Delegate information

Salutation (Mr/Ms/Dr): \_\_\_\_\_ Surname: \_\_\_\_\_ Given name: \_\_\_\_\_

Type of membership and membership no. (if applicable): \_\_\_\_\_

Designation: \_\_\_\_\_

Company: \_\_\_\_\_

Billable address: \_\_\_\_\_

Office no.: \_\_\_\_\_ Mobile no.: \_\_\_\_\_

Email address: \_\_\_\_\_

### Methods of Payment

#### 1. By Online Payment

Please submit your registration online and make payment via credit card at [www.rics.org/asean](http://www.rics.org/asean)

#### 2. By Cheque

Please mail the crossed cheque made payable in Singapore Dollar to "RICS INTERNATIONAL L SPORE B" and attach along with the completed registration form to Ms Ava Lau at #27-16, International Plaza, 10 Anson Road, Singapore 079903.

#### 3. By Bank Deposit

Please deposit to the following bank account and email the deposit slip along with the completed registration form to [SEA@rics.org](mailto:SEA@rics.org)

**Payee:** RICS INTERNATIONAL L SPORE B  
**Name of Bank:** Hongkong and Shanghai Banking Corp Ltd  
**Bank Address:** 21 Collyer Quay HSBC Building #01-01 Singapore 049320  
**Account No:** 047-859004-001  
**Swift Code:** HSCBSGSG

### Remarks

- The organiser reserves the right to cancel or reschedule the function at their discretion.
- You will only receive an e-mail notification from the RICS office confirming your registration status. You are advised to call RICS office (+65 6812 8173) to confirm your registration status if you have not received an e-mail confirmation prior to the event.
- No refund can be made for cancellation or "no show" but a substitute delegate is normally permitted. Please inform RICS at least one week prior the event.
- Seats will only be confirmed upon receipt of completed registration form together with payment.
- Please make sure the exact amount is deposited as no change or refund will be provided.
- Incomplete and wrongly completed registration form will not be processed.
- Attendance certificates will not be issued for non RICS training events.
- All practising RICS members are required to complete and log at least 20 hours of CPD (Continuing Professional Development) online each year. Visit [www.rics.org/cpd](http://www.rics.org/cpd) today.

### Data Protection Policy

RICS will always make sure you receive compulsory communications such as those relating to the administration of your membership, renewal notices, regulation and conduct, practice and guidance notes and AGM information.

Furthermore, RICS would like to use the contact details that you have provided to us in relation to the communications described below (including by email/telephone, where appropriate). Please tick the relevant boxes below:

- If you **do not wish** to receive additional communications from RICS about membership and the profession, tick here
- If you **do not wish** to receive additional communications from RICS about RICS conferences, events, products, services and training (some of which may complement your CPD requirements), tick here
- If you **do not wish to** receive additional communications from RICS detailing offers from third parties with whom we have negotiated special deals for members, tick here