“The importance of proper Contracts Administration
cannot be over-emphasized”

“Contracts signed must be executed properly to avoid unnecessary
legal and contractual disputes”

The Singapore Contractors Association Ltd together with SCAL Academy Pte Ltd are organising a full
day Conference to share pointers with our industry partners and members on the importance of
proper Contracts Administration.

Construction professionals in Singapore would know that good record keeping; accurate progress
reporting and prompt notification are keys in effective Contracts Management. This conference theme
“Practical Approach in Contracts Administration” will highlight the practical approach from interpretation
of contracts to managing disputes documentation of claims and extend beyond to what you
should look out for during the Defects Liability period.

2012

17 FEBRUARY

ORCHARD HOTEL, 442 ORCHARD RD
SINGAPORE

1-Day Conference
“Practical Approach in Contract Administration”

Time:
8.30am to 5.00pm

Who Should Attend?

✔ Company Directors
✔ Project Managers
✔ Contract Managers
✔ Engineers
✔ Project Architects
✔ Quantity Surveyors
✔ Consultants
✔ Lawyers

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Dealing and Avoiding Discrepancies in Contract Documents
Speaker: Mr Christopher Chuah | WongPartnership

How to Avoid, Manage and Resolve Claims and Disputes Effectively
Speaker: Mr Paul Teo | Hogan Lovells

Tips on Successful Extension of Time Claims
Speaker: Mr Koh Beng Soon | PMC World

Prolongation Costs Highlights
Speaker: Mr Christopher Nunns | FTI Consulting

Security of Payments
Speaker: Mr Amos Teo | Davis Langdon & Seah Singapore

Defects Liability, Theory and Practice
Speaker: Ms Audrey Perez | Dragages Singapore
Practical Approach in Contract Administration

**Topics**

**Dealing and Avoiding Discrepancies in Contract Documents**
The presentation highlights on how to avoid pitfalls when drafting contract documents, as well as the canons of interpretation that the Court would employ when dealing with such inconsistencies.

**How to Avoid, Manage & Resolve Claims & Disputes Effectively**
This topic will highlight the common source of disputes between the client and the contractor. How to avoid the cost and inconvenience of disputes which can be considerable, and how to manage through the various dispute resolutions.

**Tips on Successful Extension of Time Claims**
Mr Koh will share his practical experiences of preparing or assessing EOT claims for the commonly adopted ‘wait-and-see’ approach and in a situation where a particular method of analysis is being prescribed under the contract.

**Prolongation Costs Highlights**
This topic will highlight the claims associated with prolongation, quantification of prolongation costs and how to establish this entitlement of claim.

**Security of Payment**
The presentation highlights on the DOs and DON Ts to ensure compliance with The Building and Construction Industry Security of Payment Act and eventually the success of an Adjudication Application from the perspective of a contract administrator and practitioner.

**Defects Liability, Theory and Practice**
This presentation will share practices on defects management and management of defects liabilities in today’s construction practice in Singapore, thus providing an alternative resolution to defects liability disputes.

**Speakers**

**Mr Christopher Chua**
Christopher graduated from the London School of Economics. He is admitted to the English Bar and to the Singapore Bar. Apart from a law degree, Christopher has a Diploma in Surveying (Distinction) from the College of Estate Management, Reading, UK. His main area of practice encompass both front-end drafting/advice and construction disputes, both litigation and arbitration. In AsiaLaw profiles - The Guide to Asia-Pacific’s Leading Law Firms 2012, he is praised for his “disputes expertise” and a “good person to have on your side” for construction work and a “well regarded contact(s)” in the area of Dispute Resolution.

**Mr Paul Teo**
Paul is a Consultant in Hogan Lovells’ Singapore office. He is responsible for leading the projects, engineering and construction team within the international arbitration practice in Singapore. Paul is a Fellow of the Chartered Institute of Arbitrators, the Singapore Institute of Arbitrators and the Hong Kong Institute of Arbitrators. Paul has more than 13 years’ of experience and has been involved in advising clients on a broad range of issues and disputes arising out of major projects situated in Singapore and across Asia. These span the infrastructure, building, energy, maritime and telecommunications industry sectors.

**Mr Koh Beng Soon**
He is a Fellow of Chartered Institute of Arbitrator, UK and graduate of Master of Science in Construction Law and Dispute Resolution from the King’s College London and National University of Singapore Joint Programme. He was involved in various MRT projects since 1998. Beng Soon is a civil engineer with 15 years of experience in planning and forensic delay analysis. He was appointed and acted as an expert witness in arbitration for a hydroelectric project in the Himalayas, and also a lawsuit between the pipe laying subcontractor and the main contractor in Singapore on prolongation/disruption and EOT.

**Mr Christopher Nunns**
Christopher graduated from Oxford University in 1976 and joined the Geotechnics Division of Ove Arup & Partners based in London. With Arup, Chris was involved in challenging projects in Nigeria, Hong Kong, South Africa and Mauritius over a period of seven years. He then moved to Singapore to work on the first phase of the MRT system. For the last 25 years, he has been based in Singapore and principally involved in dispute resolution, arbitration, contract administration and claims management. He has given expert evidence for arbitration and court proceedings on numerous occasions and is a regular speaker at seminars and conferences.

**Mr Amos Teo**
Mr Amos Teo is a Chartered Quantity Surveyor and a Fellow of the Royal Institution of Chartered Surveyors (UK). He was a Senior Contracts Officer of Housing & Development Board (HDB) and later head of Jurong Town Corporation’s Contracts Department and subsequently Port of Singapore Authority’s Contracts and Supplies Department before he went into private practice. He is currently an Accredited Adjudicator under the Building and Construction Industry Security of Payment Act. His scope of expertise encompasses project management, procurement, pre and post contract administration, construction dispute management, financial costing and control and construction management of building and civil engineering works in both the public and private sectors.

**Ms Audrey Perez**
Audrey Perez is a Civil Professional Engineer graduated from Ecole Special des Travaux Publics (ESTP) in Paris. She joined Bouygues, Dragages Singapore’s Mother Company in 1994. She was transferred to Singapore in 1995 where she worked on Construction Projects as site engineer until she became a project manager. In 2007, she successfully completed the NUS-Faculty of Law Graduate Certificate for International Arbitration. Audrey is a Fellow and Council Member of the SI Arb and sat as Council Member of the Society of Construction Law (“SCL”). She chairs the special Focus Committee for the SI Arb (Construction, IT and Marine-Shipping). Audrey participates actively in various committees at both SI Arb and SCL to help bridge the gap between Construction Law and actual construction process.

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<th>Time</th>
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<tr>
<td>8:30am – 9:00am</td>
<td>Registration</td>
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<tr>
<td>9:00am – 9:15am</td>
<td>Welcome Speech by Dr Ho Nyok Yong, SCAL President</td>
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<tr>
<td>9:15am – 10:00am</td>
<td>Dealing and Avoiding Discrepancies/Inconsistencies in Contract Documents by Mr Christopher Chuah, Wong Partnership</td>
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<td>10:00am – 10:45am</td>
<td>How to Avoid, Manage and Resolve Claims and Disputes Effectively by Mr Paul Teo, Hogan Lovells</td>
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<td>10:45am – 11:15am</td>
<td>Morning Tea Break</td>
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<tr>
<td>11:15am – 12:00pm</td>
<td>Tips on Successful Extension of Time Claims by Mr Koh Beng Soon, PMC World</td>
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<td>12:00pm – 12:30pm</td>
<td>Question &amp; Answer</td>
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<td>12:30pm – 1:30pm</td>
<td>Buffet Lunch</td>
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<td>1:30pm – 2:15pm</td>
<td>Prolongation Costs Highlights by Mr Christopher Nunns, FTI Consulting</td>
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<td>2:15pm – 3:00pm</td>
<td>Security of Payment by Mr Amos Teo, Davis Langdon &amp; Seah Singapore</td>
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<td>3:00pm – 3:15pm</td>
<td>Afternoon Tea Break</td>
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<td>3:15pm – 4:00pm</td>
<td>Defects Liability, Theory and Practice by Ms Audrey Perez, Dragages Singapore</td>
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<td>4:00pm – 4:30pm</td>
<td>Question &amp; Answer</td>
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<td>5pm</td>
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Conference Registration Form

Please complete the registration form and send the completed form by e-mail or fax to SCAL before 10 February 2012. If you have any questions, please do not hesitate to contact:

Mr. Chow Chang See | Tel: 6278 9577 | Fax: 6273 3977 | Email: chowchangsee@scal.com.sg

Mr. Yamar | Tel: 6793 9020 | Fax: 6793 4401 | Email: yamar@scal.com.sg

Personal Information (Please type or print clearly in CAPITAL LETTERS)

(Prof/Dr/Mr/Mrs/Miss/Mdm) Name: ___________________________ ___________________________

Name of Institution/ Organisation: ______________________________________________________

Address: __________________________________________________________________________

Tel: __________________ Fax: __________________ Email: _______________________________

Conference Registration Fees (Please tick the appropriate box)

SCAL/SLOTS Member  ☐ $224.70

CIJC Member  ☐ $299.60

Non Member  ☐ $331.70

Note: All rates quoted in Singapore Dollars (SGD). The registration fees include 7% GST, conference materials, tea break and lunch.

Payment

By crossed cheque made payable to “The Singapore Contractors Association Limited” and send to Construction House, 1 Bukit Merah Lane 2, Singapore 159760. Please indicate “For Practical Approach to Contract Administration behind the cheque).

Terms & Conditions

1. Written notice of replacement or withdrawal must be given at least 7 days before the conference.
2. There will not be any refund or credit on fee paid.
3. Speakers, topics, & venue are correct at the time of printing. SCAL reserves the right to substitute any of the speakers, cancel or change the content, venue & timing of the conference.

Name/Authorized Signature/Designation __________________________________________________________________________

Company Stamp (if applicable) __________________________________________________________________________

Date __________________________________________________________________________